



Warilla North Public School

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Current as at: 26/03/2020

Device Loan Charter

Student Name	
Class	
Parent/Carer Name	
Device Model	
Device Serial Number	

Purpose

Students enrolled at Warilla North Public School will be issued a school owned device for their education. This will provide the opportunity for students to learn knowledge & skills as a digital citizen and utilise a standard device for completing work electronically with web based tools licensed for all government school students.

Financially, we are providing equity of access in our school and minimising costs to families to support their child in accessing reliable and adequate technology to further their studies by supplying 1-1 technology across the school.

The Device Loan Charter must be signed and provided to the school before the device will be loaned. Students and parents/carers must carefully read this charter prior to signing it. Inappropriate use of digital devices and online services will be dealt with in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents. Any questions should be addressed to the school and clarification obtained before the charter is signed.

Device Loan Charter

- We have read the Device Loan Charter and Warilla North Public Schools Student Use of Digital Devices and Online Services Procedure.
- We understand our responsibilities regarding the use of the device and the internet.
- In signing below, we acknowledge that we understand and agree to the Device Loan Charter.
- We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.
- We understand that failure to comply with the Device Loan Charter could result in loss of future loan permission.

Signature of student: _____ Date: / / 2020

Signature of parent/carers: _____ Date: / / 2020

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

Device Loan Charter

1 Purpose

- 1.1.1 The device is to be LOANED as a tool to assist student learning both at school and at home.

2 Equipment

2.1 Ownership

- 2.1.1 The student must bring the device fully charged to school every day if required. Chargers should be left at home.
- 2.1.2 Access to a device on loan may be terminated if there is damage caused by negligence or if the student does not bring the device as required to school or return it by the due date. Parents will be charged for the repair of a device damaged through negligence, this will be determined by the Principal or Representative.
- 2.1.3 The school retains ownership of the device.
- 2.1.4 In the case of a student being loaned a device with the intention that it will be loaned across the school year the following apply:
 - 2.1.4.1 *If a student leaves Warilla North Public School, moves to another government or nongovernment school, interstate or overseas, the device must be returned to the school.*
 - 2.1.4.2 *When the student completes the school year, the device must be returned to Warilla North Public School with any supplied accessories.*
- 2.1.5 All material on the device is subject to review by school staff. If there is a police request, the department will provide access to the device and personal network holdings associated with your use of the device.
- 2.1.6 Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

2.2 Damage or loss of equipment

- 2.2.1 All devices and batteries are covered by a manufacturer's warranty for the warranty period. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
- 2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. The person at fault may be charged for the cost of repair/replacement.
- 2.2.3 In the case of suspected theft a police report must be made by the family and an event number provided to the school.
- 2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.
- 2.2.5 Devices that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to device loans.
- 2.2.6 Students will be required to replace lost or damaged chargers.

3 Standards for device care

The student is responsible for:

- 3.1 Taking care of devices in accordance with school guidelines.
- 3.2 Adhering to Online Communication Services: Acceptable Usage for School Students policy.
- 3.3 Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the device will be deleted and the storage media reformatted in the course of repairs/replacement.
- 3.4 Never damaging or disabling devices, device systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass device security mechanisms for either software or hardware.

4 Acceptable computer and internet use

- 4.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
- 4.2 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Student use of digital devices and online services policy (PD/2020/0471/V01). This policy forms part of the Device Loan Charter.
Note, this policy supersedes Student Bring Your Own Device Policy (BYOD) PD/2013/0458 including the Student BYOD Agreement and BYOD Guidelines and Online Communication Services: acceptable usage for school students PD/2002/0046
- 4.3 Student use and access of devices is to be in agreeance with Warilla North Public School's Student use of digital devices and online services procedure and Department of Education's Student use of digital devices and online services policy (<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>).