Bowen State High School

Prepared for all things

Bowen State High School
1 to 1 Laptop Policy

BYOD and SOD

1:1 Laptop Policy – BYOD and SOD

Statements of responsibilities

The school is responsible for provisioning this policy and ensuring that all students and caregivers have had opportunity to review its content. The school is also responsible for implementing this policy to ensure the safe and ethical use of ICT on BYOD (Bring Your Own Device) and SOD (School Owned Device).

Parent/Caregiver responsibilities: Parents are responsible for ensuring that they have read and are familiar with the contents of this policy and work in partnership with the school to ensure that their child uses ICT in a safe and ethical manner.

Student responsibilities: Students are responsible for ensuring they have read and are familiar with the contents of this policy and operate themselves in a safe and ethical manner when using either a BYOD or a SOD. Failure to operate a BYOD or SOD appropriately may result in disciplinary management conjunction with the Student Code of Conduct.

Appendix

Lifelong Learners with 21ˢᵗ Century Skills

Technology is woven into every aspect of our lives and education is no exception. Success in the 21st Century requires knowing how to learn using technology. Technology in schools enables us to power education and innovation by sharing powerful ideas about learning. At Bowen State High School, we are committed to support education in our school by allowing teachers to use technology to inspire classrooms, improve education, foster student achievement and Universally Design learning experiences for all learners. Our movement to a 1:1 laptop program in Year 11 and 12, starting in 2023, will provide us with the tools for students to ensure they are successful in developing learning and innovative skills, digital literacy skills, career and life skills so they can truly become lifelong learners with 21ˢᵗ Century Skills. Bowen State High School will begin its 1:1 laptop program for students in all Year 11 and 12 using a BYOD model. The goal when formulating a future direction for technology access for our school, was to deliver and implement a plan that can be sustainably introduced into the school in a manner that is accessible to all students whilst meeting their educational needs. A self-managed Bring Your Own Device (BYOD) program will see students permitted to bring an approved device to school to assist with their learning. The BYOD program will allow students to have access to a wide range of school resources via wireless connectivity throughout the school campus. This includes curriculum unit plans, curriculum resource material, electronic textbooks, assessment tasks, online virtual classrooms and a communication portal. In addition to our BYOD program, our school will also have a School Owned Device Program to support our families with financial constraints. As such, the school will have a limited supply of School Owned Devices (SODs) that can be borrowed from the school on yearly basis.

Bring Your Own Device (BYOD) program

The core purpose for a device at school is for educational purposes. The BYOD program will allow students use a device of their choice that meets the minimum technical specifications are outlined below on page 9 and 10. A BYOD requires the ability to connect to the school network, internet and printers. The Technical Support Officer will provide assistance for connecting to the school network, printers and internet whilst the student is at school. Any other technical issues need to be resolved by the family through their provider. The student will be required to have appropriate software to meet the subject requirements that they intend to study. The installation and maintenance of personal software is the responsibility of family or caregivers. Genuine versions of software need to be installed to ensure updates. Some subjects require subject specific software and there may be situations where students are required to acquire software on short notice. The demands of subject specific software can change from year to year. Students can now download a free copy of the latest Microsoft Office to their personal home computers and mobile devices. Students will need to use their school email address to sign in. Microsoft Office can be downloaded for free from: https://www.microsoft.com/engb/education/products/office#:~:text=Students%20and%20educators%20at%20 0eligible,address%20to%20get%20started%20today. It is essential that a BYOD has up-to-date anti-virus software in order for it to connect to our school network. Students and parents are responsible for the security, insurance and maintenance of privately-owned devices. Student lockers will be provided to assist with security of student machines whilst at school.

School Owned Devices (SOD) program

To support our families with financial constraints, the school will have a limited supply of School Owned Devices (SODs) that can be borrowed from the school on yearly basis. Families eligible for a SOD program must demonstrate financial hardship to the school by completing an Equity Access Form. Should you require participation in the SOD program, you will need to contact the Business Services Manager and complete a school hire form (Form 11) and Equity Access Form - which are located in the appendices of this document. Please be aware, there limited numbers of SODs and these are primarily reserved for families undergoing financial hardship.

Damage or loss of equipment for a SOD

All our devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, devices are covered against accidental damage. Where a device is deemed to have non-warranty damage or willful/malicious damage, this may incur the loss of a student's $50 deposit to assist in covering costs. The decision regarding deposit use, will be at the discretion of the Principal. Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

Theft of a SOD

If a SOD is stolen outside of school, the parent/caregiver will need to report the incident to the QPS.

Care of a SOD

The student is responsible for taking care of and securing the device and accessories. The device must be cleaned and maintained in good working order and condition. Student lockers will be provided at school to care for the device whilst it is located on school grounds. Students will be required to provide a lock for their allocated student locker.

Data security and backups of SODs and BYODs

Students must understand the importance of backing up data securely. Should a hardware or software fault occur, assignments and work may be lost. The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the device for use away from the school network. The backup of this data is the responsibility of the student and must be backed-up on an external device, such as external hard drive or USB drive. Students must also be aware that, in the event that any repairs need to be carried out the contents of the device may be deleted and the storage media reformatted.
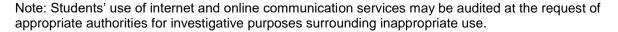
Acceptable Computer and Internet Usage

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give students access to the internet. Communication through internet and online communication services must comply with the Student Code of Conduct and Student Internet/Network Access Agreements provided on enrolment. These conditions apply to the use of the device and internet both on and off school grounds.

In adhering to the acceptable use of ICT and Student Code or Conduct, students must not:
- disable settings for virus protection, spam and/or internet filtering that have been installed as part of the device,
- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place,
- copy or use unauthorised programs or intentionally download unauthorised software, graphics or other data files that may violate copyright laws. Any illegal (unlicensed) software; pirated music, defamatory documents, images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate,
- use another student or staff member's username or password to access the school network, or trespass in another person's files, home drive, email or accessing unauthorised network drives or systems,
- intentionally damage or disable computers, computer systems or Education Queensland networks,
- divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school,
- access and use social media on their respective device whilst on school grounds. Students are not permitted to use social media on SOD at anytime,
- attempt to bypass the school's network and hotspot from a personal mobile phone device.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user. Personal accounts cannot be shared. Students must not allow others to use their personal account for any reason.

Digital citizenship

Students must be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They must be conscious of the way they portray themselves, and the way they treat others online. Students must be mindful that the content and behaviours they have online today are easily searchable and accessible. This content may form a permanent online record in the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community. Parents are requested to ensure that their child understands this responsibility and expectation.

Web filtering for BYOD and SOD

Education Queensland operates a web filtering system to protect students and restrict access from malicious web activity and inappropriate websites. While at school SOD and BYOD will have Education Queensland's internet filtering.

When students are connected through Education Queensland managed networks they will have a high level of filtering applied. This level restricts them from websites such as:
☐ Social networking sites e.g. Facebook
☐ Open/Mixed content sites e.g. YouTube
☐ Translation sites e.g. Google translation
☐ Chat sites e.g. MSN Messenger
☐ Internet telephony e.g. Skype
☐ Media Sharing e.g. Prezi

At stated previously, students are to access Education Queensland's internet while at school and are not permitted to 'hot spot' mobile devices to access the internet. Internet filtering for BYOD at home is a parental responsibility.

Web filtering for SOD

With SOD, the web filtering system is installed and is active when using a non-Education Queensland wireless connection to ensure filtering is always applied. When students use their devices at home the filtering system (proxy client), functions with two levels of filtering, high (more restrictive) and medium (less restrictive).

A **high level** of filtering at home provides a less restrictive access than at school however a greater level of protection than medium. Websites and web applications that are blocked at school but are available to students at home include:
- Blogs/personal pages.
- Chat/Instant Message e.g. MSN Messenger.
- Internet Telephony e.g. Skype.
- Media Sharing e.g. Flickr.
- Online Storage e.g. Dropbox.
- Software downloads.

