Purpose

The Digital Education - NSW Program aims to improve student learning experiences both in and out of the classroom. The NSW Department of Education and Training is providing students with a personal laptop on the expectation that they will make good decisions with regard to their personal use of technology.

A Laptop User Charter must be signed and provided to the student’s school before the laptop will be issued.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

Laptop User Charter

We have read the Laptop User Charter (version 11/1).

We understand my responsibilities regarding the use of the laptop and the internet.

In signing below, we acknowledge that I understand and agree to the Laptop User Charter.

We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.

We understand that failure to comply with the Laptop User Charter could result in recall of the laptop and/or loss of access for home use.

Signature of student: __________________________ date: __ / __ / __

Signature of parent/carer: _______________________ date: __ / __ / __

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL
LAPTOP USER CHARTER (version 11/1)

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

2. Equipment

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

2.1.2 The school retains ownership of the laptop until the student completes year 12. At this time ownership of the laptop will be transferred to the student.

2.1.3 Where a student has not reimbursed the school as required for repairs or replacement (see 2.2.5) the principal may determine that transfer of ownership will be withheld.

2.1.4 All material on the laptop is subject to review by school staff. If there is a police request, NSW DET will provide access to the laptop and personal network holdings associated with the use of your laptop.

2.1.5 If the student leaves school prior to completing year 12 or moves to a nongovernment school, interstate or overseas, the laptop must be returned to the school.

2.2 Damage or loss of equipment
2.2.1 All laptops and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

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

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

2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.

2.2.5 Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to a laptop for home use.

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

2.2.7 Parents who currently hold a personal home contents insurance policy may choose to notify their insurer about the issue of the DET laptop.

2.3 Substitution of equipment

When a laptop is replaced, it is replaced with one of similar age.
3. Standards for laptop care
The student is responsible for:
   i) Taking care of laptops in accordance with school guidelines.
   iii) Backing up all data securely. This should be on the DET online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted and the storage media reformatted in the course of repairs.

4. Acceptable computer and internet use

4.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

4.2 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy. Extracts are provided below. This policy forms part of the Laptops User Charter.

4.3 The Online Communication Services: Acceptable Usage for School Students policy applies to the use of the laptop and internet both on and off school grounds.

Extracts: Online Communication Services: Acceptable Usage for School Students

4.1 Access and Security
4.1.1 Students will:
   • not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
   • ensure that communication through internet and online communication services is related to learning.
   • keep passwords confidential, and change them when prompted, or when known by another user.
   • use passwords that are not obvious or easily guessed.
   • never allow others to use their personal e-learning account.
   • log off at the end of each session to ensure that nobody else can use their e-learning account.
   • promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
   • seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
   • never knowingly initiate or forward emails or other messages containing:
     a message that was sent to them in confidence. 
     a computer virus or attachment that is capable of damaging recipients’ computers. 
     chain letters and hoax emails. 
     spam, e.g. unsolicited advertising material.
never send or publish:
unacceptable or unlawful material or remarks, including offensive, abusive or
discriminatory comments.
threatening, bullying or harassing another person or making excessive or
unreasonable demands upon another person.
sexually explicit or sexually suggestive material or correspondence.
false or defamatory information about a person or organisation.
ensure that personal use is kept to a minimum and internet and online
communication services is generally used for genuine curriculum and educational
activities. Use of unauthorised programs and intentionally downloading
unauthorised software, graphics or music that is not associated with learning, is
not permitted.
ever damage or disable computers, computer systems or networks of the NSW
Department of Education and Training.
ensure that services are not used for unauthorised commercial activities, political
lobbying, online gambling or any unlawful purpose.
be aware that all use of internet and online communication services can be
audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality
4.2.1 Students will:
never publish or disclose the email address of a staff member or student without
that person's explicit permission.
not reveal personal information including names, addresses, photographs, credit
card details and telephone numbers of themselves or others.
ensure privacy and confidentiality is maintained by not disclosing or using any
information in a way that is contrary to any individual's interests.

4.3 Intellectual Property and Copyright
4.3.1 Students will:
ever plagiarise information and will observe appropriate copyright clearance,
including acknowledging the author or source of any information used.
ensure that permission is gained before electronically publishing users' works or
drawings. Always acknowledge the creator or author of any material published.
ensure any material published on the internet or intranet has the approval of the
principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and Breaches of Acceptable Usage
4.4.1 Students will be aware that:
they are held responsible for their actions while using internet and online
communication services.
they are held responsible for any breaches caused by them allowing any other
person to use their e-learning 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.

5. Monitoring, evaluation and reporting requirements
5.1 Students will report:
5.1.1 any internet site accessed that is considered inappropriate.
5.1.2 any suspected technical security breach involving users from other schools,
TAFEs, or from outside the NSW Department of Education and Training.