



Glenmore State High School

Cnr Bruce Hwy and Farm Street, North Rockhampton 4701

PO Box 5822, Red Hill, North Rockhampton 4701

E. principal@glenmoreshs.eq.edu.au

P. (07) 4923 0333

www.glenmoreshs.eq.edu.au

The Glenmore High Dragon symbolises strength, courage and endurance together with good fortune and success

Laptop Hire Policy and Agreement

Glenmore State High School implements a laptop hire program for years 11 and 12 students, and promotes digital literacy learning across all learning areas in these year levels. Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies. However, the benefits of this diverse technology can easily be overshadowed by deliberate misuse which harms others or disrupts learning. The knowledge and confidence to use this technology safely while developing digital literacy is a responsibility shared between parents, school staff and students.

This agreement applies for the student's learning and home use of the laptop and maybe reissued or renewed on enrolment. The goal is to ensure the safe and responsible use of facilities, services and resources available to students through provision of clear guidelines and conditions.

The following examples are deemed to be responsible behaviour and use of the laptop by students:

- Authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes, as supervised and approved by Glenmore State High School.
- Conducting general research for school activities and assessments.
- Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work.
- Accessing online references, such as, dictionaries, encyclopaedias, and thesaurus.
- Completing assigned class work and assessments as set by teachers.
- Developing appropriate literacy, communication and information skills.
- Researching and learning through the department's eLearning environment.
- Only use device in class or lunchtimes when directed by staff.

It is **unacceptable** for Glenmore State High Students to:

- Use the laptop in an unlawful manner.
- Download, distribute or publish offensive messages or pictures.
- Use obscene, racist, discriminatory or derogatory language.
- Use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking.
- Insult, harass or attach others or use obscene or abusive language.
- Deliberately waste printing or internet resources.
- Damage computers, printers or network equipment.
- Distribute spam or chain letters.
- Commit plagiarism or violate copyright laws.
- Knowingly download viruses or any other programs capable of breaching the department's network security.
- Invade privacy by recording personal conversations or daily activities and/or further distribution of such material.
- Use during exams unless permitted by school staff.



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- Damage or vandalise the laptop, otherwise parents will be responsible for payment of the replacement laptop and/or repairs to the laptop.

Parents and students understand that:

- Users are responsible for the care, maintenance, security and integrity of their laptop and network accounts.
- Information sent from the school network contributes to the community perception of the school.
- Users will not copy software, information, graphics or other data files that may violate copyright laws. In doing so, they may be subject to prosecution from agencies that enforce this type of behaviour.
- No inappropriate material is to be stored on the laptop.
- At any time, staff are able to update, monitor or later the settings of the device to ensure adherence to these expectations.

At all times students, while using the facilities and devices supplied by Glenmore State High School, will be required to act in line with the requirements of the Glenmore State High School Student Code of Conduct and Computer Network (Intranet) and Internet Access Agreement.

If any damage or vandalism does occur to the laptop, the parents will be responsible for the cost of replacing the laptop and/or repairs to the laptop. This will be invoiced to the parent and the student will be issued the replacement laptop or the repaired laptop until the invoice has been paid in full.

Laptops will be not issued until the yearly payment of \$200 has been paid in full and all paperwork has been read and signed.

Agreement

- I have read and understood Glenmore State High School Laptop Policy and Agreement.
- I agree to abide by the guidelines and conditions outlined within this document.
- I am aware that non-compliance or irresponsible behaviour will result in consequences relative to the behaviours, and in line with the Glenmore State High School Student Code of Conduct.
- I am aware the consent of this document is for the period specified, and I can withdraw, review or update the consent at any time by notifying the school in writing.
- I am aware and understand that if any damage or vandalism occurs to the laptop, I am responsible for the cost of the repairs and will be invoiced. I am aware and understand that the laptop will not be reissued until full payment of the repairs has been received by Glenmore State High School.

Student Name			
Student Signature		Date	
Parent Name			
Parent Signature		Date	