In partnership with the school, parents/caregivers can allow their child medium level filtering when they are connected to a non-departmental internet connection, such as their own home internet. **Medium level** filtering provides a less restrictive level of protection. Students with this level can access a wider range of websites which have greater risks to encountering inappropriate content. It is important to remember filtering systems do not replace the need for parental supervision when students are online.

Students' reporting requirements

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Education Queensland network must also be reported to the school.

Charging

It is expected that all students arrive to school with a fully charged laptop. A small charging station using coded lockers (with a community pin function) will be available to students should they require to charge their devices at school. Students will only be able to charge in class under strict approval and supervision of the teacher and where the classroom infrastructure allows this to occur with no electrical or trip hazards.

Onsite use

Students are permitted to use their BYOD and SOD outside of the classroom learning environment, this includes in playground areas under blocks, the ILC and the Student Resource Centre during lunchtimes. It is recommended that students do not take their device onto the oval or into the UCA where the risk of damage is higher. It is expected that students will only use their devices during lunchtimes for educational purposes. Failure to comply with this expectation will result in management in conjunction with the Student Code of Conduct.

Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. The student must not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. It must also be ensured that privacy and confidentiality is always maintained.

Intellectual property and copyright

Students must never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. Students must obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published must always be acknowledged. Material being published on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students must be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access the 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.

Software and Hardware

Software for BYOD

Software required for the classroom needs to be legally sourced by the student or their family. It is vital that families manage software installations and downloads as a BYOD is unrestricted. Some software may be available for download for free, while other software may come at a cost. School licenced software cannot be installed on privately owned devices.

At a minimum the following software must be sourced and installed:
☐ Microsoft Office 2016 – a free copy can be downloaded from:
https://www.microsoft.com/engb/education/products/office#:~:text=Students%20and%20educators%20at%20at%20eligible,address%20to%20get%20started%20today.

☐ Anti-virus software

It is essential the anti-virus software is kept up to date. When a BYOD connects to the network an authentication process takes place that checks the anti-virus is current and permits this personal device to connect. If the software is not up to date it may reject the connection.

Students studying subjects such as senior ICT will have access to classroom devices for scheduled lessons if they can not afford to purchase a device that meets the recommended specification for these subjects.

Software for SOD

The software loaded on the SOD device is licensed to the Education Queensland or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred. Software installed on the device is required for the student's education. All school software must be available when required. Students who delete programs are likely to have their administrative rights removed.

Elevated access for SOD

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items including printers, cameras and/or licensed software. This access may allow further permissions above and beyond those available on other MOE (Managed Operating Environment) built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services. If given elevated access, students have the ability to install additional software onto the device. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the device. Devices may be audited by a school requiring students to present a valid software licence for any personal software installed. Devices may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process. The school will manage the provision of elevated access and may require a parent/guardian approval.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, Education Queensland may be required to provide the authorities with access to the device and personal holdings associated with its use.

General Specifications for Suitable Machines

Please note the information for Specialised Subjects information is on the next page.

PC (Dell, Lenovo, HP, Ausus, and Microsoft)

The requirements for word processing, presentations and research are:

- Windows 10 or later
- Dual Core i5 intel 7th Gen CPU (Processor)
- 4 GB RAM
- SSD (250GB)
- Display any

Apple

The requirements for word processing, presentations and research are:

Microsoft Suite including MS Word, PowerPoint, Excel, OneNote is available to access online and download for free using student email account.

Recommended machines:

- HP 14 inch Notebook Athlon $597
- DELL Inspiron 15 on sale NOW $791
- Lenovo Ideapad $699
- Ausus 15.6-inch Pentium $698
- HP 15.6-inch Athlon-3050U $749
- Microsoft Surface Laptop Go 12.4-inch i5 $1198
- https://www.apple.com/au/mac/

Any Apple laptop device that is less than 2 years old with a quality battery would be appropriate. It is recommended that you purchase a protective sleeve for your students' device. There are a range of options available at stores such as Officeworks or Harvey Norman.

