This document needs to be carefully read and Page 22 signed by the student, parent/caregiver and a school representative before the NSSCF device is issued to a student.
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Note to Participants:
Page 21 and 22 of this document must be completed and returned to the school with payment before laptops will be issued to students participating in the scheme.
Student NSSCF Charter

NSSCF Overview

The National Secondary School Computer Fund (NSSCF) is the major funding element of the Digital Education Revolution (DER). It is assisting with the provision of computers and other information and communication technologies (ICT) equipment for students in Years 9 – Year 12. The aim of the NSSCF is to achieve a computer to student ratio of one-to-one.

The implementation of NSSCF is in partnership with the Australian government and the Queensland state government.

NSSCF is providing laptop computers (referred to throughout this document as the ‘device’) as a tool to assist student learning – both at school and at home. Students and parents/caregivers are asked to lend their support to this very valuable and innovative program. Strong support from parents and caregivers is paramount to ensure the program is successful and that students gain the maximum benefit.

The device that has been bulk purchased by Pacific Pines SHS on behalf of the Department of Education, Training and Employment (DETE) for the fourth NSSCF round (Q4) to Queensland state high schools is the HP 4340s notebook. These devices were chosen based on a number of criteria, including portability, battery life, hardware capabilities, overall cost, warranty terms and support models.

All computers used in the program are the property of the Queensland DETE.

This program only supports school owned ICT HP 4340s notebooks funded under the NSSCF, being provided to students for educational use at school and at home.
Loan Equipment

The equipment referred to in this charter are HP 4340s notebooks that were bulk purchased for Q4 and consists of a laptop computer and power pack; crush-proof carry case; and DETE’s standard suite of software, including Microsoft Office.

Each device will be:
- protected by anti-virus tools and automated updates
- able to be connected to the school network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with DETE’s standard suite of productivity software
- protected by Computrace theft protection.

Equipment Ownership

At the end of the loan period, HP 4340s notebooks are returned to the school and will be removed from the school network. The device will have all licensed software and data removed and will be restored to their original factory state. DETE will make a decision regarding the disposal, sale or recycling of the used device, as appropriate at that time.

If the student completes their schooling or transfers from the school, the device must be returned to the school. If the device is not returned, reimbursement will be sought.

It is also a requirement of using the device that students provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested.

Fee for Provision of Laptop

To participate in the laptop home-use program at Pacific Pines SHS parents and/or caregivers will be required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the laptop.

Funding has been made available by the Federal and State Government for the implementation of the program; however schools may choose to provide extra management and support in addition the standard NSSCF package.
The items below are included in Queensland’s standard NSSCF package:

<table>
<thead>
<tr>
<th>Device item</th>
<th>Annual cost per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>Included</td>
</tr>
<tr>
<td>School based student help desk</td>
<td>Included</td>
</tr>
<tr>
<td>Crush-proof protective case</td>
<td>Included</td>
</tr>
<tr>
<td>Accident damage protection</td>
<td><strong>HP4340s</strong> – Still covered by the Manufacturer's Warranty and ADP until September 2017.</td>
</tr>
<tr>
<td>Theft protection software</td>
<td>Included</td>
</tr>
<tr>
<td>Internet filtering</td>
<td>Included</td>
</tr>
<tr>
<td>Windows 7 operating system</td>
<td>Included</td>
</tr>
<tr>
<td>Microsoft Office software suite</td>
<td>Included</td>
</tr>
<tr>
<td>Antivirus software</td>
<td>Included</td>
</tr>
</tbody>
</table>

The following items and services are included in the **Pacific Pines State High school** take-home package for students:

<table>
<thead>
<tr>
<th>Device item</th>
<th>Annual cost per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of Effort</td>
<td><strong>$30.00</strong></td>
</tr>
<tr>
<td>Hot Swap Device</td>
<td><strong>$35.00</strong></td>
</tr>
<tr>
<td>Additional Support</td>
<td><strong>$35.00</strong></td>
</tr>
<tr>
<td>Software Upgrades</td>
<td><strong>$50.00</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$150.00</strong></td>
</tr>
</tbody>
</table>

Our school P&C has endorsed a co-contribution of **$150** to be charged per device, per annum.
Device Care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Detailed advice for the care of the device can be found in the Parent and Student Guide.

Data Security and Backups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the device for use away from the school network.

