

Parent and Student Laptop Agreement

This agreement is to be signed and returned to the College at the point of enrolment.

Student's Name: _____ **Year Group:** _____ **Calendar Year: 2022**

Students in Years 7 to 12:

It is compulsory for them to have a **laptop** device to assist them to achieve their educational goals.

If a student breaches any of the statements below their device maybe removed from accessing the College's WIFI network or banned from school.

Please read carefully each statement and then sign the agreement:

- Students need to identify their device by clearly displaying their full name on the outside of the device and on the device's cover.
- The College is not responsible for the security and damage of devices. Devices cannot be left at school before or after school hours.
- Devices cannot be used in any lesson or assessment unless directed by a teacher. Students must immediately comply with any teacher's request to put their device away in their bag when asked.
- Students are not permitted to transmit or post images/videos of any person at school or in public to Social Networking sites.
- Devices used on the College's and Catholic Education Diocese of Parramatta's Network will be managed using the Microsoft Intune Management Applications. This will enable deployment and installation of Apps and management of security settings. Intune can only manage the settings on the connected device. They cannot view in App data, App usage details or delete Apps. These apps and associated software must remain on the student's device to support a safe and stable connection to our network, deployment of educational Apps to devices and locate devices if needed.

Continued overleaf

- Devices must be charged prior to bringing them to school and they must run off their own battery power. Students are welcome to charge their Laptops while working in the College’s Library Learning Centre.
- To ensure appropriate student safety, students are to only use the College’s WiFi network and will not attempt to bypass the network restrictions by using a 4G or 5G network.
- The College has the right to collect devices and inspect files on any device on school grounds. This covers devices that may contain obscene / objectionable material obtained offsite and stored on the student’s device.
- It is a student’s responsibility to repair their device if needed and not physically share their device with other students.
- Students have the responsibility of caring for their device and as such, the College does not take responsibility if a device is lost, stolen or damaged whilst the student is travelling to and from school or throughout the school day.
- Students should not share or loan their laptop with other students at any stage. The College advises that we do not take any responsibility for any damage, loss or misuse if this occurs.
- Students should ensure that their device is safely stored in the College bag and placed securely with them during break times.

Parent / Guardian name: _____ (Please Print)

Signature of Parent / Guardian: _____ Dated: _____

Student’s Name: _____ (Please Print)

Signature of Student: _____ Dated: _____

Office Use Only: *Date Agreement Received:* _____