Name: _____

CALVARY
CHRISTIAN
COLLEGE

1-1 LAPTOP PROGRAMME
USER AGREEMENT 2025

1. Parties to the Agreement

This agreement is between-

the Student and Parents / Guardians (named on page 9 of this document)

and Calvary Christian College.

2. Purpose of Agreement

This agreement sets out the rights and obligations of students and parents/ guardians in relation to the 1-1 Laptop Programme. This agreement must be read in conjunction with the ICT Manual Acceptable Use Policy and College policies.

It is important to note that the College has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the 1-1 Laptop Programme.

3. Participation

- Participation in the 1-1 Laptop Programme is mandatory and a condition of initial enrolment for students.
- Students **entering** the College during the course of the 1-1 Laptop Programme contract will be required to participate in the programme at a pro-rata cost.
- Students **leaving** the College during the course of the 1-1 Laptop Programme contract will be required to return their laptop and pay a pro-rata fee.

4. Period of agreement

This agreement commences on the date of execution of this agreement as set out in Section

20.1. The agreement is terminated at the earlier occurrence of the following events -

- the end of the cohort's participation in the 1-1 Laptop Programme OR
- a student's termination of enrolment at Calvary Christian College.

5. Exclusive use

The College grants exclusive use of the laptop to the student in accordance with this agreement and associated College policies including the Acceptable Use Policy as amended from time to time.

All correspondence to: PO Box 4157, Loganholme, 4129. **Facsimile:** (07) 3287 6030
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6.1 The responsibilities of Calvary Christian College include-

- Striving to enhance learning using ICT in the College.
- Responding to enquiries from parents or students in regard to the College's 1-1 Laptop Programme;
- Responding to any breaches of the College's 1-1 Laptop Programme in an appropriate manner; and
- Maintaining a copy of the relevant policies and signed agreements on file.

6.2 The responsibilities of Parents/Guardians include-

- Being aware of and familiar with the provisions of the College's 1-1 Laptop Programme documents.
- Supporting the College's 1-1 Laptop Programme by encouraging their children to abide by all conditions/responsibilities and
- Compliance with the ICT policies and procedures as set out in the 1-1 Laptop Programme User Agreement and Acceptable Use Policy.

6.3 The responsibilities of the student include-

- Being aware of and familiar with the provisions of the College's 1-1 Laptop Programme documents; and
- Support the College's 1-1 Laptop Programme by abiding by all conditions/responsibilities.
- Compliance with the ICT policies and procedures as set out in the 1-1 Laptop Programme User Agreement and Acceptable Use Policy.

7. Compliance with Policies

Students and parents/ guardians are required to comply with the provisions of this agreement, the College's ICT policies and the Responsible Behavior Plan. Extract of some of the student responsibilities listed below.

- Students will NOT.
  - Share their password with anyone else.
  - Use another student's network account.
  - Allow another student to use their account.
  - Attempt to change the network in any way.
  - Install / use any software other than that provided by the College.
  - Attempt to bypass security by using VPN's etc.
  - Store inappropriate material in their network account (e.g., non-program related files, .exe files, personal files, video files, games)
  - Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and students must always exercise careful judgment over all material that they access and communications that they make.

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- Students must NOT.
    - Violate copyright laws by using material from Internet sites without permission of the copyright owner.
    - Plagiarizing works that they find on the Internet or other resources. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.
    - View, send, store or display indecent and/or offensive messages or pictures.
    - Use profane, abusive, impolite or sexually explicit language to communicate.
    - Do not knowingly access materials which are not in line with the rules of School behavior.
    - A good rule to follow is to never view, send, or access materials which they would not want their teachers, parents or other students to see.
    - If they encounter such material by accident, they must report it to their teacher/coordinator/principal immediately.
    - Share their passwords with another person under any circumstance or logon for another person whose privileges have been withdrawn.
    - Waste limited resources such as disk space or printing capacity.
    - Files are not to be downloaded unless permission has been obtained from a supervising teacher.
    - Users are expected to remain within allocated disk space and delete material which takes up excessive storage space.
    - Trespass in another's folders, work, or files. Respect their privacy.
    - Network storage areas may be treated like school lockers.
    - ICT personal may review communications to maintain system integrity and will ensure that students are using systems responsibly.
    - E-mail, or place on the Web, personal contact information about themselves or other people. Personal contact information includes your home address, telephone number, the school address, your work address etc.
    - Access inappropriate content on social networking sites.

