

Student Notebook User Agreement

Student Name: _____ Home Group _____

Parent/Carer Name: _____

Parent/Carer Name: _____

Purpose

To inform students and parents/carers of their responsibilities in relation to the conditions of use of school issued / student purchased Notebooks.

Notebook User Agreement

It is important and necessary to read and agree to comply with the Notebook User Agreement and the Notebook Operation Guidelines. Parents/Carers and Students should check regularly and must comply with any changes to these policies made without notice that will be published on the College's public website.

It is extremely important that you understand the responsibilities and the conditions regarding the use and care of the Notebook and use of the Internet as detailed in the Harvester Technical College Notebook User Agreement and Notebook Operation Guidelines to be found at www.harvestercollege.vic.edu.au

I have read and fully understand the obligations outlined in both the Harvester Technical College Notebook User Agreement and Notebook Operation Guidelines to be found at www.harvestercollege.vic.edu.au and agree to abide by these guidelines and consequences. I also accept that failure to comply with the Notebook User Agreement and Notebook Operational Guidelines could result in disciplinary action including, but not limited to, recall of the Notebook and/or loss of access for home use.

Student Signature: _____ Date: ____/____/20____

Parent/Carer Signature: _____ Date: ____/____/20____

Parent/Carer Signature: _____ Date: ____/____/20____

Please sign and return this page to the front office staff of your campus. The Notebook User Agreement must be signed and returned to the school before the Notebook will be issued.

Harvester Technical College Student Notebook User Agreement

The Notebook is prescribed as a tool to assist student learning both at school and at home. Parents/Carers should be aware that additional costs to the family may include those associated with an internet connection, including printing at home and any printing at school above the student's allocated amount through the payment of the 'College Charge'.

Students and parents/carers must carefully read this Agreement prior to signing. Any questions should be addressed to Principal, Principal nominee, or the Campus eLearning coordinator before the Agreement is signed.

Equipment

1. Ownership

- 1.1. The Notebook remains the property of the student after they have paid for the Notebook.
- 1.2. The Notebook is required by each student for use in Years 10 – 12.
- 1.3. All material on the Notebook as well as material accessed using the College network is subject to review by College staff.

2. Damage or Loss of Equipment

- 2.1. All Notebooks are covered by a manufacturer's warranty for the first three years as detailed by CentreCom. The warranty covers manufacturer's defects and normal use of the Notebook. It does not cover negligence, abuse or malicious damage.
- 2.2. Loss, accidental damage or theft of the Notebook must immediately be reported to the Campus Principal. Any form of loss, severe damage or theft **will be the responsibility of the student.**
- 2.3. In the case of theft or malicious damage caused by another person off-site from the College, a police report must be made by the family and an incident number provided to the Campus Principal.
- 2.4. Students will be required to replace lost or damaged chargers or other peripherals.

3. Faulty Equipment

Students who experience problems with either hardware or College supplied software must **first** notify the Campus eLearning Leader. Depending on the issue the Notebook will be repaired as quickly as possible and returned to the student. Where there is an issue with software, the main course of action will be to format and re-image the Notebook. The student may be provided with a replacement Notebook if available. It is essential that students regularly back up their work (**see 5.4**). A faulty notebook is not an excuse for late or non submission of work.

Issues regarding hardware faults may require the Notebook to be directly taken by the student or parent/carer to CentreCom at

Address: 128 Hampshire Road, Harvester Technical VIC 3020

Phone: (03) 8311 7600

4. Substitution of Equipment

In the case of students owning existing laptops, they have the responsibility to ensure that the laptop will be capable of running the software required by the college and will support the network infrastructure.

The college will take no responsibility for laptops that are not designated as being capable of supporting the required software.

5. Student Responsibilities

The student is responsible for:

- 5.1. Bringing the Notebook **fully charged** to school every day.
- 5.2. Taking the Notebook to every class unless instructed otherwise by a teacher.
- 5.3. Adhering to the Harvester Technical College Student Cyber Safety and Acceptable Computer Use Policy which is available on the College's website www.harvestercollege.vic.edu.au
- 5.4. Backing up data securely on the school network where available, or to an external device.
- 5.5. Ensuring that the identification sticker is not removed from the Notebook.
- 5.6. Keeping the Notebook secure when not in use at school by placing it in a locker that has a 'Master Lock' combination lock.
- 5.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled and up to date.
- 5.8. Following appropriate safety and care procedures as outlined in the Harvester Technical College Notebook Operation Guidelines with key procedures including:
 - Transporting the Notebook in the protective case at all times.
 - Not packing the Notebook at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - Handling the Notebook carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the Notebook.
 - Ensuring that no items e.g. earphones, pens are left lying on the key board before closing.

6. Parent/Carer Responsibilities

The student's parents/carers are responsible for:

- 6.1 Supervising the student's Notebook and Internet use at home to ensure that the student is using the Notebook safely and responsibly and in accordance with the Student Cyber Safety and Acceptable Computer Use Policy.
- 6.2 Paying any costs incurred in repairing or replacing any Notebook where the student has been deemed responsible for deliberate damage, abuse or loss by neglect or in the case of a second incident of damage, loss or stolen Notebook.

The following links can provide parents and students with additional advice on how to use the internet in such a way to maximise cyber safety.

<http://www.education.vic.gov.au/healthwellbeing/respectfulsafe/curriculum/contexts/cybersafety.htm>

<http://www.cybersmart.gov.au>