

# NBSC MACKELLAR GIRLS CAMPUS 2025 LAPTOP LOAN CHARTER

Student name \_\_\_\_\_  
Family name \_\_\_\_\_ Given name \_\_\_\_\_

Parent/Carer name \_\_\_\_\_  
Family name \_\_\_\_\_ Given name \_\_\_\_\_

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## **Purpose**

A number of pool laptops are available for short and long term loan to students who do not have their own device. The laptop is to be loaned as a tool to assist student learning both at school and at home. Loan laptops remain school property.

This Laptop Loan Charter must be read and signed and returned to Mackellar Girl's Campus before the laptop can be issued. There is a deposit of \$100 to secure the laptop which is refundable, provided the student returns the laptop and charger in the condition in which it was issued. The funds will be held if the laptop and/or charger needs to be repaired.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

## **Laptop Loan Charter**

We have read the Laptop Loan Charter.

We understand our responsibilities regarding the use of the laptop and the internet.

In signing below, we acknowledge that we understand and agree to the Laptop 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 Laptop Loan Charter could result in loss of future loan permission.

Signature of student: \_\_\_\_\_ date: / /

Signature of parent/carers: \_\_\_\_\_ date: / /

**PLEASE SIGN & RETURN THIS PAGE TO SCHOOL ALONG WITH YOUR \$100 DEPOSIT**



# LAPTOP LOAN CHARTER

## 1. Equipment

- The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.
- Access to a laptop on loan may be terminated if there is damage caused by negligence or if the student does not bring the laptop as required to school or return it by the due date.
- The school retains ownership of the laptop.
- All issued loan laptops are to be returned at the end of each year to the I.T. Department, to be sited for faults and updating software/reimaging. Students need to back up their work before returning the laptops.
- Deposits will be refunded if the student no longer needs the laptop at the end of the year, if it is returned in the condition it was issued.
- When a student moves to a non-government school, interstate or overseas, the laptop must be returned to the school.
- All material on the laptop is subject to review by school staff. If there is a police request, NSW DEC will provide access to the laptop and personal network holdings associated with your use of the laptop.
- Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

## 2. Damage or loss of equipment

- All laptops are the student's responsibility and any negligence, abuse or malicious damage will forfeit their deposit.
- Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and an event number provided to the school.
- In the case of loss or accidental damage, a Laptop Incident Report must be filled in and signed by the student and parent/carer. The incident is to be reported to the I.T. Department where an Incident Report form will be provided.
- Laptops 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 the laptop loans.
- Students will be required to replace lost or damaged chargers. These cost the school \$50 to replace.

### 3. Standards for laptop care

The student is responsible for:

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

### 4. Acceptable computer and internet use

- 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.
- 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 *Online Communication Services: Acceptable Usage for School Students* policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter
- The [Online Communication Services: Acceptable Usage for School Students](#) policy applies to the use of the laptop and internet both on and off school grounds.

**Extracts:** [Online Communication Services: Acceptable Usage for School Students](#)

#### 4.1 Access and Security

##### 4.1.1 Students will:

- *not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.*
- *ensure that communication through internet and online communication services is related to learning.*
- *keep passwords confidential, and change them when prompted, or when known by another user.*
- *use passwords that are not obvious or easily guessed.*
- *never allow others to use their personal e-learning account.*
- *log off at the end of each session to ensure that nobody else can use their e-learning account.*
- *promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.*
- *seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.*
- *never knowingly initiate or forward emails or other messages containing:  
a message that was sent to them in confidence.  
a computer virus or attachment that is capable of damaging recipients' computers.  
chain letters and hoax emails.  
spam, e.g. unsolicited advertising material.*
- *never send or publish:*

*unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.*

*threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.*

*sexually explicit or sexually suggestive material or correspondence.*

*false or defamatory information about a person or organisation.*

- *ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.*
- *never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.*
- *ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.*
- *be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.*

## **4.2 Privacy and Confidentiality**

### **4.2.1 Students will:**

- *never publish or disclose the email address of a staff member or student without that person's explicit permission.*
- *not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.*
- *ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.*

## **4.3 Intellectual Property and Copyright**

### **4.3.1 Students will:**

- *never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.*
- *ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.*
- *ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.*

## **4.4 Misuse and Breaches of Acceptable Usage**

### **4.4.1 Students will be aware that:**

- *they are held responsible for their actions while using internet and online communication services.*
- *they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.*
- *the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.*

## **5. Monitoring, evaluation and reporting requirements**

### **5.1 Students will report:**

*5.1.1 any internet site accessed that is considered inappropriate.*

*5.1.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.*