



Bracken Ridge  
State High School

*Strive to Accomplish*

**ICT Acceptable Use Agreement,  
Including Student Laptops**



## Laptop Resource Scheme Contacts

### Program Information

Head of Technologies: Angela Gilbert – [agilb50@eq.edu.au](mailto:agilb50@eq.edu.au) - 3869 7222

Finance Officer/ Enquiries: Karen Cattelini - [kcatt12@eq.edu.au](mailto:kcatt12@eq.edu.au) - 3869 7222

Expression of Interest form emailed to [laptops@brackenridgeshs.eq.edu.au](mailto:laptops@brackenridgeshs.eq.edu.au)

## Student Laptop Resource Scheme

The Student Laptop Resource Scheme at Bracken Ridge State High School offers parents and carers the opportunity to hire a laptop for their students which can access all the necessary platforms for their curriculum engagement and success. **Only laptops provided by the school can be onboarded to the school network.** Privately owned devices cannot be connected to our school network.

Upon agreement to the Laptop Resource Scheme, a device is provided to students for a period of three (3) calendar years, or until the student leaves the school. Students use the device both at home and at school, during participation in the scheme.

Benefits to students and parents when participating in the scheme:

- Install and maintain all software required for school (Microsoft suite, QLearn, TEAMS, Compass, ClickView, OneDrive for students, Education Perfect, Stile)
- Access to learning 24/7, 365 days per year.
- Safely onboarded to school network
- Install and maintain antivirus software
- Provide internet filtering at home and school
- Provide full technical support through our school 'tech desk'.
- Provide access to loan device if the device needs repair
- Manage all matters relating to device warranty
- Provide an Accidental Damage Protection policy (ADP)
- Manage all matters relating to a claim made under the ADP policy.

## Laptop Resource Scheme payments

**All payments related to students schooling, including Student Resource Scheme (SRS) Payments, Excursions, Sport etc., must remain up to date or on payment plans to be able to keep the issued laptop.**

Parents/Caregivers and students will need to sign the agreement and if payments lapse, following a reminder letter, the laptop can at any time be requested to be handed back until outstanding payments are again up to date.

The school also offers a **day loan** service for students or parents who are unable to access the Laptop Resource scheme. For more information, please contact Angela Gilbert [agilb50@eq.edu.au](mailto:agilb50@eq.edu.au).

## Return of the Laptop

If a student leaves the school, the device remains the property of the school and must be returned on the last day of attendance. If the returned device is damaged, an excess or cost will be incurred by the parent. Where the device is not returned, it will be reported to the Police as stolen.

At the end of year 9 and 12 students **MUST** return their device to the IT Service Desk for secure erasing of all electronic data. There will be the opportunity to pay a small fee to retain the device and register software under the user's name. Any outstanding fees will need to be paid. Any refund due based on a pro-rata usage period can be returned.

<b>Title:</b>	<b>ICT Acceptable Use Agreement, Including Student Laptops</b>			INCLUDING
<b>Version:</b>	2.0	Effective:5 December 2024		
<b>Ownership:</b>	HOD Technologies	Review:		Page 1 of 6

## Accidental damage

Where a device is accidentally damaged, school will invoice the student's parents accordingly -

ADP Excess (one claim per year or Full Cost of repair)		
1 <sup>st</sup> claim - \$50	2 <sup>nd</sup> claim - \$100	Subsequent – Full Cost of repair

## Theft and loss

If the device is stolen outside the school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number (QP Number); and
- Statutory declaration (usually completed with the police).

On receipt of the necessary documentation, DET will initiate recovery procedures via the inbuilt theft protection software, Computrace®.

Should a device be unrecoverable – whether lost or stolen, the cost of replacement is as follows -

Unrecoverable Device
Full cost of replacement

**NOTE:** Parents are advised to contact their own home and contents insurance for information about claiming this cost.

## Case

A protective bag is provided with the student's laptop device. No permanent markings or graffiti are permitted on the bag. Bags have a 12-month warranty (Broken zips are not covered under this warranty). Where bags have been defaced or damaged students will be required to purchase another bag

*Replacement protective cases can be purchased from the front office.*

## Chargers

Battery chargers are provided with the hired device. They are for use by the students outside school to ensure that their device is fully charged at the beginning of each day. **They are not to be brought to school.**

*Replacement chargers can be purchased from the Front Office.*

## Stylus

A Stylus is provided with the senior hired device.

*Replacement Stylus's can be purchased from the Front Office*

Title:	ICT Acceptable Use Agreement, Including Student Laptops		INCLUDING
Version:	2.0	Effective:5 December 2024	
Ownership:	HOD Technologies	Review:	Page 2 of 6

## RESTRICTIONS

### Monitoring and filtering

The school filters harmful websites and website categories to help protect students, in addition to monitoring all Internet use. Filters and monitoring also apply to student devices off campus.

### Physical Audits

The school conducts random audits looking for inappropriate website access, downloads, or device use. Parents are encouraged to be proactive and talk to their children about their online habits.

### BREACH OF THIS POLICY

Failure to abide by this Policy and the relevant *'Student ICT Acceptable use Agreement'* may result in disciplinary action at the discretion of the School Principal.