Social networking sites such as Facebook,Instagram,Tiktok, etc. have changed the way young people communicate. While these sites are an effective way to keep in touch, it is important for young people to be cyber-smart and think before posting material online.
All web users have a responsibility to be mindful when publishing content online to ensure it does not breach social, religious, cultural or copyright standards.

8. Breaches of User Agreement & Acceptable Use of ICT Services Policy

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Students should always adhere to the directions of teachers. Upon request, it is the student's responsibility to demonstrate compliance with the AUP. A breach of the agreement or AUP is regarded as a student behavior matter and will be handled in accordance with the College's Constructive Discipline Policy and may involve Year Level Coordinators and Heads of School, as necessary. ICT Support staff will provide relevant advice where required.

Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the College and may include-

- a discussion with the student.
- informing parents/legal guardian.
- restriction, suspension or loss of student access to school ICT network, resources or facilities.
- taking disciplinary action.
- recovery of any incurred costs.
- legal action including informing the police (if deemed necessary).
- remove of a laptop and other equipment from student's possession (as listed in the inclusions).
- and/ or cancellation of this agreement.

9. Equipment

9.a Special note: Students commencing 'part way' through programme for their cohort;

A student who commences "part way" through their cohort's 1:1 laptop programme -

- will receive a laptop that is fully operational and in good condition.
- will receive a laptop of similar condition to their year level cohort.
- may receive a different laptop model to the one provided to other students in their cohort.
- may receive a different laptop model to the current year laptop.
- may receive a laptop that has been previously deployed at the College.

9.1 The following items are included in the user agreement-

- 1 LENOVO Laptop PC
- 1 Carry Case
- AC Adaptor
- CCC protective Tekskin; (Students are not allowed to remove the Tekskin and will be liable for the replacement cost if they remove the Tekskin.)
- Software installed by the school to enable current curriculum and network monitoring needs.

9.2 The following items are not included in the user agreement-

- Peripherals off-site such as headphones, mice, printer, USB, Media (CDs/DVDs).
- Internet access.
- Software required for personal use and
- Excess internet and printing costs on-site or off-site.

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10. Financial Arrangements

11.1 Ownership

The College owns the laptop with parents entering into an agreement with annual all-inclusive payments.

11.2 Coverage

The College will arrange coverage against loss & significant damage with the following components-

INCLUSIONS:

- Accidental Damage Protection (ADP) meaning unintentional physical damage causing impairment to use of device. This includes drops, falls, breakages or similar impacts, liquid spills, electrical surges or damaged or broken LCD.
- Theft/Loss Coverage (TLC).

EXCLUSIONS:

- Willful or Cosmetic damage. Normal wear & tear. Damage due to theft, misuse or external causes such as third party, animals, exposure to weather, temperature or dirt. Damage while available to person other than user or outside Australia.
- Theft by student or student's family.

LIMITATIONS: *maximum of 1 claim per policy year*
2nd & subsequent claims per year charged @ current Lenovo repair rates
maximum of 1 theft claim over the period of cover

EXCESS:

- (ADP) $100 per claim made truthfully & meeting disclosure obligations.
- payable by student/parent prior to repairs being carried out.

However, the insurance policy requires when the laptop is not being used.

- on-site, it must be stored ONLY in designated locations which include locked classrooms, secure lockers or the ICT Support office
- OR off-site, adequate precautions must be taken including keeping secure at home or in the boot of the car hidden from view.

otherwise, there is NO insurance cover and students/parents will be liable for the **full cost of repair or replacement** of the laptop if it is damaged, lost or stolen. (NB: A laptop left on top of lockers, on the oval, on a bus or outside a classroom is NOT covered).

A student found to have willfully or carelessly damaged their laptop/carry bag or another student's laptop/carry bag will be liable for the full cost of repair. Students are NOT to attempt any repairs as this will be deemed to be willful damage. For further specific details, refer to policy conditions.

11.3 Notification

If stolen, a police report is required to be provided prior to replacement procedures being undertaken. If lost or damaged, the student must report it to Calvary Christian College ICT Support

as soon as possible and complete necessary paperwork before replacement/repairs can commence.

11.4 Costs

The cost of the programme is an annual all-inclusive payment (note exceptions) and will be itemised separately on the student's tuition fee statements. This fee is payable by the Parent/ Guardian. This cost is additional to tuition fees. Payment is not a lump sum and will be collected through normal tuition fee payment arrangements.   *Subject to change

Parents have the option of purchasing the machine at the end of 3 years for an additional $100.