The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive or USB stick.

Students should also be aware that, in the event that any repairs need to be carried out the contents of the device may be deleted and the storage media reformatted.

Acceptable Computer and Internet Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the details contained within the Queensland Government policy entitled “Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems”

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds. Communication through internet and online communication services must comply with the Responsible Behaviour Plan (available on the school website).

There are a few conditions that students should adhere to. Students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
• use unauthorised programs and intentionally download unauthorised software, graphics or music
• intentionally damage or disable computers, computer systems or Queensland DETE networks
• use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students’ use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason. This includes allowing another student to use their laptop whilst it is logged on under their username.

Students should log off at the end of each session to ensure no one else can use their account or laptop.

Cybersafety

At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students are encouraged to explore and use the ‘Cybersafety Help’ button to talk, report and learn about a range of cybersafety issues.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

• A message sent to them in confidence
• A computer virus or attachment that is capable of damaging the recipients’ computer
• Chain letters or hoax emails
• Spam (such as unsolicited advertising).
Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation.

Web Filtering

An internet filtering solution provides DETE with the ability to restrict access to inappropriate material on DETE’s ICT network.

Content filtering is active 100% of the time on the Computer for Student (CFS) devices. The filtering system is installed on each device, and will work regardless of whether the device is connected to a school, home or other network.

To help keep students safe when using the DETE network (including the 3G connection), DETE imposes a ‘high’ level of internet access filtering. A ‘high’ level provides a greater level of protection and therefore a high level of restriction. Sites that are blocked under a high level of internet access include:

- Social networking sites such as Facebook
- Open/Mixed Content such as YouTube
- Language translation sites
- Internet telephony sites such as Skype
- Alternative sexuality/lifestyles
- Intimate apparel/swimsuit.

Parents, in partnership with the school, may choose to allow students a ‘medium’ version of web filtering when working on a non-departmental network, such as a home wireless. The medium level filter provides a more relaxed level of protection for students. Students are able to access all of the types of sites listed above.

It is important to remember filtering systems are not foolproof and do not replace the need for parental supervision when students are online. Parents, caregivers and students are encouraged to visit the Cybersmart website at www.cybersmart.gov.au.
Privacy and Confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person’s explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interest.

Intellectual Property and Copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people’s works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their 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.

Damage or Loss of Equipment

All devices and batteries are covered by a manufacturer’s warranty which covers manufacturing defects through normal usage. In addition, devices are covered by an insurance policy which protects against accidental damage. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers.

Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student’s continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.
Theft and Loss

If the device is stolen outside of school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number; and
- Statutory declaration (usually completed with the police).

On receipt of the necessary documentation, DETE will initiate recovery procedures via the inbuilt theft protection software.

Should a device be unrecoverable – whether lost or stolen, the cost of replacement is as follows:

- First case: $200, payable by the parent/caregiver
- Subsequent cases: full replacement cost.

Accidental Damage (HP4340s)

Where a device is accidentally damaged, schools will invoice a student's parents $25 for the repair of up to 3 major components (e.g., LCD screen, outer/inner casing, motherboard or the keyboard). Please be aware the HP accidental damage only covers 3 major components per year.

If damage to a HP laptop requires more than 3 major components, then parents will be contacted.

NOTE: Warrantee expires September 2017

Wilful and Malicious Damage

Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.

Device Overview

**HP 4340s**

Features: 4GB Ram, 320 GB HDD, 13.3" LCD screen, Tragus Case

Damage Costs: ADP (Accidental Damage Protection) $25 per claim

up to 3 major components per year.
Software

The software loaded on the device is licensed to the DETE or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Devices may be audited by a school requiring students to present a valid software licence for any personal software installed. Devices may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process.

Elevated Access

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items including home printers, cameras and/or licensed software. This access may allow further permissions above and beyond those available on other MOE-built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

The school will manage the provision of elevated access and may require a parent/caregiver to approve, using the form at the back of this document.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, DETE may be required to provide the authorities with access to the device and personal holdings associated with its use.

Students’ Reporting Requirements

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DETE must also be reported to the school.
Pacific Pines SHS - Laptop Rules for Students

1. You are required to bring the Laptop to school each day for lessons. It is to be in the supplied case and fully charged before coming to school. Chargers are not to be brought to school as these can be a WHS issue and a trip hazard.

