



Monivae College

Agreement for the provision of a Macbook

General Information

The MacBook is provided as a tool to assist student learning both at school and at home. While the MacBook is initially provided free of charge, parents will be required to pay a levy for the insurance, software licencing and anti-virus costs associated with providing this MacBook. The levy amount is provided in the Monivae School Fees Schedule.

Students and parents/carers must carefully read this Agreement prior to signing. Any questions should be addressed to the Business Manager or a member of the ICT Department before the Agreement is signed.

Equipment

1. Ownership

- 1.1 The MacBook remains the property of Monivae College.
- 1.2 The MacBook is provided to the student for use in Years 9 -10 in 2012. Students will be able to keep a computer throughout their schooling at Monivae.
- 1.3 The College can request the MacBook be returned for any reason at any time.
- 1.4 If the student leaves Monivae College, the MacBook must be returned to the school at the time of departure.
- 1.5 All material on the MacBook as well as material accessed using the College network is subject to review by College staff.

2. Damage or Loss of Equipment

- 2.1. All MacBook s are covered by a manufacturer's warranty for three (3) years. The warranty covers manufacturer's defects and normal use of the MacBook. It does not cover negligence, abuse or malicious damage which will be reported to ICT or College staff.
- 2.2. Loss, accidental damage or theft of the MacBook must immediately be reported to the College's Business Manager. The Business Manager, or delegate, will issue the student with a **MacBook Repair and Replacement Form**. These must be completed and returned to the College Business Manager before the MacBook can be repaired or replaced.
- 2.3. In the case of suspected theft or malicious damage caused by another person off-site from the College, a police report must be made by the family and an incident number provided to the College's Business Manager.
- 2.4. Students will be required to replace lost or damaged chargers or other peripherals if supplied.

3. Faulty Equipment

- 3.1 Students who experience problems with either hardware or applications must notify the IT Help Desk. The MacBook will be repaired as quickly as possible and returned to the student. The student will be provided with a replacement MacBook if available.

4. Substitution of Equipment

- 4.1When a MacBook is replaced; it will be replaced with one of a similar age and specification where possible.

5. Student Responsibilities

The student is responsible for:

- 5.1. Bringing the MacBook fully charged to school every day.
- 5.2. Taking the MacBook to every class unless instructed otherwise by a teacher.
- 5.3. Adhering to the Monivae College Student Cyber Safety and Acceptable Computer Use Policy which is available on the College's Intranet.
- 5.4. Backing up data securely on the school network and at home.
- 5.5. Ensuring that the identification sticker is not removed from the MacBook.
- 5.6. Keeping the MacBook secure when not in use at school by placing it in a locker that has a school issued 'Master Lock' combination lock.
- 5.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled.
- 5.8. Ensuring that no File Sharing or copyright infringement software or material is installed on the MacBook.
- 5.9. Making sure the name of the MacBook is not changed.
- 5.10. Following appropriate safety and care procedures as outlined in the Monivae College MacBook Operation Guidelines with key procedures including:
 - Not packing the MacBook at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - Handling the MacBook carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the MacBook.
 - Making sure that nothing is put on the MacBook , e.g. stickers etc
 - Ensuring that no items e.g. earphones are left lying on the screen before closing.

A student who does not fulfil these responsibilities may have his/her right to take the MacBook home removed by the principal or delegate. In this instance, the student may be expected to sign a MacBook out of the ICT department each morning and then return it to the ICT department at the end of each day.

6. Parent/Carer Responsibilities

The student's parents/carers are responsible for:

- 6.1. Supervising the student's MacBook and Internet use at home to ensure that the student is using the MacBook safely and responsibly and in accordance with the Student Cyber Safety and Acceptable Computer Use Policy.
- 6.2. Paying any costs incurred by the College in repairing or replacing any MacBook where the student has been deemed responsible for deliberate damage, abuse or loss by neglect of a MacBook. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Carer.

7. Insurance

- 7.1. The laptop will be covered by the College insurance policy. By accepting the Deed of Agreement, I agree to pay the cost of Insurance Excess (\$100) for any insurance claim relating to the laptop. In such

instances, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this Clause will be made by the Principal and will be based upon this Declaration.

8. End of School Year

8.1. The MacBook will be required to be returned to the school at the end of each school year.

This will allow ICT staff to reimage computers and ensure they are running at optimal levels.

8.2 Students will be required to remove any personal files and ensure they have appropriate backups as the data will be lost when a reimage occurs.

8.3 Students will then be re-issued a MacBook at the start of the next academic year.

This page is a duplicate of the following page, to be retained for your records

Student MacBook User Agreement - 2012 (To be completed by students and parent/guardians)

Purpose

To inform students and parents/carers of their responsibilities in relation to the conditions of use of school issued MacBook s.

MacBook User Agreement

I have read and agree to comply with the MacBook User Agreement and the MacBook Operation Guidelines. I agree to comply with any changes to these policies which will be published on the College's public website.

I accept my responsibilities and the conditions regarding the use and care of the MacBook and use of the Internet as detailed in the Monivae College MacBook User Agreement and MacBook Operation Guidelines.

I accept that failure to comply with the MacBook User Agreement and MacBook Operational Guidelines could result in disciplinary action including, but not limited to, recall of the MacBook and/or loss of access for home use.

Please sign and return this page to the College.

A MacBook User Agreement must be signed and returned to the school before the MacBook will be issued.

Name of Student:

Signature of Student

Date:

Name of Parent / Guardian:

Signature of Parent/Guardian

Date:

Name of Parent / Guardian:

Signature of Parent/Guardian

Date:

Please complete this page and return it to Monivae for the issue of a student MacBook

Student MacBook User Agreement - 2012 **(To be completed by students and parent/guardians)**

Purpose

To inform students and parents/carers of their responsibilities in relation to the conditions of use of school issued MacBooks.

MacBook User Agreement

I have read and agree to comply with the MacBook User Agreement and the MacBook Operation Guidelines. I agree to comply with any changes to these policies which will be published on the College's public website.

I accept my responsibilities and the conditions regarding the use and care of the MacBook and use of the Internet as detailed in the Monivae College MacBook User Agreement and MacBook Operation Guidelines.

I accept that failure to comply with the MacBook User Agreement and MacBook Operational Guidelines could result in disciplinary action including, but not limited to, recall of the MacBook and/or loss of access for home use.

Please sign and return this page to the College.

A MacBook User Agreement must be signed and returned to the school before the MacBook will be issued.

Name of Student:

Signature of Student

Date:

Name of Parent / Guardian:

Signature of Parent/Guardian

Date:

Name of Parent / Guardian:

Signature of Parent/Guardian

Date: