



**HENLEY
HIGH SCHOOL**

Cudmore Terrace
Henley Beach SA 5022

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Dear Parent/Caregiver,

Laptop Program | Year 8-12 Student Information

Our school community has made a commitment to be a digital school. All students are supported to have access to a computer and are then helped through their learning to become digitally adept.

- Students will be provided with 1 laptop for their years of secondary schooling.
- The cost of the laptop is \$1400. This amount can be paid for in full or as 2 payments of \$700 payable over two years. The first payment of \$700 is required in full prior to the collection of the laptop. There are payment plans available that can be negotiated through the Finance Office on 8355 7008.
- A daily borrowing option is available to students whose parents do not wish to participate in the Laptop Program. A laptop will be provided for daily use within school hours only. Daily borrowing is only available to students until the end of Year 10. As there is no provision for daily borrowing for Year 11 and 12 students, the school will make contact with the parents of those students to discuss options for purchase of either their existing Daily Loan laptop or a new laptop.
- Newly enrolled students to Year 12 can pay a non-refundable payment of \$200 for a 'lease' laptop for the duration of their schooling. Payment needs to be made prior to collection of the laptop. The laptop will need to be returned before the student leaves the school otherwise students will receive an invoice for the full amount of the non-returned laptop.
- 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).
- All laptops have textbooks and the required software for classes loaded (to a value in excess of \$3000). Specialist software can be deployed as needed. These devices will be fully supported by the school's IT staff.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.
- The laptop remains the property of the school. The laptop may however be offered to the student at the completion of their studies as a part of the school's disposal of asset policy.
- **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.**

Student's responsibilities:

- Given that students will have responsibility for an expensive electronic device it is expected that when not in use it will be locked securely in their locker.
- Laptops must be brought to school fully charged to last for a full day of learning.



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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- Students leaving school before the full term of the laptop contract have the choice of either returning their financially up-to-date laptop to the school in good working condition or paying off the remaining contract fees and retaining the laptop, at which point an invoice will be generated.

It is recommended that parents and students refer to our laptop program booklet on our website www.henleyhs.sa.edu.au for further detailed information.

Please read and sign the contract overleaf and return this form to the school as soon as possible. If you have any further questions or queries please do not hesitate to contact IT Services via email ICTservices@henleyhs.sa.edu.au.

Yours sincerely,



Greg Pascoe
Assistant Principal – ICT



Year 8-12 Laptop Program Contract and Agreement to Pay

Student Name

Office use only

Option	Inv#
<input type="text"/>	<input type="text"/>
Com	Collected
<input type="text"/>	<input type="text"/>

Please confirm by signing this agreement that:

- I have read the Laptop Program Handbook found at www.henleyhs.sa.edu.au and agree to the 'ICT Acceptable Use' policy.
- I understand that this is an optional 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 schooling at Henley High School.
- I understand that if I do not wish for my student to be involved in a take home option that a laptop will be provided for daily loan within school hours on the school grounds in Years 7-10 only. As there is no provision for daily borrowing for Year 11 and 12 students, the school will make contact with those parents to discuss options for purchase of either the existing Daily Loan laptop or a new laptop.
- I understand that by signing the agreement that this constitutes a commitment to pay either:
 - \$1400 upfront full payment of laptop (due by 22/1/2025 prior to collection of the laptop)
 - \$700 per annum for two years (first payment due by 22/1/2025 prior to collection of laptop, second payment due on the last day of Term 2, 2026)
 - If required, enter a negotiated payment plan with the school with agreed payments due on regular dates.
- 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.
- If families have outstanding laptop payments, new enrolled students will be initially placed on the Daily Borrowing option until payments have been resolved and the listed options will once again be made available.
- Payments can be made via the Qkr! app on your phone or tablet device, the school website www.henleyhs.sa.edu.au, Student Services either in person or by phone 08 8355 7014 / 08 8355 7015 or by ringing the Finance Office on 8355 7008.

Payments will be able to be made from early January 2025 via the Qkr! app. Payment of the first instalment must be made prior to collecting the laptop.

I confirm that I have read and understand the above terms and that I agree to pay either an:

<input type="checkbox"/>	Purchase a new laptop through the school. Upfront payment due by 22/1/2025 prior to collection of the laptop.	\$1400 full upfront payment
<input type="checkbox"/>	Purchase a new laptop on a payment plan over 2 years. First payment due by 22/1/2025 prior to collection of the laptop. Second payment due on the last day of Term 1, 2026.	\$700 per year for two years
<input type="checkbox"/>	Enter into Daily Borrowing option available during school hours only.	For Year 7-10 students only
<input type="checkbox"/>	Newly enrolled students to Year 12 can pay a non-refundable fee of \$200 for the lease of a laptop for the year. Must be paid prior to collection of the laptop. Laptop must be returned in good working order before student leaves otherwise an invoice for the full amount will be generated and sent.	\$200 non-refundable fee for 1 year use

If you believe that none of these options suit your needs, please call the school on 8355 7000 to make an appointment to discuss options.

- 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 at least 1 enrolling parent/caregiver. If 2 parents are responsible for the student, they both MUST sign below. If only 1 parent/caregiver signs, they accept full financial responsibility for the laptop payments.

Student Name	Student Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Caregiver 1 Name	Parent/Caregiver 1 Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Caregiver 2 Name	Parent/Caregiver 2 Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>