



POLICY AND PROCEDURES MANUAL

ICT Device Loan Program (Terms and Conditions)

1. TERMS AND CONDITIONS OF LOAN

- a) This agreement pertains specifically to the Loan Program for Chromebooks which has been running at Rehoboth from 2015 and the Loan Program for Surface Pro which was introduced in 2019. It is to be read in conjunction with the Rehoboth Christian College ICT Usage and Social Media (Students) Policy and accompanying consent form for ICT Usage which will previously has previously been signed by the student and parents. This agreement will be updated on an annual basis to reflect the changing nature of the devices in use and the terms under which they are loaned.
- b) The College will provide on loan to each student entering Years 5, 7, 8 and 10 a new Microsoft Surface Pro laptop and a Microsoft account. Other year groups will use Acer Chromebooks or Surface Pro, continuing a loan on the same terms as this agreement. Students will retain their device until either they are replaced by the College or the student's course of study is at an end, whereupon the device shall be returned no later than the student's last enrolled day. Students may be permitted to take their devices home where allowed by their teacher and/or principal; this is a privilege and not a right.
- c) For the purpose of this agreement, the term **device** refers to a Chromebook or a Surface Pro including all provided accessories.
- d) The College will make no charge for the use of devices; however, Chromebooks require payment of a refundable deposit of \$150 to secure the loan and Surface Pros a deposit of \$200. 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, and as such there will be a charge for essential repairs in these conditions. Essential repairs are those repairs deemed necessary by the ICT Manager or the supplier. Charges will be capped at the replacement cost of the device including its essential added warranty.
- e) **The decision of the ICT 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.



- f) On signing for the release of these items, the student will receive:
- i. a copy of this agreement;
 - ii. a device;
 - iii. a power supply and plug;
 - iv. a protective case;
 - v. a logon and password within the College's domain for use with the device.

2. REPAIR COSTS

- a) All repairs under warranty are conducted at no charge. Where accidental damage or loss has occurred, the repair cost schedule will apply. Note that these are indicative prices only, for 2020:

Condition	Chromebook	Surface Pro
Lost or broken charger	\$50	\$125
Lost or broken detachable keyboard	-	\$200
Lost or broken pen	-	\$140
Lost or broken case	\$50	\$50
Other breakage	\$250	\$300
Lost or stolen device	\$450	\$1500

- b) This agreement document is to be read by both students and parents. Parents will sign agreement online and students upon release of their device. Failing the return of parental consent, the device will be reclaimed by the College. The College also reserves the right to reclaim devices if deposit charges remain unpaid by the due date.

3. STUDENT RESPONSIBILITIES

- a) Students understand that:
- i. the device and the associated account are for use **with their course of study**. While the device is on campus it is to be used for educational purposes only. The College accepts that the student may, on occasion, use the device and associated account for matters of a private nature, so long as such use is:
 - outside of school hours and with their parents' permission,
 - not contravening the school Internet filters,
 - not illegal, immoral, or in any other way inappropriate,
 - always giving priority to their study;



- ii. the device and its accessories are uniquely tagged and recorded as being issued to them alone. **They are responsible for its care** and for reporting any problems, losses or accidents – no matter how minor – **in a timely manner**;
 - iii. 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 devices wisely and with respect for others but will be held to account for doing so;
 - iv. if they are trusted to bring a device home, they should have it **available and fully charged** at the start of each school day with **chargers left at home**;
 - v. they should only ever **use their own device**, unless specifically instructed by a teacher;
 - vi. the device, accessories 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;
 - vii. the device **should not be defaced by removing labels** or tags, as this may make it unidentifiable and result in a charge for a replacement device. **Rubber screen grommets and rubber feet should not be picked off**; these serve a useful purpose and protect the device from damage.
 - viii. any attempt to ‘hack’ or circumvent the protection of the device’s operating system, such as placing the device in development mode, signing in with a personal account or attempting to gain root access, is expressly forbidden.
- b) Students will be held to good housekeeping of devices, which includes, but is not limited to:
- i. carrying the device sensibly by:
 - **only carrying it when closed and in the case**;
 - placing in a bag with the minimum number of objects possible in order to avoid excess pressure on the screen;
 - not carrying in the same bag as liquids;
 - not running with the device;
 - putting it in a plastic bag when travelling to school on a wet day.
 - ii. using the device sensibly:
 - not touching Chromebook screens at all;
 - only touching Surface Pro screens with the included pen or a finger;
 - not leaning on the device when closed;
 - not placing anything on the keyboard when closing the lid;
 - not placing anything else in the bag with the device;
 - cleaning with a soft dry anti-static cloth only;
 - being careful of the charger cable, not putting it where someone might trip over it, and being careful when plugging and unplugging;
 - not drinking or eating around the device;



- not leaving the device in a location, such as a car, where excess heat could cause damage to the battery.

4. PARENT RESPONSIBILITY

Parents understand that:

- a) if a device is lost or damaged while in the possession of a student, the student's parents will meet the cost of repair or replacement. A permanent replacement will usually be issued from spare stock rather than waiting for the repaired device to be returned. 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 device 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 devices outside of school, this is a useful method of basic protection only. Should parents choose to enable Internet connectivity on the device 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 devices are set by the College and are not able to be modified on an individual basis.

Note: The devices operate online, so any work done 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. Devices can also be used without an Internet connection to access and create documents.

- c) the device 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 device and accessories not be returned after a student leaves the College, parents will be charged for the value of a replacement device and accessories. 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 device to the College in an acceptable condition.