The following items are not included in the fee payment-
- Reimage cost ($50) incurred as a result of a user's non-compliance with ICT policies.
- Insurance excess.
- Willful damage repairs.

11. Daily Expectations

12.1 The following actions are required to be undertaken by students-
- Students **are required to restart** their computer every day to ensure they are updated.

- Students are to bring laptops to school every academic day & take home at the end of each day.

- Laptops are to be charged up at home every evening to ensure that battery levels are maintained for the duration of the school day. (Students who do not comply may receive consequences from staff).

13. Backing up

Best practice suggests the "3-2-1 backup strategy" meaning there should be at least 3 copies of your data that are stored on at least 2 different media (1 copy on OneDrive, 1 copy on USB etc) and at least 1 of the copies must be stored offsite. Also, it is the sole responsibility of students to back up personal files which should be made OFF the College network.

14. Laptop Usage Locations

Whilst at school, students can use their laptops in supervised classrooms and areas in the library. Students are not permitted to use their laptop within the general school grounds during lunch periods or at other times, unless they are under the direct supervision of a teacher.

15. Laptop & Carry Bag Care

Students are obligated to be responsible owners and treat their laptop & carry bag with appropriate levels of care. Laptops and carry bags may not be defaced, intentionally marked or altered in any manner. A professional identification sticker may be applied to the laptop and case. Laptops & carry bags are to be well maintained and simple care procedures are to be undertaken as outlined.

16. Loan Computers

Loan computers may be made available to students at the discretion of the ICT Staff subject to availability. Loan computers will generally be issued under the following circumstances-

- A student's laptop is inoperable due to gross hardware failure.
- An authorised repair scheduled upgrade or reinstallation **exceeds a period of three days.**
- Completion of critical assessment would be compromised and there are no alternatives.

17. Servicing

All servicing is to be carried out by Calvary Christian College staff or its agents. ICT Support is available during normal school hours 8.30am – 4.00pm Monday – Friday (except public holidays or days when the College's administration offices are closed). Please note ICT Support provides minimum levels of support during the school holidays due to other ICT priorities in the College. It is the responsibility of the student to log issues, follow-up jobs and submit or collect equipment. Students should not leave equipment at the ICT Support Office when it is not attended. The College will endeavor to have the laptop returned to the student as soon as possible but this may take up to 48 hours (subject to compliance with conditions).

18. Return of Laptop, Charger and Carry Bag

The laptop, charger and carry bag must be returned in "good condition and working order" (as determined by an inspection by Calvary Christian College or its contractors) prior to the student leaving the College or when Calvary Christian College otherwise requests. If deemed necessary, repairs will be undertaken, and any excess will apply.

The College will require the laptop to be provided to ICT Support at least annually for monitoring and service. The laptop may be requested at other times for routine or unforeseen maintenance needs.

19. Travel

If the laptop is to be taken overseas, parents must first advise ICT Support and must arrange appropriate supplementary insurance cover to a level to the College's satisfaction.

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20.1   Date of execution

The date of execution of this agreement is   .

20.2   Parent/ Guardian's Acknowledgement and Acceptance

I acknowledge and agree –

- to the provisions of this agreement, the Calvary Christian College ICT Policies and AUP;
- that I have read the responsibilities outlined in this agreement and ICT Manual & AUP;
- to accept my responsibilities in using the College's network, resources and facilities;
- that, in the event of loss or damage, I will be liable to pay the excess amount;
- that, in the event of willful damage, I will be liable for the cost of the repairs of the laptop and   any other equipment;
- to pay the financial cost of the 1-1 Laptop Programme in accordance with the payment terms for Tuition fees;
- that, should I breach this agreement, consequences may apply.

Name: _____

Signed:_____Date: _____

20.3   Student's Acknowledgement and Acceptance

I acknowledge and agree –
- to the provisions of this agreement, the Calvary Christian College ICT Policies and AUP;
- that I have read the responsibilities outlined in this agreement and ICT Manual & AUP;
- to accept my responsibilities in using the College's network, resources and facilities;
- not to access, download or store inappropriate or prohibited material
- not use ICT resources to communicate inappropriate or prohibited material
- that, should I breach this agreement, consequences may apply;

Name of student:_____Class: _____

Signed:_____Date: _____

20.4   Calvary Christian College's Acknowledgement and Acceptance

Signed on behalf of Calvary Christian College -
Name and Position: Mr. Sina Nouravar (ICT Manager)

Signed:_____Date: _____

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Lenovo ADP Summary

Important items to highlight;