Software

- Access to Microsoft Suite including Word, PowerPoint, Excel, OneNote and Office is available to access online and download for **free** using @eq.edu.au email accounts.
- Adobe suite student subscription including Photoshop, Premier Pro, Illustrator, and many more products provided for students taking ICT and Arts in Practice. (Paid by school)
- Adobe suite available to all other students for a one-off payment of $10 per year!
- Access to Auto Cad Suite is free for students using eq.edu.au email accounts.

Specialised Subjects

PC (Dell, Lenovo, HP, Ausus, and Microsoft)

For students taking Information Communication Technology (ICT), Arts in Practice and Design, who require the use of programs in the Adobe Suite and Auto-Desk Suite, the following minimum specifications are required:

- Quad Core i7 Intel 7th Gen or Newer CPU (Processor)
- 16 GB RAM
- Dedicated 4GB GPU minimum (video/graphics card)
- SSD (500GB)
- Display 1920 x 1080

Apple

For students taking ICT, wanting to use Auto CAD or Adobe products such as Photoshop or Premier Pro, the minimum specifications are:

- New Apple Mac Air with M1 Chip
- Any MacBook Pro made in the last 4 years.

Recommended Machines

- Dell G5 Gaming Laptop $1563
- HP Victus Gaming Laptop $1599
- Microsoft Surface Laptop $1799
- Lenova Ideapad Gaming $1493
- https://www.apple.com/au/mac/
- New Apple Mac Air with M1 Chip
- Any MacBook Pro released in the last 5 years (providing the battery is in good condition)

Frequently asked questions

Will students need to bring the laptop to school every day?

Yes. Teachers are transforming the way they teach to take advantage of students having unlimited access to technology. The new digital platform curriculum means that computers will be essential tools in each classroom. It is an expectation of students in the 1:1 program to bring their BYOD or SOD, fully charged each day.

Will a student be permitted to use a SOD during school holidays?

Once the device is issued to the student, they are permitted to keep this over school holiday periods. This is dependent upon whether the Technical Support Team needs to recall the device for re-imaging, software upgrades, maintenance or annual stocktake. SOD are not permitted overseas without the permission of the Principal.

What other computer related costs can I expect to pay in the 1:1 program?

USB Storage Device: a memory stick and/or an external hard drive will assist with students keeping a copy (backup) of their data.
Mouse: some students may prefer the use of a mouse instead of the touchpad or touchscreen and stylus. For students partaking in Information Communication Technology (ICT), Arts in Practice and Design, who require the use of programs in the Adobe Suite and Auto-Desk Suite, these programmes are provided for free by the school and private enterprise. It is also recommended that students purchase an appropriate laptop bag to carry their device from lesson to lesson.

How is the laptop kept safe when not in use?

Students will have their laptop with them at all times except during non-classroom activities such as practical HPE lessons. Arrangements will be made by the classroom teacher in these instances and for excursions. Students lockers have also been installed that will assist in these instances and at break times. It is the student's responsibility to ensure the laptop is not left unattended and is safe at all times. It is the responsibility of the family to provide a protective case for their BYOD as well as a lock and key for their student locker: a standard small padlock is suffice.

Do students need to back up the data stored on their laptop?

Yes. Work completed at school can be saved to the school's servers (H: home drive). However, work completed at home or stored on the laptop will need to be backed up (copied) in case of a device failure. Loss of data can be avoided by having an additional copy. Please remind and encourage your child to back-up their documents regularly to an external device. If a device requires service or repair, it is important that students have a current back up their data. The technical support team will not be responsible for backing up data. This is the student's responsibility.

Financial information

What happens if I cannot afford to take part in the 1:1 program?

