



POLICY AND PROCEDURES MANUAL

ICT Chromebook Loan Program 2018 – Terms and Form of Agreement

1. TERMS AND CONDITIONS OF LOAN

This agreement pertains specifically to the Chromebook Loan Program which has been running at Rehoboth from 2015. It is to be read in conjunction with the Rehoboth Christian College Student ICT Policy and Consent Form for ICT Usage which has previously been signed by the student and parents.

The College will provide on loan to each student entering Years 5, 10 and 11 a new Acer C731 Chromebook while students advancing into Years 6-9 and Year 12 will continue to loan their existing Acer C730 Chromebook on the same terms as this agreement. Students will retain their Chromebooks until either they are replaced by the College or the student's course of study is at an end, whereupon they shall be returned.

The College will make no charge for the use of Chromebooks, however devices issued from 2018 onwards require payment of a refundable deposit of \$150 to secure the loan. This will be billed to family accounts in Term 1 and is fully refundable upon return of an undamaged device. Deposits will be held in trust by the College until the end of the device's period of use in order to contribute toward the cost of any essential non-warranty repairs. Warranty cover is comprehensive however it does not extend to physical, liquid or other accidental damage, so there will be a charge for essential repairs in these conditions. Essential repairs are those repairs deemed necessary by the IT Manager or the supplier. Charges will be capped at the replacement cost of the device. This cap is currently set at \$450. **Please be advised that the decision of the IT Manager is final in relation to essential repairs. The College will not enter into negotiations with parents about repair charges.** Parents are entitled to request evidence of charges. Any family who feels aggrieved by a decision to charge for repairs may submit a grievance notice by email to the **Finance Manager**.

On signing for the release of these items, the student will receive:

- a copy of this agreement;
- a Chromebook;
- a power supply and plug;
- a protective case;
- a Google account within the College's domain for use with the Chromebook.

This agreement is to be signed by both parent and student and returned to the College office no later than the end of Week 3 of Term 1 (Friday, 16 February 2018 – the due date). Failing this return, the device will be reclaimed by the College. The College reserves the right to reclaim devices if deposit charges remain unpaid by the due date.



2. STUDENT RESPONSIBILITIES

1. Students understand that:
 - a) the Chromebook and the associated Google account are for use **with their course of study**. The College accepts that the student may, on occasion, use the Chromebook and Google account for matters of a private nature, so long as such use is:
 - a. during their own free time and with their parents' permission,
 - b. not contravening the school Internet filters,
 - c. not illegal, immoral, or in any other way inappropriate,
 - d. always giving priority to their study;
 - b) the Chromebook is uniquely tagged and recorded as being issued to them alone. **They are responsible for its care** and for reporting any problems or accidents – no matter how minor – **in a timely manner**;
 - c) their actions on the device are **monitored and recorded by the College**. This includes apps installed, messages sent and received, and documents produced. Students are trusted to use their machines wisely and with respect for others but will be held to account for doing so;
 - d) they should have their Chromebook **available and fully charged** at the start of each school day with **chargers left at home**;
 - e) they should only ever **use their own Chromebook**, unless specifically instructed by a teacher;
 - f) the Chromebook and bag **should not be marked or personalised** with stickers, drawings, or etchings of any kind. This is primarily because these items belong to the College, but also to make swapping devices out easier when something goes wrong. Students may differentiate their bag only with removable tags or keychains;
 - g) the Chromebook **should not be defaced by removing labels** or tags, as this may make it unidentifiable and result in a charge for a replacement machine. **Rubber screen grommets and rubber feet should not be picked off**; these serve a useful purpose and protect the Chromebook from damage.
 - h) any attempt to “hack” or circumvent the protection of the Chromebook’s operating system, such as placing the device in development mode, signing in with a personal Google account or attempting to gain root access, is expressly forbidden.



2. Students will be held to good housekeeping of devices, which includes, but is not limited to:
 - a) Carrying the device sensibly by:
 - i. **only carrying it when closed and in the case;**
 - ii. placing in a bag with the minimum number of objects possible in order to avoid excess pressure on the screen;
 - iii. not carrying in the same bag as liquids;
 - iv. not running with the device;
 - v. putting it in a plastic bag when travelling to school on a wet day.
 - b) Using the device sensibly:
 - i. not poking the screen with pen or finger;
 - ii. not leaning on the device when closed;
 - iii. not placing anything on the keyboard when closing the lid;
 - iv. not placing anything else in the bag with the device;
 - v. cleaning with a soft dry anti-static cloth only;
 - vi. being careful of the charger cable, not putting it where someone might trip over it, and being careful when plugging and unplugging;
 - vii. not drinking or eating around the device;
 - viii. not leaving the device in a location, such as a car, where excess heat could cause damage to the battery.

3. PARENT RESPONSIBILITY

Parents understand that:

- a) if a Chromebook is lost or damaged while in the possession of a student, the student's parents will meet the cost of repair or replacement up to a maximum of \$450 Australian dollars for the Chromebook plus \$45 for the protective case. A replacement machine will usually be issued pending repair. Any failures or breakages owing to a defect in the product will be dealt with under warranty at no charge. Reasonable wear and tear is expected but should be minimal if the Chromebook is kept in the case provided; any wear not deemed reasonable by the ICT Manager will be chargeable.
- b) Although Internet access is filtered on Chromebooks outside of school, this is a useful method of basic protection only. Should parents choose to enable Internet connectivity on the Chromebook at home, parents assume responsibility to provide appropriate supervision and controls to satisfy their own standards and ensure that access is appropriate. Filtering rules on Chromebooks are set by the College and are not able to be modified on an individual basis.

Note: Chromebooks operate online, so any work done on a Chromebook at school can be easily accessed on any other Internet-connected computer that your child may have access to at home, such as one



located in a family area that you can easily supervise. Chromebooks can also be used without an Internet connection to access and create documents.

- c) the Chromebook must be returned to the College, in good working order, no later than the student's last day of enrolment at the College, or within 7 days of the student's last WACE examination. Should the Chromebook and the charger not be returned after a student leaves the College, parents will be charged for the value of a replacement machine. The amount recoverable shall be the fair value as calculated by the Finance Manager in consultation with the IT Manager, adjusted for any deposit held.

- d) These conditions may be varied at any time by the College by providing the student and parents with a written amended version of the conditions. If the amended conditions are unacceptable to the student or parents, they have the option of terminating the agreement by returning the loaned Chromebook to the College in an acceptable condition.



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ICT Chromebook Loan Program 2017 Agreement

Please return your completed form, including the preceding explanation sheet, to the Business Office or your Campus Administration Office. A copy of this information is available for parent and student reference on the College website.

1. STUDENT DECLARATION

I have received the Chromebook referred to in the previous section, and I have read, understood, and agree to abide by all of the conditions and requirements laid out in this document.

PRINT STUDENT NAME

STUDENT SIGNATURE

DATE

2. PARENT DECLARATION

I have read this agreement as the parent or guardian of this student. I understand that the Chromebook is provided for educational purposes. I understand and agree to abide by the conditions and requirements laid out in this document. I further agree to cover the cost of any accidental damage my child may cause, and I give permission to the College to issue a Chromebook and Google account for my child.

PRINT PARENT NAME

PARENT SIGNATURE

DATE

4. OFFICE USE ONLY

DEPOSIT BILLED

DEPOSIT PAID

DATE OF PAYMENT