

# MORAYFIELD STATE HIGH SCHOOL

Respect • Responsibility • Cooperation



# 2026

**Laptop Hire  
Charter Agreement  
&  
Student BYOx Charter**





# BYOx Onboarding Process

What to do if you require additional assistance:

To connect your device to the school network, meet the computer technicians with your device to complete the onboarding process.

An email will be sent to all students with details on how to onboard during week 1, Term 1, 2026.

Technicians will be available:

- At G block staffroom during break and before and after school.

To minimise issues:

1. Ensure the student is an administrator of the device and knows the Administrator's password.
2. Ensure the time zone is set to UTC+10 Brisbane (Windows) or AEST – Brisbane (MAC).
3. If you have set up Microsoft family sharing on the device, please remove it for onboarding.



# BYOx Buying Guide & Approved Devices

## What You Should Buy

Deciding what to buy and how much to spend on a Bring Your Own device can be very confusing. This document is designed as a guide only to outline what to look for. It does not provide recommendations of brands or companies to buy from. These are decisions that each family must make for themselves.

A laptop is the preferred BYO device. Laptops with the specifications of 'Minimum' as listed below, will meet the majority of your students' needs at school. If they are studying Graphics, Senior Art or Computing they would be encouraged to look at the 'Advanced' specifications.

	Minimum Specifications	Advanced Specifications
<b>Processor</b>	Intel i5 or AMD Rizen 5	Intel i7 or AMD Rizen 7.
<b>RAM</b>	16GB	16GB or more
<b>Hard Drive Capacity</b>	256GB	Minimum 512GB
<b>Ports</b>	2 x USB	3 X USB
<b>Screen</b>	10" or user preference – larger the screen the heavier the device.	14" or 15" – again consider the trade off with weight.
<b>Wifi</b>	Essential	Essential
<b>Operating System</b>	Windows 11 or Mac OS	Windows 11 or Mac OS
<b>Battery</b>	Battery with charge to last at least 5 hours.	Battery with charge to last at least 5 hours.
<b>AntiVirus Software</b>	Mandated but Windows 11 comes with Windows Defender which is all that is required.	Mandated but Windows 11 comes with Windows Defender which is all that is required.
<b>Carry Case</b>	An impact resistant case is essential to protect your investment.	An impact resistant case is essential to protect your investment.



## Incompatible Devices

The following devices are incompatible with the Education Queensland network and will not be able to be used:

- Windows RT
- Linux
- Android
- Windows prior to Windows 8
- Apple Mac OS prior to 10.10.3
- Windows 10 S needs upgrading to function. This can be done with no cost but will need an internet connection.

## Where to Purchase

Computers meeting Morayfield State High School's specifications are available through a range of local providers as well as online. Most computer brands also offer an education price through their online stores, when you search for "brand name" + "Education".

We recommend that where possible you consider accidental damage and other insurance options.

## The School Locker

<https://theschoollocker.com.au/schools/morayfield-state-high-school>

Parents will need to create an account for Morayfield State High School, no school code required

## JB Hi-Fi – Online

<https://www.jbeducation.com.au/byod/>

School Code: MORAYBYOD2026

## HP – Online

[www.hpshopping.com.au/morayfield](http://www.hpshopping.com.au/morayfield)

School Code: Morayfield

## How Much to Spend

The amount of money that you would expect to spend will depend on a number of issues. These include:

- The specifications you decide on in relation to the intended use of the device by your child.
- Whether you purchase a new or used device.
- Purchasing additional insurance.
- Where and when you purchase the device.



# Student BYOx Charter

## BYOx Overview

Bring Your Own 'x' (BYOx) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students use their personally-owned mobile devices to access the department's information and communication (ICT) network.

The department has carried out extensive BYOx research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1-to-1 computer to student ratio classes across the state, and other major technology rollouts.

The BYOx acronym used by the department refers to the teaching and learning environment in Queensland state schools where personally-owned mobile devices are used. The 'x' in BYOx represents more than a personally-owned device; it also includes software, applications, connectivity or carriage service.

Morayfield State High School has chosen to support the implementation of a BYOx model because:

- BYOx recognises the demand for seamless movement between school, work, home and play;
- Our BYOx program assists students to improve their learning outcomes in a contemporary educational setting; and
- Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.

Morayfield State High School's BYOx program will support printing, filtered internet access and file access and storage through the department's network while at school. However, the school's BYOx program does not include school technical support or charging of devices at school.