As stated previously, to support our families with financial constraints, the school will have a limited supply of School Owned Devices (SODs) or equity devices available to families who demonstrate financial hardship. This process or supporting families with these circumstances will commence in Term 4 in preparation for 2023. SODs can be borrowed from the school on yearly basis. Families eligible for a SOD program must meet a specific criteria outlining financial hardship. Should you require participation in the SOD program, you will need to contact the Business Services Manager and complete a school hire form (Form 11) which is located in the appendages of this document.

Daily operation

How will the computer connect to the school network and internet?

The school provides full wireless access across the campus for all devices. BYOD and SOD can access the school's network, printers and internet.

How will the laptop connect to the internet away from school?

A SOD can connect to the home internet where the medium or high level of filtering applies. There is no internet filtering on a BYOD unless arranged by the student's family. Regardless of filtering there is no substitution for supervision. The use of home internet connections will require the student and/or parent/guardian to arrange connectivity via third parties.

Will my child be using the laptop all day in every lesson?

It is envisaged that students will use their device across all of their lessons however, there may be some instances where the laptop will not be required. It is essential students bring their device to school each day charged. The use of the laptop will be at the teacher's discretion. The usage will depend upon the nature of the subject and curriculum being delivered at the time. The device is a learning tool and will be incorporated, at appropriate times, to facilitate the student's education. Students will still require the traditional tools of learning, including writing books and pens. The benefit of the take home program is that the student can continue with their educational requirements with the ability to access software and curriculum resources out of school hours.

How will students be able to charge their devices?

The school is installing one set of powered lockers that students can use to charge devices. These lockers have a unique security code that is reset with every use, allowing students short-term access to securely charge devices during lessons laptops are not required in and lunch breaks. Students will only be able to charge in class under strict approval and supervision of the teacher and where the classroom infrastructure allows this to occur with no electrical or trip hazards.

Does the school have the network to support the additional devices?

The Department of Education is currently providing a significant upgrade to internet speeds across all Queensland schools. Bowen SHS is expecting Stage 1 of this upgrade to occur in early 2023. This will ensure the school network can support the extra devices expected as part of this program.

What is permitted on a SOD?

Can students install their own software on the SOD?

No additional software for personal use is permitted to be installed on a SOD without school approval. If you student requires additional software for educational purposed, this is possible if the elevated access level is selected. A valid software licence is always required. The laptop is classified as school owned and students must not store illegal or inappropriate materials on it as per the school's Computer Use and Network Access Agreement and Student Code of Conduct. Games and movies are not permitted on the hard drive. Any illegal (unlicensed) software; pirated music, defamatory documents, images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate. Applications installed on the device must be suitable to a school environment and adhere to national copyright guidelines. Devices will be periodically audited by the school. Students who breach this agreement will have their laptops restored to the original settings and all data stored on it (school and personal) lost. Additional consequences can also be applied.

Repairs and maintenance

How will the school support students to keep their devices safe from accidental or deliberate damage?

The school is installing secure lockers that will be made available to all students who participate in the 1:1 program. Students will need to supply their own lock and sign a locker allocation form, committing to using the locker in line with its intended use and keeping it neat and tidy for the duration of its use. The school strongly encourages families to purchase a protective case for their laptop to use while carrying it to and from school and between classes.

What if the device is damaged?

All SOD have accidental damage cover and some items are covered under the manufacturer's warranty. There is an expectation that students will be responsible and take care of this valuable asset. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers. The school takes no responsibility if a BYOD device is damaged; contact the supplier for possible arrangements.

Will students have access to a replacement laptop should the device require repair?

SOD - The school will make every effort to provide an alternative option for the student whilst the assigned device is being repaired.
BYOD – contact the supplier for options. In the case of a repair, it is usual for the device to be sent away and the period of time the student is without a device for their education varies. Should you expect that the device will be away for an extended period of time, please contact the school and we may be able to organise a temporary loan device.

How will the school support students to access the network and work through technical issues?

