

Laptop User Contract

Purpose

The laptop is provided as a tool to assist student learning, both at school and 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. If needed the device may be left with ICT during lessons or breaktimes to charge.
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 DfE 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

Loan Devices

The student's responsibility is:

1. Daily loan devices must be returned at the end of each day.
2. Failure to return the loan device in good working order will result in the cost of repair or replacement being charged to families.
3. Continued misuse and non-return of loan devices will be referred to the Heads of School.

Damage and 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.
4. If a laptop is damaged or lost, the family will be required to pay any outstanding balance to the school agreed to by this contract.
5. All repair costs that are not covered by the manufacturer's warranty is the responsibility of the parent.
 - **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 ICT Acceptable Use Policy
3. Backing up data securely to external devices or online storage systems.

ICT Acceptable Use Agreement

ICT USE POLICY

Ocean View College is committed to providing you with the latest technologies to assist you with your learning. We provide the following services:

Access to computers/laptops, software, services and the Internet is provided for all students for work that is directly related to your studies.

Student owned devices can be used at the College for use in your studies. It can be connected to the College Wi-Fi network and you can access the internet. It is recommended that your device has up to date antivirus software installed and it should be fully charged when you bring it to the College.

Internet access is provided for a wide range of purposes linked to your College studies.

Printing credit is provided each semester, but if you need more you can purchase extra credit from the front office.

Privacy. Each student is issued with a unique user-name and password. These ensure the privacy of the data you store under this user-name. You are responsible for all activities undertaken under that user-name so please keep this information secure and confidential.

Misuse. The consequences for misuse of the computing resources and internet are serious and may even result in disciplinary action which includes, but is not limited to, the withdrawal of access to devices and services.

By logging into the College computer network, you are agreeing to the conditions taken from the DfE Policy and set out on the following page:



Government
of South Australia

Department for Education

Le Fevre
PENINSULA PARTNERSHIP

R-12 Campus

Gedville Road,
Taperoo SA 5017
T 08 8248 1422
F 08 8341 8235

Harbor View Campus

3 McLaren Parade,
Port Adelaide SA 5015
T 08 8447 4934
F 08 8447 5670

Children's Centre

Gedville Road,
Taperoo SA 5017
T 08 8248 2593
F 08 8341 9920

dl.0908_info@schools.sa.edu.au

www.oceanview.sa.edu.au

[oceanviewcollege](https://www.facebook.com/oceanviewcollege)

[ocean_view_college](https://www.instagram.com/ocean_view_college)

ICT USE Agreement

1. I will log on only with my own account. I will not allow anyone else to use my account.
2. I will keep all passwords private and secure. My passwords should not be something other people can guess easily.
3. While at the College or on a College related activity, I will inform the teacher of any electronic material or activity I am aware of that might put me or anyone else at risk (eg of bullying or harassment or inappropriate content).
4. I will use the Internet, e-mail or ICT equipment only for positive learning purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke.
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 online 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.
5. I will treat all college staff and fellow students with kindness and respect both in person and in online settings.
 6. Students can use devices (personal or College owned) including but not limited to iPads, computers and laptops;
 - In a class, only when a teacher indicates that it is acceptable and it does not interfere with their learning or the learning of other students.
 - During private study in lesson time for positive learning purposes.
 - During lesson breaks for purposes other than learning, provided they follow the ICT Acceptable Use Policy.
 7. While at the College, I will:
 - Only search for things online that I know are acceptable at the College. This would exclude anything that is rude, violent, racist or offensive or uses unacceptable language such as swearing.
 - Report to a supervising teacher or ICT Department any attempt to get around or bypass security monitoring and filtering that is in place at the College.
 8. If I accidentally access inappropriate material, I will:
 - Not show others
 - Turn off, attempt to close or hide the screen immediately
 - Report the incident to a teacher immediately.
 9. I will not download or copy files such as music, videos, games or programs except with the express permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
 10. My privately-owned ICT equipment/devices, such as a laptop, mobile phone, tablet or USB/ portable drive that I bring to College or use for a College related activity, are also covered by this Use Agreement. Any Images or

material on such equipment/devices must be appropriate to the College environment.

