



Year 7,8 and 9 Lease To Own Laptop (LTO)

Student Payment Plan Agreement 2024

Student name: _____

Parent/Caregiver name: _____

1. Purpose

The Laptop is LEASED from the school until it is paid off through the Lease to Own Technology Fee paid over four years at this school at a total cost of \$400. The Laptops will be used 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 if required. Chargers should be left at home.
- 2.1.2** Access to a Laptop on lease may be terminated if there is damage caused by negligence or if the student does not bring the Laptop as required to school or return it by any scheduled due date for maintenance or stock take.
- 2.1.3** The Laptop remains the property of the school until full payment has been made. Where a student leaves school prior to completing Year 10 or not having fully paid for the Laptop, it must be returned to the school.
- 2.1.4** All material on the Laptop is subject to review by school staff. If there is a police request, the school will provide access to the Laptop and Google Drive holdings associated with your use of the Laptop.
- 2.1.5** Should a loan device be required whilst a Laptop is in for repair, a limited supply of loan devices are available. Loans are based on school priorities and may vary from short term to long term loans depending on the reason for the loan i.e. a loan to cover the repair of a Laptop will be no longer than two weeks.

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 reasonable use of the Laptop for two years and the school will warrant the device for an additional two years. If a replacement device is required after the two-year manufacturer warranty period, the device may be replaced with a second-hand Laptop of a similar standard and condition. Please contact the school if the warranty is needed. *Warranty does not cover negligence, theft, abuse, or malicious damage.*
- 2.2.2** Any problems, vandalism, damage, loss or theft of the Laptop must be reported immediately to the school via the school office.
- 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/caregiver should be submitted with the device for assessment by the school.
- 2.2.5** Laptops that are lost or damaged by neglect, abuse or a malicious act, will require

replacement, organised through the school at the family's expense. The Principal will determine whether replacement is appropriate and whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to Laptop leases/loans.

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

3. Financing the Laptop

- 3.1 The student's parent/caregiver will finance the amount of \$400 for the Laptop through payment of device fees in the first four years of high school.
- 3.2 The parent/caregiver acknowledges that failure to pay an installment will result in recall of the Laptop.
- 3.3 Payment plans over the course of the year are available to those who need assistance.

Family can organise payment in the following ways:

- Pay up front \$400 for the entire lease cost
- Pay instalments of \$100 per year for four years.
- Pay a minimum instalment of \$50 by Friday, **April 30th, 2024**, with the remainder paid by **Friday, July 26th, 2024**, with 2025, 2026 and 2027 payments organised by **March 1** of each year.

4. Standards for Laptop care

The student is responsible for:

- I. Taking care of Laptops in accordance with school guidelines.
- II. Adhering to the Department's Student Acceptable Use Policy.
- III. Backing up all data securely.
- IV. Never damaging or disabling Laptops, network systems, or infrastructure. Students are not to be involved in establishing, participating in or circulating content that attempts to undermine or bypass Laptop security mechanisms for either software or hardware.

5. Acceptable Computer and Online Use

- 5.1 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.
- 5.2 Upon enrolment into the school, parental/caregiver permission was sought to allow the student to access the Internet at school based on the Acceptable Use Policy. This policy forms part of the Student Payment Plan Agreement.
- 5.3 The Student Acceptable Use Policy applies to the use of the Laptop and internet both on and off school grounds.

6. Access and Security

6.1 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 accounts.
- promptly tell their 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, eg. unsolicited advertising material
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
 - comments that are threatening or bullying toward another person, or otherwise harass or make excessive or unreasonable demands upon another person
 - sexually explicit or sexually suggestive material or correspondence
 - false or defamatory information about a person or organization
- ensure that personal use is kept to a minimum and that internet and online communication services are 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.
- never damage or disable computers, computer systems or the school's networks.
- 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 activities can be monitored at school.

6.2 Privacy and Confidentiality

6.2.1 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.

6.3 Intellectual Property and Copyright

6.3.1 Students will:

- never 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.

6.4 Misuse and Breaches of Acceptable Usage

6.4.1 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 accounts 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.

7. Monitoring, Evaluation and Reporting Requirements

7.1 Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools or from outside James Fallon High School High School.



Student Payment Plan Agreement 2024

PLEASE COMPLETE AND SIGN BELOW AND RETURN BY APRIL 30, 2024

Parent/Caregiver signature: _____
Date: _____

Parent/Caregiver name: _____

Student signature: _____ Date: _____

Student name: _____ Year: _____

Other children at this school for which the parent has parental responsibility or who are living at the same address:

Name _____ Year: _____
:

Name _____ Year: _____
:

Name _____ Year: _____
:

Name _____
:

Year: _____

Name _____
:

Year: _____

Name _____
:

Year: _____

By signing this document, you are agreeing to the terms and conditions set out in the Lease to Own contract.