## Device Selection

Before acquiring a device to use at school the parent or caregiver and student should be aware of the school's specification of appropriate device type, operating system requirements and software.

Morayfield State High School highly recommends a laptop BYOx device. A device running on a full desktop operating system (Windows or OSX) with a keyboard will provide the most flexibility to students and will be more productive in most classroom situations.

The school website also houses links and portals to stores providing purchases including insurances. You are also able to search computer companies directly using the term 'Education discount' to receive education discounts.



## Software

- Microsoft Office – A free version is available to Education Queensland Students.
- Virus Protection – There are some free virus scanners available online which meet the minimum requirements. Microsoft Defender comes standard with current new Windows Laptops. It is a free download from the Microsoft website if it did not come with your device.
- PDF Reader
- Media Player
- Paint or similar
- Devices running Mac OS X will also require the latest version of Java
- Adobe Suite is available for required classes paid for under SRS.
- For Graphics students AutoCAD will be available for free download from your Graphics teacher

The school may recommend software applications in order to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

## Recommended Accessories

Cases should be purchased with devices. Hard padded cases are highly recommended as they can significantly reduce damage from any impact. Students must ensure they turn off their machine before they put it in a case to avoid overheating.

## Data Security and Back-ups

**Students must ensure they have a process of backing up data securely.** Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

**The student is responsible for the backup of all data.** While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out by an external service agent, they may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

## 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, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.



## Classroom Disciplinary Actions

Teachers will give clear expectations on how the device will be used in their classroom. This may vary depending on the type of subject and classroom environment. If the student chooses to disregard these expectations and/or are using their device in a way that interferes and disrupts with their own and other students' learning and production of quality work, the following process will be undertaken.

1. Teacher identifies irresponsible device usage that impacts upon the learning and production of quality work for that said student or other students.
2. The teacher prompts the student to comply with expectations.
3. If the student continues to be irresponsible with the device, the teacher will proceed through the normal referral process. This will include sending the student to the office to have the device confiscated for a period of time. Depending on the circumstances, the student may also face disciplinary action according to the Student Code of Conduct.
4. The teacher will contact home.

## Technical Support

The school's BYOx program supports personally-owned mobile devices in terms of access to:

- printing
- internet access
- file access and storage
- support to connect devices to the school network.

However, the school's BYOx program does not support personally-owned mobile devices in regard to:

- technical support for damage/faults
- charging of devices at school
- security, integrity, insurance and maintenance
- home network account access

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ Home-provided internet connection		
School	✓ School provided internet connection		✓ Some school-based software arrangements
Device vendor		✓ See specifics of warranty on purchase	





## Common Questions and Answers

### **Will every device work inside the Education Queensland network?**

No. Some devices with low specifications have been found to not connect within the EQ network and may have difficulty with the security filters EQ uses. Check the minimum specification list or contact the IT Department at the school for more information.

### **Do I need 3G/4G/5G?**

The school has an effective wireless network available. It is EQ policy for students to only use the School's provided internet access. 3G/4G/5G will assist devices that have non-wireless connectivity at home. 3G/4G/5G enables **unfiltered** internet access at school. 3G/4G/5G connections on BYOx devices **must** be turned **off** at school. Use of hotspot is considered a breach of EQ policy.

### **Who should be the administrator of the computer?**

In order to connect to the BYOx wireless network, the student must be a local administrator on their device.

### **What is the role of the school technician?**

Morayfield State High School's BYOx program does not include school technical support. The school technician will assist with the initial connection of the device to the school network referred to as "onboarding", however they are not authorised to change settings on a machine without authorisation of the local administrator. The school technician is not able to fix devices and will only be able to provide general advice during school access times (See page 17 for more detail).

### **Will students be able to charge their laptop at school?**

Students should charge their devices at home prior to attending school. Limited facilities will be available in the library and in some class rooms should your student require it but access to these resources cannot be guaranteed at all times. It is therefore recommended that all devices have a minimum battery life of 5 hours.

### **Do I need some form of insurance for this device?**

Yes, some form of accidental damage policy is strongly recommended.

### **What happens if my device is stolen at school?**

Students bringing their own device to school need to ensure they look after their device. Parents need to arrange adequate insurance in case of damage or theft. The school is not liable for any damage or theft.

### **What warranty should I get with my device?**

Some stores offer replacement warranties. Some offer an accidental damage policy. Other stores offer extended 3 year warranties. Some home and contents insurances are suitable. Check the conditions of insurance with the service vendor.