Depending on the seriousness of the breach of the agreement or policies, an appropriate response will be made by the school and may include:

- Discussion of the breach with the student.
- Discussion of the breach with the Parent/Carer.
- Recovery of any incurred costs from the Parent/Carer.
- Legal action (if deemed necessary for serious offences).
- Any other response deemed necessary by the School Principal or delegate.

<b>Title:</b>	<b>ICT Acceptable Use Agreement, Including Student Laptops</b>		Code: OTH
<b>Version:</b>	1.0	Effective: 24 May 2024 Review:	
<b>Ownership:</b>	HOD Technologies		Page 3 of 6

# Information and Communication Technology (ICT)

## Acceptable Use Agreement

### Expectations and Responsibilities

This Agreement outlines the expectations of both students and parents/carers of students, as well as the Bracken Ridge State High School (BRSHS).

**Bracken Ridge SHS** commits to providing students with access to the school's (ICT) facilities and devices to support their essential learning, as listed below:

- Provide students with a device and software designed to meet the needs of their class work.
- Provide software updates as required.
- Provide a loan/spare device for the student to use while their own device is being repaired for damage or warranty claims.
- Provide on campus printing facilities.
- Provide technical support for the device (before school and during lunch breaks).
- Provide information about device care and maintenance.
- Respond to any breaches of this policy in an appropriate manner.

**Parents/Carers** are to ensure their child fulfills their responsibilities as outlined in this document 'ICT Acceptable Use Agreement, including Student Laptops'.

- Supervise their child's care of the device outside of the school environment.
- Monitor their child's recreational use of the device and guard against inappropriate use.
- Support the School's disciplinary actions for inappropriate use of School ICT equipment or internet.
- Pay all fees associated with hire of the device (including insurance excesses and replacement costs where applicable).
- If a damage does occur, ensure their child has correctly completed the 'Accidental Damage Claim' paperwork, requiring a parent signature.
- Be familiar with the document [Online Safety in Queensland State Schools \(PDF, 4 MB\)](#) which provides guidance on how the department responds and supports schools, students, parents and the community, in keeping young people safe online.

**Students** are to abide by the expectation and responsibilities listed below:

- Always transport the laptop in the provided bag
- Fully charge the device at home each evening, ensuring the laptop is charged and ready for learning (leave the charger at home)
- Students provide authorised school staff with access to the device
- Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

<b>Title:</b>	<b>ICT Acceptable Use Agreement, Including Student Laptops</b>			INCLUDING
<b>Version:</b>	2.0	Effective:5 December 2024		
<b>Ownership:</b>	HOD Technologies	Review:		Page 4 of 6

- Students are not allowed to use their mobile phones or any other device to connect to the Internet while at School
- No permanent markings are permitted on the laptop. This includes, pen, stickers, or any other item/material visible on the device.
- Keep the laptop out of direct sunlight and in a cool dry place when not in use at home
- Use the Internet to only access information relevant to classroom research or approved projects
- Avoid compromising, directly or indirectly, the security and integrity of the school network – including but not limited to tampering, hacking and/or spreading viruses or using weak passwords
- Immediately inform a teacher if you view information that makes you feel uncomfortable, offended or believe that the content is illegal
- Use only video conferencing for educational purposes. Only take and share photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson or educational activity.
- Do not reveal your password to anyone else. Do not allow anyone else to use your laptop including family, friends etc.
- Do not give out any personal information about themselves or others unless given permission from a teacher
- Do not send any bulk unsolicited emails, computer viruses, worms or malware or similar malicious programs
- Attempt to communicate with staff member via phone call, text or private email, or social media platforms. Any attempt by students to connect, like or message staff will be considered a breach of appropriate use of technology as well as a breach of privacy.
- Use only licensed software approved by the school. Unauthorised software use may breach Copyright laws and penalties may apply by Australian law
- Do not play games in class, when your teacher has instructed you to engage in a learning task.
- Don't leave your laptop unattended or unlocked
- Do not use the internet for talk and/or chat sessions or send/receive personal emails within school hours
- Do not use social media or any other website/program with the purpose of creating, viewing or participating in the humiliation, harassment or defamation of others.

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<b>Version:</b>	1.0	Effective: 24 May 2024 Review:	
<b>Ownership:</b>	HOD Technologies		Page 5 of 6

# ICT Acceptable Use Agreement, including Student Laptops Acknowledgement And Acceptance

**Student**, in summary for students to read and understand:

- I understand and accept my role in safely engaging with ICT's at Bracken Ridge SHS
- I have read and understood the requirements of the 'ICT Acceptable Use Agreement, including Student Laptops'.

## **Parent/Carer**

- I have read all sections in this Agreement and the 'Student Laptop Scheme and ICT Acceptable Use Agreement'.
- I am aware of the responsibility my child has under this agreement and I believe that he/she understands the conditions and consequences.
- I am aware that consequences may apply should I or my child breach this Agreement.
- I acknowledge that the school is using a web-filtering software to monitor the websites my child can visit on his/her laptop.
- As the school has a 'no devices' policy I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices.
- I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Responsible Behaviour Plan. This may include loss of access and usage of the school's ICT facilities and devices for some time.

Student name and year level: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Department of Education and Training through its Information Management (IM) Procedure is collecting your personal information in accordance with the Education General Provisions Act 2006 in order to ensure appropriate usage of the school network and appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its Information Management (IM) Procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

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