

# Laptop Program Contract: International Graduate Student



**HENLEY  
HIGH SCHOOL**

Cudmore Terrace  
Henley Beach SA 5022

P 08 8355 7000

E [henleyhs@henleyhs.sa.edu.au](mailto:henleyhs@henleyhs.sa.edu.au)

W [henleyhs.sa.edu.au](http://henleyhs.sa.edu.au)

**Student Name**

**Homestay Parent Name**

**Office use only**

**Option** **Inv#**

**Com** **Collected**

Please confirm by signing this agreement that:

- I have read the Laptop Program Handbook found at [www.henleyhs.sa.edu.au](http://www.henleyhs.sa.edu.au) and agree to the 'ICT Acceptable Use' policy.
- I understand that this is a program which provides a student with access to a laptop which is the property of the school for their exclusive use at school and at home over the duration of the student's program at Henley High School.
- I understand that by signing the agreement that this constitutes a commitment to pay the full laptop program fee of \$1400, which is due before the laptop is issued to the student.
- I understand that any damages not covered by warranty will be invoiced separately.
- I understand that where payment has not been received by the due dates specified that Henley High School's debt recovery policy will apply. This means the laptop can be collected and the contract reverted to a Daily Loan status until the outstanding fees are paid.
- I understand that outstanding invoices for laptop repairs are also included in the debt recovery policy.
- Payments must be made to Student Services either in person or by phone 08 8355 7014 / 08 8355 7015 or by ringing the Finance Office on 8355 7008. Upon payment, this form must be stamped by Student Services and then returned to the International Office.

### Student's responsibilities:

- Laptops must be brought to school fully-charged to last out a full day of learning.
- It is expected that when not in use the laptop will be locked securely in the student's locker.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.
- Students must return their laptop in good working condition 1 week before their last day at school.

Please note, as per Department for Education requirements, non-school or privately purchased laptops are not permitted to be used at school due to licensing and software agreements.

I confirm that I have read and understand the above terms and that I agree to pay a lease fee (must be paid before the laptop is issued to the student) of:

Laptop program fee

- 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.

**The contract must be signed by the student and the homestay parent.**

**Student Name**

**Student Signature**

**Date**

**Homestay Parent Name**

**Homestay Parent Signature**

**Date**



**Government of South Australia**  
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A

Your  
**Journey**  
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We acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia. Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.

# Laptop Program Contract: International Graduate Student

## Terms and conditions

### 1. Purpose

The laptop is provided as a tool to assist student learning both at school and at home.

### 2. Ownership

2.1 The student must bring the laptop to school fully charged every day. Chargers should be left at home.

2.2 The school retains ownership of the laptop until the 3 year lifecycle is completed.

2.3 All material on the laptop is subject to review by school staff.

### 3. Damage or loss

3.1 All laptops are covered by a 4-year manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage (eg cracked LCD screens are not covered under warranty).

3.2 Any problems, vandalism, damage loss or theft of the laptop must be reported immediately to the school.

3.3 In the case of a suspected theft a police report must be made by the family and an event number provided to the school.

3.4 In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided and a major damage or loss report must be filled out by the student. The repair costs are subsidised. (No charge for labour).

3.5 If a laptop is damaged or lost, the Principal will determine whether replacement is appropriate and/or whether or not a student retains access to a laptop for home use.

3.6 Students will be required to replace lost or damaged chargers.

### 4. Standards for laptop care

The student is responsible for:

4.1 Taking care of laptops in accordance with school guidelines in the Laptop Handbook

4.2 Adhering to the Acceptable use policy outlined in the Laptop Handbook.

4.3 Backing up data securely.

### 5. Acceptable computer and internet use

The students will adhere to the guidelines outlined in the Laptop Handbook on:

5.1 Acceptable use

5.2 Cyber bullying

5.3 e-crime

### 6. Access and security

Students will:

6.1 Not disable settings for virus protection, spam and filtering.

6.2 Ensure that communication through the internet and online communication is related to learning.

6.3 Keep passwords confidential and change them promptly when known by another person.

6.4 Use passwords that are not obvious or easily guessed.

6.5 Never allow others to use their account.

6.6 Log off at the end of each session to ensure nobody else can use their account.

6.7 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.

6.8 Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student.

6.9 Never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam.

6.10 Never send or publish unacceptable or unlawful material or remarks including offensive, abusive, or discriminatory remarks.

6.11 Never threaten, bully or harass another person.

6.12 Be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users.

6.13 If the student leaves the school the software will de-activate within a period of 60 days

### 7. Privacy and confidentiality

Students will:

7.1 Never publish or disclose the email address of a staff member or student without that person's explicit permission

7.2 Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others

7.3 Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### 8. Intellectual property and copyright

Students will:

8.1 Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

8.2 Ensure that permission is gained before electronically publishing users' works or drawings.

8.3 Always acknowledge the creator or author of any material published.

8.4 Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

### 9. Misuse and breaches of acceptable use

Students will be aware that:

9.1 They are held responsible for their actions while using internet and online communication services.

9.2 They are held responsible for any breaches caused by them allowing any other person to use their account.

9.3 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



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