



Ocean View College B-12

Laptop User Contract

Purpose

The laptop is provided as a tool to assist student learning, both at school and; in some cases, at home.

Care and Ownership

Students are expected to take good care of their laptops in relation to carrying, cleaning, storage and security, both on and off-site.

- (1) The student must bring the laptop to school fully charged every day. Chargers should be left at home.
- (2) The school retains formal ownership of the laptop until a student completes their secondary schooling; and pays any monies owing for the device. At this point all DECD software will be removed from the device and the family will assume formal ownership of the device.
- (3) If a student leaves school earlier than Year 12; the device must be returned to the school. A refund of money paid may be negotiated depending on the length of time the student has had the laptop.
- (4) All material on the laptop is subject to review by school staff.

Cyber-safety

Ocean View College is committed to being a cyber-safe learning environment.

It must be noted that if a student enrolled at Ocean View College behaves on-line in a way that threatens the wellbeing of a child, student, parent or member of the school community, even if this occurs off-site and out of school hours, the Principal has the authority under the regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the Principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device, eg laptop, the device will be confiscated and handed to the investigating Police Officer. SAPOL will determine any further action.

Damage or loss

- (1) All laptops and batteries are covered by a manufacturer's warranty (batteries for 1 year only). The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage. **Please note: The Accidental Damage and Theft Insurance is the family's responsibility.**
- (2) Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
- (3) In the case of a suspected theft, a Police report must be made by the family and a report number provided to the school.
- (5) If a laptop is damaged or lost, the family will be required to pay any outstanding payments to the school agreed to by this contract at the time agreed to.
- (6) **All repair costs that are not covered by the manufacturer's warranty are the responsibility of the parent.**
- (7) The same rule applies to lost or damaged battery chargers.

Standards for laptop care

The student is responsible for:

- (1) Taking care of laptops in accordance with school guidelines.
- (2) Adhering to the Ocean View College Acceptable Use Policy.
- (3) Backing up data securely.



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Acceptable computer and internet use

The students will adhere to the guidelines outlined in the Ocean View College Acceptable Use Policy:

- (1) Acceptable use
- (2) Cyber bullying
- (3) e-crime
- (4) Cyber-Safety

Access and security

Students will:

- (1) Not disable settings for virus protection, spam and filtering.
- (2) Ensure that communication through the internet and online communication is related to learning.
- (3) Keep passwords confidential and change them promptly when known by another person.
- (4) Use passwords that are secure.
- (5) Never allow others to use their account.
- (6) Log off at the end of each session to ensure nobody else can use their account.
- (7) Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable.
- (8) Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student.
- (9) Never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam.
- (10) Never send or publish unacceptable or unlawful material, including offensive, abusive, or discriminatory remarks.
- (11) Never threaten, bully or harass another person.
- (12) Be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users.

Privacy and confidentiality

Students will:

- (1) Never publish or disclose the email address of a staff member or student without that person's explicit permission

- (2) Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- (3) Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual property and copyright

Students will:

- (1) Never plagiarize information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- (2) Ensure that permission is gained before electronically publishing users' works or drawings.
- (3) Always acknowledge the creator or author of any material published.
- (4) Ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse and breaches of acceptable use policy

Students will be aware that:

- (1) They are held responsible for their actions while using internet and on-line communication services.
- (2) They are held responsible for any breaches caused by them allowing any other person to use their account to access internet and on-line communication services.
- (3) The misuse of internet and on-line communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Misuse of equipment

All laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.



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Le Fevre
PENINSULA PARTNERSHIP

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COMPUTER USE AGREEMENT

Name of Student.....

Name of Parent / Carer

I/We have read and understood this Computer Use Agreement and Laptop User Contract, incorporating Cyber-safety (for more information see Cyber-safety Strategies at Ocean View College) and we are aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. We understand that failure to comply with the Laptop Use Agreement could result in loss of access to network resources as well as being subject to the normal behaviour management processes of the school.

My responsibilities as a Parent/Carer include:

- reading this Computer Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using computing devices in learning;
- ensuring this Computer Use Agreement is signed by my child and by me and returned to the school;
- encouraging my child to follow the cyber-safe strategies;
- contacting the school if there is any aspect of this Computer Use Agreement I would like to discuss.

This agreement will remain in force as long as your child is enrolled at this school.

PLEASE RETURN THIS FORM TO OCEAN VIEW COLLEGE AND KEEP THE SECOND COPY FOR YOUR OWN RECORDS.

I have read the Laptop User Contract. I understand my responsibilities regarding the use of the laptop and the internet. In signing below, I acknowledge that I understand and agree to the Laptop User Contract. I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use.

Signature of Student Date

Signature of Parent/Carer..... Date



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