1. ADP means unintentional physical damage causing impairment to use & includes drop, fall, breakage or similar impact, liquid spill, electrical surge or damaged or broken LCD.
2. CLAIMS you must answer questions truthfully & meet disclosure obligations
3. LIMIT OF LIABILITY - **maximum of 1 claim per policy year and 2nd & subsequent claims charged @ current Lenovo repair rates**
4. EXCLUSIONS
   - Damage while made available to person other than user or outside Australia
   - Damage due to theft, misuse or external causes including third party, animals, exposure to weather, temperature or dirt
   - Cosmetic damage or normal wear and tear

Further extracts below - full document available on request.

Lenovo Services

LENOVO ACCIDENTAL DAMAGE INSURANCE AND LENOVO ACCIDENTAL DAMAGE WITH THEFT INSURANCE

Combined Financial Services Guide and Product Disclosure Statement

Product Disclosure Statement

Prepared on the 1 February 2019

Insurer: Virginia Surety Company, Inc. (ARBN 080 339 957)

Australian Financial Services Licence number 245579

This document is a combined Financial Services Guide and Product Disclosure Statement for Lenovo Accidental Damage Insurance and Lenovo Accidental Damage With Theft Insurance (Combined FSG and PDS).

This combined FSG and PDS is divided into two parts:

- Part A: Financial Services Guide (FSG); and
- Part B: Product Disclosure Statement.

The FSG is issued by Lenovo (Australia & New Zealand) Pty Ltd, (ABN 70 112 394 411), Authorised Representative No. 435388 (Lenovo). The PDS is issued by the Virginia Surety Company, Inc. ARBN 080 339 957; AFSL No. 245579 (VSC). Lenovo is an authorised representative of VSC.

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YOUR DUTY OF DISCLOSURE

What You must tell Us and why: When entering into a policy of insurance with Us You must answer Our questions truthfully and You have a duty under law to tell Us anything known to You and which a reasonable person in the circumstances would include in response to Our questions. We will use Your answers to decide whether or not to insure You and anyone else named on the Policy, and on what terms We will provide Cover.

Who needs to tell Us: It is important that You understand You are answering questions for yourself and those answers will affect anyone else You want to be covered by the Policy. You have the same duty to disclose this information to Us before You extend, vary or reinstate the Policy.

If You do not tell Us: If You do not answer Our questions in this way, We may reduce or refuse to pay a claim, or cancel the Policy. If You answer Our questions fraudulently, We may refuse to pay a claim and treat the Policy as never having existed.

POLICY COVERAGE

Accidental Damage Protection

We agree that during the Period of Cover, should Your Product suffer Accidental Damage, We will elect at Our option, to repair the Product or if it is deemed a Total Loss, to provide You with a Replacement Product subject to Policy Wording terms and conditions that are provided herein.

Below are some examples of how We will repair or replace the Product under Your insurance.

CAUSE OF DAMAGE	RESOLUTION DESCRIPTION
Liquid spilled on or in unit Drops, falls and other similar impact	Repaired or unit replaced Repaired or unit replaced
Electrical surge	Repaired or unit replaced
Damaged or broken LCD	Repaired
Accidental breakage (multiple pieces)	Repaired or unit replaced

<u>NOTE</u>: Reasonable care is to be exercised at all times with tablet devices such that they are in a protective cover whilst mobile.

Theft Protection

During the Period of Cover, should Your Product be stolen, We will provide You with a Replacement Product subject to Policy Wording terms and conditions that are provided herein.

LIMIT OF LIABILITY

The information below outlines the claim limits for the Covered Product that apply under Your insurance:

- The number of Accidental Damage claims on the Policy is determined by the Period of Cover You selected:
  - one year = one claim per Period of Cover
  - two years = two claims per Period of Cover
  - three years = three claims per Period of Cover.
- There is a maximum of one Theft claim over the Period of Cover.
- We will not accept any liability to You, or any subsequent owner or other User of the Product, for any incidental or consequential damages, including, but not limited to, liability or damages for the Product not being available for use, loss or corruption of data or software, personal injury, death, other indirect loss due to Product failure, or any and all incidental, indirect, special or consequential damages arising out of or in connection with the use or performance of the Product, even if You have advised Us of the possibility of such damages.

