RIVERMOUNT COLLEGE

1-TO-1 LAPTOP PROGRAM

Year 7, Year 10 and any New Students Entering in 2024

Purpose

1-to-1 programs are designed to provide students with personal portable computers to enhance opportunities for learning. The devices help schools engage the digital generation by nurturing individual (or 1-to-1) learning experiences.

Rivermount College is committed to leading students in becoming life-long learners and active citizens within their community. As information and communication technology (ICT) is such an integrated part of everyday life, we strive to provide our students with the skills to live and work in a digital world.

The College 1-to-1 Laptop Program provides College procured and owned laptops to students for educational use both at school and at home. All devices used in this program are the property of Rivermount College but provided to the student contingent on the terms and conditions below.

Part A: Terms and Conditions of the 1-to-1 Laptop Program

1. Principles

1.1 The College operates a 1-to-1 Laptop Program that enables a Student and their Parent/Guardian to enter into an agreement with the College for the use of a laptop for a specified levy.

2. Benefits of the Program

2.1 The purpose of the program is to provide the Parent/Guardian with a cost effective alternative to purchasing a laptop, through providing access to College-owned laptops purchased at reduced prices through the College's bulk purchasing practices.

2.2 The scheme also ensures that students have a laptop for their education which meets specified requirements and can be safely connected to the College network.

3. Parties Involved

3.1 This Agreement is between Rivermount College (hereafter called "the College") and _____ (the "Parent/Guardian") in relation to provision of computer equipment to _____(the "Student").

3.2 The Student has been accepted into the College 1-to-1 Laptop Program for the duration of this program.

3.3 In exchange for the Parent/Guardian complying with this Agreement, the College 1-to-1 Laptop Program provides the Student with a laptop computer for educational use at College and home.

3.4 The equipment is provided to the Student and remains the property of the College at all times.

3.5 This Agreement outlines the roles and responsibilities in relation to the College 1-to-1 Laptop Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment Provided

4.1 The equipment, subject of this Agreement, consists of a Lenovo Yoga L13 Laptop With an Intel i5 processor (or equivalent item), 16Gb RAM, Windows 10 and Laptop Bag. These items are referred to through this Agreement collectively as the "Laptop".

4.2 Each laptop will be:

- commercial grade
- protected by Rivermount College anti-virus tools and automated updates
- covered by warranty including the battery
- able to be connected to the Rivermount College Network and have filtered internet and email
- able to be used at home and at College for student learning
- installed with central data storage, common file access, backup and network software resource
- have tech support through the College IT department.

5. Laptop Specifications

Brand and Model	*Lenovo Yoga L13*
Specifications	Intel® Core™ i5-1335U, 16GB RAM, 256GB SSD PCIe-NVMe 13.3" WUXGA IPS ARAS Touch (1920 x 1200) Wi-Fi (2x2 802.11ax) with active pen *Integrated 720p HD Camera*
Installed Software	*Windows 10* *Office 365* *Adobe CC / Autodesk Suite* *Antivirus Software*
Warranty / Support	*3 Year NBD warranty on-site / IT Service Centre*
Other items	*3 Year Accidental Damage Protection 100 EXS* *Carry Bag*

6. Rights and Obligations

6.1 The Student has the right to use the Laptop only in accordance with this Agreement.

6.2 The Parent/Guardian must comply with the Agreement and supervise the Student to ensure that the Student complies with the *Laptop Rules for Students* in relation to use of the Laptop at the College and outside the College (e.g. at home).

6.3 To the extent that the *Laptop Rules for Students* can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.

6.4 The Parent/Guardian must also comply with their respective obligations under the College*'s Cybersafety Agreement* and the *College Acceptable ICT Usage Policy*.

7. Period of Participation

7.1 The College agrees to provide the Laptop to the Student from the date all parties sign this Agreement and the Student receives the Laptop.

7.2 Subject to clause 7.3, the provision continues until the end of Year 9 or Year 12.

7.3 The provision may be ended earlier, at the College's absolute discretion, if:

- the Student is no longer enrolled with the College
- the Student is excluded from the College

Note: The Laptop may be retained within the College during any period of suspension.

- if, in the opinion of the College, the Student is not meeting the College's behaviour and educational requirements, including absenteeism fall below 75% without appropriate justification
- the Parent/Guardian fails to comply with this Agreement, the College *Cybersafety Agreement* or the *Acceptable ICT Usage Policy*; or
- the Student fails to comply with the attached *Laptop Rules for Students,* the College *Cybersafety Agreement* or *the Acceptable ICT Usage Policy*.

8. Ownership of Laptop

8.1 This Agreement does not give the Student ownership of the Laptop. The College retains ownership of the Laptop during the term of the provision.