2. You can use the Laptop for your own educational purposes, at school and at home (at the school's discretion). 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).

3. If you do not comply with these Laptop Rules for Students, you are not allowed to use the Laptop and the School may demand that you return the Laptop. There may be other disciplinary consequences under your School’s Responsible Behaviour Plan for Students available on the school website and as outlined in Qld Govt Policy - Safe, Supportive and Disciplined School Environment. http://ppr.det.qld.gov.au/education/learning/Pages/Safe-Supportive-and-Disciplined-School-Environment.aspx

4. The School's Student Network / Internet Access Agreement and Internet 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.

5. 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.

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

7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto a USB or other device.

8. Only appropriate software, music or movies can be stored or otherwise loaded on to the Laptop. Software installed must meet the following conditions:
   - It is legally purchased or owned by you for installation
   - It can be legally downloaded and installed (shareware, freeware, etc)
   - It is age appropriate for your use as a student
   - It is not used in class time

9. The software preloaded on the Laptop is licensed to the Department of Education and Training or the School. 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 School's written consent.

11. Any damage or fault with the Laptop must be reported immediately to the school IT technical officers.

12. You must take all reasonably necessary steps to prevent a virus from infecting the Laptop, including monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.

13. When not in use, the Laptop must be stored in its carry case and kept in a secure location during morning tea and lunch breaks.
14. You must not upload / download onto the Laptop any programs, images, files or other inappropriate materials or software. Appropriate music and video files used for personal or educational purposes and as approved, or provided, by the school can be stored on the Laptop. These are not to be viewed or listened to in class time for personal use.

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

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

17. In particular you must not use the Laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

18. The Laptop is to be returned in good condition to the School 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 School. If the Participation Agreement is ended, you must return the Laptop.

19. The School 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. Dhanesh Walatara
Information Technology Manager
Phone: 07 5502 5167
Archipelago St, Pacific Pines QLD 4211
dhanesh.walatara@eq.edu.au
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 school, 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 Adapters

- Connect your adapter only to your own 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 / wall socket plug, use the attached Velcro to hold the cord together.

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 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 school’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 School’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 school’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 school 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.

Immediately report any damage or faults to the schools IT technical Officers. Technical Officers are located in AR05 and are available before school (from 8:30am), during breaks and after school (till 3:30pm) Mon-Fri.
COMPUTER USAGE POLICE

The computing facilities at Pacific Pines SHS are provided for educational usage. Users are required to be efficient, legal and ethical in their usage of computers and the Internet. Failure to comply with the guidelines will result in access privileges being withdrawn. Serious breaches of the code of conduct may result in suspension or exclusion from the school.

I understand that:

- Every student is given an account (with an individual username and password) on the school’s computer network that is not accessible to other students. This account information is not to be shared, and the student is responsible for their account and for the security of their password.
- When using information systems such as the Internet, it is impossible for the school to screen or filter out all material, which is controversial, inappropriate or offensive.

It is therefore each student’s RESPONSIBILITY not to initiate access to such material, or to distribute such material by copying, storing or printing. Every effort will be made to monitor student usage of the Internet. If a student inadvertently accesses inappropriate material he/she must immediately report the incident to the supervising staff member.

- The Student Resource Scheme (SRS) supports student access to the internet and provide an initial printing allowance. Each student who is a participant in the SRS scheme is provided with an initial 200 page printing allowance and a monthly Internet Usage allocation (see below). Printing is charged per page and will stop once a $0.00 balance is reached. Students requiring additional printer credit will need to make a payment to purchase this from the cashier’s office (minimum payment of 50c required). Payment is based upon a charge of 5¢ per page (Black and White in computer rooms) and 20¢ per page for colour in the Resource Centre.

- Internet usage is provided primarily for curriculum related purposes. To ensure adequate and efficient use, download limits are applied to each student’s internet usage. Download limits are collated each night against the students browsing during the day and if a student exceeds their monthly allocation, Internet access is disabled for the remainder of the month.

Allocations for Internet usage are as follows:

- Junior Students (Years 7, 8, 9) 500 MB / month
- Senior Students (Year 10, 11, 12) 750 MB / month
Please Note: Each piece of text, picture, etc. that a student accesses on the internet is considered download. Many students exceed their download quotas by viewing and saving pictures and video files or downloading programs (chrome, iTunes, etc) not related to school work.