The school is currently negotiating with a private provider for additional technical support at the commencement of the year.

Who is responsible for data stored on the laptop?

The school has a backup procedure in place to ensure students do not lose educational data saved by the student on the school network (H: drive). The students are encouraged to copy important school files to the network for security. However, for any personal data stored on the laptop (D: drive), it is the students' responsibility to have a copy of this elsewhere. It is recommended they save to a USB device (drive or memory stick) on a regular basis. If a device requires service or repair, it is important that students have a current back up of their data. The technical support team will not be responsible for backing up data. This is the student's responsibility.

Will my personal software and data be restored if my laptop requires repair?

No. Students must be aware that should a laptop require repair, all data could be deleted as the machine is restored to its original settings. It is the student's responsibility to have a backup of their data and to copy it back to the device.

Where can students access assistance for their device?

The school's Computer Technician operates from the Resource Centre and will be available before school between 8:00am and 8:37am. Students are strongly encouraged to see the staff for any issues, concerns, faults or difficulties they may be experiencing with their SOD. Limited technical support is provided for students with a BYOD.

Cyber Safety

What should students be aware of and what action should be taken?

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher and their parent and/or caregiver as soon as is possible. Parents, caregivers and students are encouraged to visit the Office of eSafety Commissioner for Resources and Information https://www.esafety.gov.au/. Additionally, students are encouraged to explore and use the 'Cybersafety Help' link to talk, report and seek advice about a range of Cybersafety issues: https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying

Students must never initiate or knowingly forward emails, or other online content, containing:
- A message sent to them in confidence.
- A computer virus or attachment that is capable of damaging the recipients' computer.
- Chain letters or hoax emails.
- Spam (such as unsolicited advertising).

Students must never send, post or publish:
- Inappropriate or unlawful content which is offensive, abusive or discriminatory.
- Threats, bullying or harassment of another person.
- Sexually explicit or sexually suggestive content or correspondence.
- False or defamatory information about a person or organisation.

Queensland Government
Department of **Education, Training and the Arts**

External Request for Equipment
EDQUIP EQ11

EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		

Location and Use of Equipment (if different from above)

Reason for Request

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:		Date returned:	
Officer receiving returned equipment	Name:		Signature:	

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature _____   Date ___ / ___ / ____

APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out *"to the parent/guardian and on ......student"* if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name:	Designation:	Date: / /

Queensland Government
Department of **Education, Training and the Arts**

External Request for Equipment
EDQUIP EQ11

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:
- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- [ ] The equipment should be used only by the student to whom it is lent and by no other person.
- [ ] The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- [ ] Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- [ ] Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- [ ] The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- [ ] Loss or damage of any equipment on loan must be immediately reported to the school.
- [ ] If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- [ ] Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____   Date: /   /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____   Date: /   /

Equity Access Form

Rationale

This form provides support to ensure all students in Year 11 and 12 can access the opportunities available through the Bowen SHS Bring Your Own Device Program. Parents and caregivers, as well as staff members, can nominate students from financially challenging backgrounds to receive a School Owned Device (SOD) for the duration of the year this form is completed in. The process is confidential and supportive, with the Principal making the final decision.

Student Name:	
Nominated by:	☐ Parent / Caregiver ☐ Staff Member Staff Member name:
Year Level:	
Parent Name:	
Date:	
Supporting evidence: Please select the appropriate category. Please attach copy (if applicable)	☐ Health Care Card ☐ Pension Card ☐ Concession Card ☐ School knowledge ☐ Confidential and supportive Interview ☐ Attached statement ☐ Other Comments: _____ _____ _____ _____ _____
I have read and understand the Terms and Conditions and agree to abide by them and to pay the refundable security deposit in accordance with the selected payment arrangement.	☐ Yes ☐ No Please note: Refundable security deposit must be paid by the end of Term 1:
Parent Signature:	
Decision by Principal:	☐ Yes ☐ No Reason:
Approval by Principal:	Signature: Date: