

# LILYDALE HIGH SCHOOL

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Student Name (Please print)	Type	Received (Parent signature)
	<input type="checkbox"/> IPAD <input type="checkbox"/> ACER <input type="checkbox"/> APPLE	

## LILYDALE HIGH SCHOOL NOTEBOOK AGREEMENT

The following documentation needs to be read and signed by both the Parent/Guardian and student before participation in the Notebook Program. This agreement is binding on all computing devices utilised within the environs of Lilydale High School (hereafter referred to as LHS) including self purchased devices. References to notebooks apply equally to iPads.

All notebook computers and iPads purchased by LHS remain the property of LHS at all times until ownership has been transferred in writing.

All boxes and packaging for the notebook needs to be retained and returned to school when the notebook is returned.

### Usage Guidelines:

- Students must adhere to the LHS Acceptable Network and Internet Contract at all times. This includes usage of the Notebook out of school hours and the usage of self purchased iPads within the LHS environs.
- **Students will be required to bring their notebooks to school fully charged every day.** Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day.
- Students must carry the notebook/iPad in an approved protective case at all times. This includes self purchased devices. Carry cases must afford some level of protection against drops, knocks and minor liquid spills.
- Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate is forbidden and will be dealt with under the School's Engagement Policy.
- The set up and configuration of the notebook is not to be changed. This does not preclude students from installing home printer drivers and configuring the notebook for access to home networks and home Internet Service Providers. However, it is the responsibility of the student to ensure that the notebook remains in a state ready to be connected to the school network.
- Students may not disassemble any equipment. All repairs will be organised by the school.
- **Notebooks must be secured in lockers** whenever they are not in the student's direct possession, such as at recess, lunchtimes and during PASE classes. Notebooks should not be left unattended in bags or in classrooms. This does not preclude students from using their notebooks during recess and lunchtime.
- All games and music on the laptop must be legitimate and not pirated. The school cannot permit students to use illegal software. All software on the notebook must be licensed. Unauthorised copying of software or information belonging to others is prohibited.
- Students may not "jailbreak" or otherwise "hack" or attempt to break security protocols in place. All software on the iPad must be legitimately purchased via the Apple iTunes store. Software not available on the iTunes store is not allowed. iPads which have been found to be "jailbroken" or hacked will be reset without notice.
- Students are responsible for backing up personal data. Students are responsible for the safety and integrity of the data on the notebook. Students are encouraged to use Studywiz and the school's network storage areas and not to rely solely on the notebook storage areas for the safety of their work. The school accepts no responsibility for lost data.
- Reformatting of the hard drive will be undertaken when deemed necessary by the school's technicians. Reformatting causes all programs and files on the computer to be erased and the computer to be returned to its original state.
- Notebook storage areas, including email storage and any storage device connected to the notebook, are to be considered public access for the purposes of security. Students should not store private or sensitive information on the notebooks.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the notebook responsibly. Users should not expect that files stored on the notebook will always be private. This includes any and all files contained on a memory stick or other storage device connected to the notebook.

- The student is responsible for the appropriateness of all files and data stored on the computer, including all files and/or data contained within cookies, caches and temporary internet storage areas.
- Students may not take photos of other students or staff without their express permission. Students may not have unauthorised photos in their possession or upload unauthorised photos to any website or network storage area. Students may not pass unauthorised photos onto other people.
- Students may not add or remove any identifying labels directly on the notebook as this will void any warranty.
- Misuse of the computer may result in the equipment being required to be returned to Lilydale High School.
- Notebooks may only be retained by a student over the Summer holidays if the next year's levy has been paid.

**Transport to and from school:**

- Notebooks must be carried inside the student's school bag or an approved carry bag.
- Notebooks must be carried at all times and not left unattended.
- Students should avoid putting the bag on the ground as the student travels to and from school.
- Notebooks must be removed from the school bag as soon as the student gets home.

**At home:**

- Notebooks are to be kept away from the eating area, food and drink. The notebook should be kept away from hot or cold surfaces.
- Students must not eat food or drink when using the notebook at home.
- The power cord should be used whenever possible to avoid the battery being run down.
- Notebooks must be stored flat.
- Solvents are not to be used to clean the notebook.
- The notebook is provided for the sole use of the student named in this agreement.

**Faults:**

*Any malfunctions must be reported immediately to the school's computer technicians.*

**Loss/Damage/Theft of Notebooks:**

- Lost notebooks are not covered by insurance. Students are responsible for knowing where the notebook is at ALL times.
- If students damage their notebook intentionally it will not be covered by insurance. The notebook must always be carried in the case. This minimises the chance of damage.
- If the notebook is stolen, accidentally damaged (liquid spills, run over or crushed) or destroyed (electrical surges, short circuits), students and parents will be responsible for following the procedure.

**In all cases of damage, the students are required to submit a written report of the cause of the damage and this also requires a statement from the parent. The school, and in some cases the insurance company, will further investigate each claim to determine the cause of the problem. All insurance claims involve payment of an excess of \$250.00 for notebooks and \$100 for school issued iPads.**

**Parents/Guardians need to be aware that they will be liable for the payment of this excess.**

I acknowledge that I have read and agree to abide to the guidelines outlined above.

Parent/Guardian name: \_\_\_\_\_

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

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

Student name: \_\_\_\_\_

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

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