Frequently asked questions

Q) What are the costs? *The costs are as per the College fees schedule. This cost will be included in the tuition fees. Payment is not a lump sum and will be collected through normal tuition fee arrangements.*

Q) Are there any additional costs? *No*. The tuition fee is inclusive of most aspects of the programme.*

Q) Can the Laptop be used for home and personal use? *Yes*. Students can take Laptops home and are able to set up personal software and information folders. See User Agreement*for details & conditions.*

Q) Who owns the Laptop? *The College. Families have exclusive use of the Laptop for one year (Year 9 & 12 cohorts), two years (Year 8 & 11 cohorts) or three years (Year 7 & 10 cohorts) from the College.*

Q) What happens at the end of the agreed loan period? *The College provides option for parents to purchase the laptop at the end of the agreed loan period. The cost of this purchase will be $100.*

*subject to change

Q) What happens if the Laptop is damaged or needs repair? *The Laptop is insured against most damage, wear and tear and repairs. An Insurance excess fee or service fee is applied in cases of negligent care or damage. See User Agreement for details and conditions.*

Q) Can I purchase my own laptop? *Only the College supplied laptop is able to be used.*

Q) Who supplies and what software is included? *The College installs a standard suite of software which it will maintain and upgrade. The laptop will be installed with the MS operating system and Office plus a range of standard MS tools and accessories.*

Q) Can students install other programs? *Students may install and download software and media which are MS compatible, do not impede upon the operation of the laptop and are consistent with College's content guidelines. See User Agreement* for details and conditions.*

Q) Do students need to be connected to the internet? *Yes. Whilst it is not a requirement to have a fast Broadband internet connection at home, to be a part of the program, obviously this would be a tremendous advantage and certainly recommend by the College.*

Caring for your Laptop Computer

There are a number of things you can do to maximize the reliability of your laptop and to avoid incurring repair charges either during its life or when it is returned.

Q) What should go in your laptop bag?

Please be careful not to store anything except your Laptop in your Laptop bag's main compartment. The extra pressure could result in damage to your laptop. The front pocket of your laptop bag should hold your adapter. Adding extra items could damage your components, bag and even your laptop.

Q) How should you pack away your laptop?

Always store your laptop bottom down and with the LCD facing away from the pocket. Wrap the cord loosely around the power adapter or the cord will become damaged.

Q) How should you handle your laptop?

Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on. You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down. Laptops should be switched off before placing into the bag.

Q) How do I care for the laptop computer bag?

The bag should be fully zipped up before being carried and must be fully unzipped before removing the laptop to avoid non-warranty bag damage.

Q) What are the best operating conditions?

Avoid exposing your laptop computer to: direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration.

Q) How do I take care of the LCD screen?

LCD screens are delicate. Always be gentle when putting your laptop down or closing the screen and avoid lifting the laptop by the screen. To clean your LCD screen: Switch off your computer. Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion. Do not directly apply water or cleaner to the screen. Avoid applying excessive pressure to the screen.

Q) How do I take care of A/C power adapter?

Connect your adapter only to your laptop computer. Keep your cord away from heavy traffic areas and avoid placing heavy objects on top of it or stepping on it. When unplugging the power cord, pull on the plug itself, rather than the cord. Avoid wrapping your cord tightly around the adapter box.
PLEASE NOTE: *Intentional damage, major cuts, breakages or exposed cables <u>are not covered</u> and will attract a replacement charge (Minimum $100 excess). Please report minor damage before it becomes significant.*

Q) How do I take care of the Battery pack?

Once a week fully flatten your battery. Then re-charge the battery fully. This will extend the life of your battery cells. Do not tamper with the connections.

Q) How do I take care of the Keyboard?

Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt. If any key tops are missing or keys are damaged, take your laptop for repair immediately. We can replace a single key top but continuing to use the keyboard with a missing key top can result in us having to replace the entire keyboard.

Q) How do I clean the case?

Take a non-abrasive cloth and spray Windex or like cleaner on to cloth to moisten. Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

ICT Services area – procedures

Q) What is the process for reporting an issue?

Issues should be reported in person. If equipment needs to be submitted, it must be taken to the ICT Support office by the student. Once logged, jobs will be given an estimated time of completion. At the discretion of ICT Support staff, alternative equipment may be provided.

Q) What is the process for following up a job?

Contacting ICT support in person will help knowing the progress of the job.

Q) What is the process for collecting your laptop?

ICT Support usually advise by email, daily notices/bulletins, on Student Cafe or a call to the student's teacher the job is completed, collection can be made from ICT Support.

Q) Are there any conditions related to repairs?

Yes. All repairs have conditions which will be explained and noted on relevant documentation.

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