St Mary’s College student LAPTOP program offers each student the opportunity to use a portable computer for the time they are enrolled at the College. These are reconditioned laptop computers with new batteries.

**Student Agreement**

By signing below, you are indicating that you have read and understood the following:

**The provision of the laptop computer is subject to the following reasonable conditions:**

1. The Laptop will be used in accordance with all Codes of Conduct, as established by the College, or governing authority, presently, or in the future, in particular the ICT Acceptable Use Policy and Student Policy for Use of Internet and Email.

2. Security of the Laptop computer is at all times the responsibility of the student. Common sense and good judgement should determine how the laptop is secured. The student agrees they will:
   - be stored in a secure, safe location when used outside College or during transportation.
   - not leave it unattended in their school bag, change rooms, art rooms, and sporting areas or where there is a risk of the device being stolen or damaged.
   - charge up the laptop at home and bring it to College fully charged each day.

3. The physical safety and care of the laptop computer and its associated peripherals also needs to be managed appropriately:
   - they are not to be used in the vicinity of food or drinks
   - power adapters should not be bent or used if frayed or damaged.

4. ICT Support staff may require my laptop for re-imaging at times, particularly if any content has been loaded that is considered inappropriate or in breach of College policies.

5. The provision of the Laptop computer is related to current enrolment and could change if conditions of enrolment change. The Laptop computer is always the legal property of the College and must be supplied to the Principal or authorised representative when requested, either:
   - a) in “as is” condition immediately upon request;
   - b) **not less than 24 hours prior to departure** from the College subsequent to cessation of enrolment

At the end of the school year I will return my laptop in its original condition with all accessories enclosed.

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<tr>
<th>Student Name</th>
<th>Student Home Room:</th>
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Parent Agreement 2013

By signing below, you are indicating that you have read and understood the following:

The laptop computer is provided on a ‘user’ basis and remains the legal property of St Mary’s College at all times.

1. I agree that the laptop at all times remains the property of St Mary’s College and that the laptop is provided for use by my child to assist her in her education at the College.

2. My child will keep the laptop in good working order and will notify the College Help Desk immediately of any defect or malfunction. I will assist my son/daughter to follow the College “conditions of use” and ensure the laptop is maintained in a clean and reliable condition.

3. St Mary’s College should be notified within 24 hours of any of the following events:
   a. Theft or suspected theft, or loss
   b. Damage [intentional or accidental]

4. My daughter will report all damage and faults to the ICT Support staff within 24 hours to permit repair if applicable or possible.

5. In the case of total loss or theft offsite the parent will report the theft to the police and provide the College with a copy of the police report.

6. I accept that St Mary’s College may require the laptop to be returned for maintenance at particular times of the year.

7. I have sole responsibility for deciding on and implementing an appropriate level of supervision for the use of the laptop computer outside of regular school hours.

8. I acknowledge that if the device is connected to the Internet at home it is being used outside of the College’s internet filter and that I am therefore responsible for appropriate supervision of use.

9. The laptop will not be taken overseas or interstate without express permission of the Principal.

10. In the case of total loss or damage caused by misuse or through malicious intent it may be necessary for a College, Student, Parent/Guardian conference in order to facilitate financial restoration.

11. My child will receive a laptop for use in the classroom for the year 2013
   - 1 x Lenovo R400 or L420 laptop
   - 1 x laptop Power Pack

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<th>Parent name:</th>
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