8.2 This Agreement and the College's delivery of the Laptop to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Guardian.

9. Status of Laptop

9.1 Students will receive a new device or a laptop in previous circulation that has been checked and certified to be in working order.

9.2 The College will use its best endeavours to provide a safe, secure area during breaks during College days and hours for students to store their laptops.

9.3 The College may demand the return of the Laptop for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the Laptop and to verify that the Laptop is being used in accordance with this Agreement and the *Laptop Rules for Students* (Part B of this agreement).

10. Fee for Provision of Laptop

10.1 A levy will be due and payable by the parent/guardian each term.

10.2 In the event of loss or damage to, or caused by, the Laptop, see Clause 16 Loss or Damage.

11. Connection to the Internet

11.1 The Laptop supplied to the Student is built with a securely managed operating environment which provides filtered internet access. The College does not provide any carriage service or connectivity to the internet for use of the Laptop outside the College.

11.2 At College, the carriage service and connectivity to the internet is governed by the *College's Cybersafety Agreement and the College's Acceptable ICT Usage Policy.* The College reminds the Student and the Parent/Guardian of their obligations under this agreement.

11.3 At home, it is the Parent/Guardian's responsibility to ensure any appropriate content filters or controls are applied to internet services not supplied by the College. The College accepts no responsibility for consequences of internet access outside the College and will seek to enforce any breach of policy found on a College-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).

12. Improper Use

12.1 The Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services outside the College and that the Laptop is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

13. Software

13.1 Only licensed software authorised by the College can be stored or otherwise loaded on to the Laptop. The Parent/Guardian must ensure that any other software is not loaded onto the Laptop. All software must be loaded onto the Laptop by the College's technical administrator/staff.

13.2 The software loaded on the Laptop is licensed to Rivermount College. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the College. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

14. Virus Protection

14.1 Viruses have the potential to severely damage and disrupt operations within the College and its networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability. The laptop is loaded with the latest protection from the College.

14.2 Viruses can enter laptop computers through:

- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- Emails / Phishing attempts (emails linking to malicious websites)
- The internet (including web browsing, FTP programs and chat rooms)
- File download
- Network file shares, such as servers and shared folders

14.3 The virus protection software provided by the College must not be uninstalled or disabled at any time.

15. Repair and Maintenance

15.1 A manufacturer's warranty will apply to the Laptop for the period of the provision.

15.2 Students must not "personalise" their laptops in any way by using felt pens, stickers or other marks. Laptops will be identified as belonging to a particular student in a manner determined by the College. Such identification is not to be tampered with.

15.3 The Parent/Guardian or Student must immediately return the Laptop to the College if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.

15.4 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Laptop without prior written consent of the College.

15.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired.

16. Loss or Damage

16.1 The Laptop provided for student use shall be kept in good condition by the Student. The College IT Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.

16.2 Where an issued item is lost or negligently damaged, Parent/Guardian will be responsible for an excess payment to the College of $500 for any lost laptop or $100 for accidental damage. 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/Guardian.

16.3 The Parent/Guardian must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Laptop in a safe place when it is taken off the College's site.

16.4 The Parent/Guardian must immediately notify the College if the Laptop is damaged, lost or stolen.

16.5 If the Laptop is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Policy a Crime Number and the name of the investigating officer and provide this to the College. Parents will be required to make an excess payment of $500 for any stolen Laptop.

16.6 If, after investigation by the College, it is found that the Laptop has been intentionally damaged or that the Student or Parent/Guardian has been negligent (i.e. not exercised due care) in using or caring for the Laptop, the Parent/Guardian agrees to cover any excess costs incurred by the College in repairing or replacing the Laptop and agrees to indemnify the College against any further loss or damage caused by such intentional damage or negligence.

16.7 Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop Computer guidelines.

17. Consequences

17.1 All Laptops provided for use in the program remain the property of the College and shall be returned at the end of the program or when the student leaves the College, whichever is the earlier.

17.2 Laptops must be returned for inspection to either the College IT Department or College Reception at which time a Laptop Status Form must be completed.

17.3 Where an item is not returned, the Parent/Guardian will be responsible for payment of the replacement cost of the item. 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/Guardian.

17.4 Failure to comply with this Agreement may result in the College ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.

18. Acceptance of Agreement

18.1 By completing and signing the Participation Agreement form, the Parent/Guardian and Student acknowledge they understand and accept the Terms and Conditions of this agreement.

Part B : Laptop Rules for Students

1. You can use the Laptop for your own educational purposes, both at home and at the College. The Laptop may be used for limited personal use but not for commercial purposes (e.g. you cannot use the Computer for a part-time job).

2. If you do not comply with these *Laptop Rules for Students*, you are not allowed to use the Laptop and the College may demand that you return the Laptop. There may be other disciplinary consequences under the College's *Behaviour Management Guidelines* for Secondary Students.

3. The *College's Cybersafety and Acceptable Use Agreement* and *Acceptable ICT Usage Policy* also apply to your use of the network/internet when you are accessing the internet using the Laptop. You are reminded of your obligations under that agreement and policy.

4. You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.

5. You can only have and use the Laptop at the College and at home. Upon request, the College may give written approval for the Laptop to be used in other places.

6. You accept responsibility for the security and care of the Laptop.

7. You are responsible for backing-up all necessary data. The College is not responsible for any data loss. Therefore please ensure all your College work and important documents are stored on a cloud based platform (e.g. Google or OneDrive) and backed up onto a removable drive.

8. Only software authorised by the College can be stored or otherwise loaded on to the Laptop. You must not load, and must not cause to be loaded, any software onto the Laptop. All software must be loaded onto the Laptop by the College's technical administrator.

9. The software loaded on the Laptop is licensed to Rivermount College. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.

10. You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the College's written consent.

11. You must take all reasonable precautions to prevent a virus from infecting the Laptop, including scanning any data that is transferred onto the Laptop from the Internet and scanning any external drives or other removable media such as USB drives in the Laptop.

12. When not in use, the Laptop must be stored in its carry case and locked in a secure location e.g. classroom or locker during morning tea and lunch breaks.

13. You must not upload / download any programs, images, files or other software unless expressly authorised by the College. Music and video files used for educational purposes and as approved, or provided, by the College are to be stored on the Laptop.

14. Images or sound captured by personal technology devices on the College premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the College for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The College has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

15. You must not intentionally use the Laptop or internet services to which it may be connected:

    - to bully, menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
    - for any illegal, pornographic, fraudulent or defamatory purposes;
    - for bulk transmission of unsolicited electronic mail;
    - to send or cause to be sent any computer worms, viruses or other similar programs;
    - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
    - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
    - in a way that violates any laws, such as privacy laws.

16. The Laptop is to be returned in good condition to the College at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Laptop before leaving the College. If the Participation Agreement is ended, you must return the Laptop.

17. The College can request the Laptop be returned for any reason at any other time.

For more information about the Program and the *Laptop Rules for Students*, contact:

Mr Simon Wilkins
Business Manager
Email: s.wilkins@rivermount.qld.edu.au
Phone: 07 3287 0000

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1-TO-1 LAPTOP PROGRAM

Year 7, Year 10 and any New Students Entering in 2024

Student Participation Agreement

I have read the *Laptop Rules for Students* in this agreement.

I will keep my log-in details and password confidential. I understand that network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

I acknowledge my responsibility to use the Laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.

Student Name: _____ **Year Level:** _____

Signature: _____ **Date:** _____

Parent / Guardian Authorisation

I have read and understand the Terms and Conditions of the Rivermount College 1-to-1 Laptop Program and agree to abide by them and pay the associated levies and any costs as outlined in this agreement should the Laptop be lost, stolen or damaged.

Parent / Guardian Name: _____

Signature: _____ **Date:** _____

OFFICE USE ONLY			
Equipment Issued Date:			
Type of Equipment	**Brand**	**Make Model**	**Asset Number**

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Use and Care of the Laptop Computer

Usage

- Don't use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping technology devices.
- Don't place technology devices in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always shut down computers through the 'Start – Shutdown' mechanism.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Personalise technology devices with methods approved by the College, to ensure students do not get the devices mixed-up.
- Don't place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.

Handling your Laptop Computer

- Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down.
- Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.
- Laptops should be switched off before being placed into the bag.

Packing away your Laptop Computer

- Always store your laptop bottom down and with the LCD facing away from the front of the backpack.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of Laptop Computer Bag

- The bag should be fully zipped up before being carried
- The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

LCD Screen

- LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
  - Switch off your laptop computer.
  - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
  - Do not directly apply water or cleaner to the screen.
  - Avoid applying pressure to the screen.

AC Adapter

- Connect your adapter only to your laptop computer.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.

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Use and Care of the Laptop Computer

Battery Pack

- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to the Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Casing Cleaning

- Take a non-abrasive cloth and spray a glass cleaner (or like) on to cloth to moisten. Do not spray the laptop directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Undertake virus scans of computers after home usage and prior to reconnecting to the College's ICT network.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the College's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software

- Don't copy any software from the College's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Batteries

- Don't use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Do not use your computer on your lap.
- **Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the College will not have the infrastructure or resources available to charge batteries for every student**.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Don't get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer's user guide.