11. I will ask my teacher's advice before I put any personal information online. Personal identifying information includes any of the following:
 - Full name
 - Address
 - Phone numbers
 - E-mail address
 - Photos/Videos of me and/or people close to me
12. I will respect all aspects of the College's ICT Department and will treat the equipment and devices with care. This includes:
 - Not intentionally disrupting the smooth running of any College ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all College cyber-safety strategies, and not join in if other students choose to be irresponsible with ICT.
13. The College monitors all traffic and material sent and received using the ICT network. Filtering and/or monitoring software restricts access to certain sites and data, including e-mail.
14. The College monitors and audits all devices that access its computer network including internet access facilities, or may commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use including e-mail.
15. I will not ask staff to become a friend on any social media site eg; Facebook.
16. If I use any online storage services including Office 365, OneDrive, Teams, Moodle and the College file storage services as part of my studies, I will not store sensitive, personal information or inappropriate content in them.
17. I agree, that in using the College's online resources, I will not reproduce or transmit in any form or sell, loan or give to another person or institution the materials without written permission of the copyright owner.
18. If I do not follow this agreement, the College may take disciplinary action against me. I may be charged for repair costs and have access withdrawn to devices and services including daily device loans.
If illegal material or activities are involved or e-crime is suspected, it is necessary for the College to inform 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, the device will be confiscated and handed to the investigating Police Officer. SAPOL will determine any further action. Such actions may occur even if the incident occurs off-site and/or out of College hours.



Government
of South Australia

Department for Education

Le Fevre
PENINSULA PARTNERSHIP

R-12 Campus

Gedville Road,
Taperoo SA 5017
T 08 8248 1422
F 08 8341 8235

Harbor View Campus

3 McLaren Parade,
Port Adelaide SA 5015
T 08 8447 4934
F 08 8447 5670

Children's Centre

Gedville Road,
Taperoo SA 5017
T 08 8248 2593
F 08 8341 9920

dl.0908_info@schools.sa.edu.au

www.oceanview.sa.edu.au

[oceanviewcollege](https://www.facebook.com/oceanviewcollege)

[ocean_view_college](https://www.instagram.com/ocean_view_college)

ICT ACCEPTABLE USE AGREEMENT

Name of Student.....

Name of Parent / Carer

I/We have read and understood this ICT Acceptable 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 ICT Devices and Systems in a cyber-safe learning environment. We understand that failure to comply with these Agreements could result in loss of access to network resources and devices as well as being subject to the normal behaviour management processes of the school.

My responsibilities as a Parent/Carer include:

- Reading this ICT Acceptable Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using ICT devices and systems in learning;
- Ensuring this ICT 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 ICT Acceptable 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 and ICT Acceptable Use Agreement. I understand my responsibilities regarding the use of ICT Devices and Systems. In signing below, I acknowledge that I understand and agree to the Laptop User Contract and ICT Acceptable Use Agreement. I understand that failure to comply with the Laptop User Contract and ICT Acceptable Use Agreement could result in recall of the laptop and loss of access to ICT Devices and Systems

Signature of Student Date

Signature of Parent/Carer..... Date



Government of South Australia

Department for Education



R-12 Campus

Gedville Road,
Taperoo SA 5017

T 08 8248 1422

F 08 8341 8235

Harbor View Campus

3 McLaren Parade,
Port Adelaide SA 5015

T 08 8447 4934

F 08 8447 5670

Children's Centre

Gedville Road,
Taperoo SA 5017

T 08 8248 2593

F 08 8341 9920

dl.0908_info@schools.sa.edu.au

www.oceanview.sa.edu.au

[oceanviewcollege](https://www.facebook.com/oceanviewcollege)

[ocean_view_college](https://www.instagram.com/ocean_view_college)