I agree that while using the School’s computer facilities, I will NOT:

- Damage or modify any computer equipment.
- Send anonymous or falsely addressed e-mail or broadcast messages
- Allow other students to use my account, or give another student my password.
- Use another student’s account.
- Save or use files that are not required as part of my curriculum (e.g. music, pictures, games, software applications, etc.)
- Install any program or executable file on to a computer or network without specific permission from the Head of Department - Information Management.

I agree that I WILL:

- Use appropriate language and show courtesy when sending messages.
- Delete obsolete files as soon as possible so that hard disk space is released.
- Observe all copyright laws by acknowledging sources of material I use.
- Respect the rights and privacy of other users.
- Report any inappropriate e-mail I receive.
- Report any damaged computers to the teacher-in-charge.
- Sign the user register sheets every time I use a computer or laptop in a classroom.

I realize that if I do not abide by the above rules:

- Access to the Internet or e-mail may be disabled for small periods of time (up to 2 weeks).
- My accounts may be disabled immediately.
- Students with disabled accounts are expected to contact the HOD – Information Management to discuss the infringement ASAP. Contact will be made with parents/caregivers if a student’s account is disabled for a long period without the student negotiating its re-activation or for students with long periods of restricted access. Subsequent offences will be dealt with more severely.
- Serious issues relating to the misuse of Information and Communication Technologies will need to be reported to Education Queensland by the school.
- I may be subject to further school disciplinary action depending upon the nature of the offence.
Infringements and Consequences:
The following list contains consequences for minor infringements:

- Sharing / using another students account details - 2 week network ban
- Using inappropriate language in emails - 2 week email ban
- Searching for or accessing inappropriate internet sites - 2 week internet ban
- Playing games (not school or curriculum related) 1st time – account disabled student must see Head of Department - Information Management
- Playing games (not school or curriculum related) 2nd time – 1 week network ban

Please Note:

*The School reserves the right to check any student’s e-mail, accounts and files. Education Queensland filters all e-mail and does inform the school of any inappropriate content, internet access logs are reviewed for inappropriate sites and the school network administrator does check school network files and folders regularly.*

*Computers and Laptops (including Take-home devices) at Pacific Pines SHS are also able to be monitored whilst on the school network. This monitoring software has been installed to enable teachers to ensure students learning is occurring correctly whilst they are using the laptop in class. Students are not to remove/disable this software in anyway – doing this will result in appropriate consequences from the school.*
Student NSSCF Charter Agreement 2017

NEW PARTICIPANTS

The Student NSSCF Charter agreement form must be signed and returned to the school before the device is issued.

The student and parent or caregiver must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I, _____________________________

(Student Name)

- Would like to Participate in the 2017 Take-Home program

**Tick if you intend to Participate**

- Requesting a Laptop (new participant to the take home scheme)

- Accept all policies and guidelines as per the Responsible Behaviour Plan for Students

- Understand my responsibilities regarding the use of the device and the internet

- Acknowledge that I understand and agree with all of the conditions detailed in the Student NSSCF Charter

- Agree to the provision of:

**Tick ONE only**

- Medium (access to social media sites)

- High (blocked social media sites, including YouTube)

- Internet filtering with the assignment of the device.

- Understand that failure to comply with the Student NSSCF Charter could result in recall of the device and/or loss of access for home use

- Agree to contribute $150 for my child to access the take-home component of the National Secondary Schools Computer Fund program.
After reviewing and understanding the responsibilities outlined in the Acceptable Computer and Internet Use section above and relevant documents, I:

Tick ONE only

☐ Agree to the provision of elevated access associated with the assignment of the student device.

☐ Do not agree to the provision of elevated access associated with the assignment of the student device.

Laptop Type

Please select ☐ HP 4340s

NOTE: see page 9 & 10 of this charter for warranty details and repair costs.

Student’s name

Signature of student

Date

Parent / caregiver’s name

Signature of parent / caregiver

Date

Designated school representative’s name

Signature of school representative

Date

School Usage Only

Payment for Take Home Program Received: 

Date:

Student MIS ID

Year Level: (2017)

Filtering level

☐ Medium

☐ High

Model

HP4340

Laptop Serial Number

OAMPS System updated

PPSHS 2017 NSSCF Take-Home Laptop Charter