**BYOx ALLOWS STUDENTS TO UNLOCK THEIR LEARNING POTENTIAL.**



## Supported Web Browsers

Operating System	Software
Windows	Edge IE 11+ Chrome Firefox
Apple iOS	Native browser (Safari) Chrome
Apple OS X	Safari Firefox



# Student Laptop Hire Charter Agreement

## The Program

The laptop hire program has been designed to complement the current BYOx program. Students may choose to BYOx or participate in the hire program. This is so that all students in class have constant and consistent access to a computer. If parents feel that they are unable to engage in either of these programs, they are required to meet with the Deputy Principal to discuss possible options or timing to access a device.

All laptops used in this program will be set up for each individual student and will come standard with the schools Managed Operating Environment (MOEv5 Windows 10 Education Edition), Microsoft Office, filtered internet, access to the school network and access to school software.

All laptops used in the program have been set up for each individual student and are not to be used by others; the laptops are the property of the Queensland Department of Education and Training (DET), regardless of funding source. The school takes no responsibility for any theft or damage to machines. Where the laptop is damaged or stolen, the school may invoice a student's parent/caregivers for the full cost of repair or replacement and the misuse of school laptops will be dealt with according to the Morayfield State High School's Student Code of Conduct and Acceptable Use Policy.

Students are required to pay a yearly fee of \$250.00 (pro rata based on enrolment) for the personal use of these laptops. This payment can be made upfront or paid in instalments across three (3) terms. Laptops are to be returned at the end of the year should you not be participating in the following year.

At the end of each school year a Laptop Hire Agreement will need to be entered into and laptop presented to the technicians for checking and maintenance. Should this not occur, the device will be returned to the school for the Christmas holiday period.

The laptop is covered for the standard manufacturer's warranty and accidental damage for one occurrence each year. The IT department at Morayfield State High School will manage any Accidental Damage or Warranty claims should they be necessary. A \$100.00 excess will apply to each Accidental Damage incident, where the damage is deemed to be accidental and unintended. In the circumstance of Accidental Damage a total of one incident will be covered by this policy in each school year of the loan. Some unintentional damage may be deemed as a result of negligence and the school may still charge the full cost of repair. Should further damage apply, the hirer will be responsible for the full cost of repairs. The laptop hire agreement undergoes a yearly review and is approved by the P&C association.



### **The Package**

The equipment, referred to in this agreement, consists of a laptop computer; protective carry case; charger and the department's standard suite of software, including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'. Each laptop will be:

- Protected by anti-virus tools and automated updates.
- Able to be connected to the school network for filtered internet and email usage for student learning.
- Installed with the department's standard suite of productivity software.
- Bluecoat web filtering at school (high). Parents may choose a high or medium level of filtering for when the device is not at school.
- Medium level of filtering will permit social media access and YouTube. This is indicated on the external request for equipment form.
- Parents may also choose to allow additional software to be installed on the device by selecting elevated access on the same form.

### **Theft and Loss**

In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery procedures, however, should a device be unrecoverable, the full cost of replacement may be charged to the parent/caregiver.

Hirers will be responsible for the replacement of lost or damaged accessories. These may be purchased via the Cashier. Case - \$40.00. HP Charger - \$57.10. Dell Charger - \$37.

### **Warranty & Accidental Damage**

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. There is no cover for negligence, abuse or malicious damage. Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school's office/administration staff or to the IT Department at Morayfield State High School.

The laptop is covered for the standard manufacturer's warranty and accidental damage for one occurrence each year. The IT department at Morayfield State High School will manage any Accidental Damage or Warranty claims should they be necessary. A \$100.00 excess will apply to each Accidental Damage incident, where the damage is deemed to be accidental and unintended. In the circumstance of Accidental Damage a total of one incident will be covered by this policy in each school year of the loan. Some unintentional damage may be deemed as a result of negligence and the school may still charge the full cost of repair. Should further damage apply, the hirer will be responsible for the full cost of repairs. The laptop hire agreement undergoes a yearly review and is approved by the P&C association.

### **Wilful and Malicious Damage**

Where a school or insurance vendor determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.

### **Software**

The software loaded on the laptop is licensed to the Department of Education and Training or the school. Students may have the ability to install additional software onto the laptop if parents have chosen the elevated access option on the Equipment Loan Form. 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 laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, Department of Education and Training will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.



### **Subsequent Points of Agreement:**

Students are reminded that in using these laptops they must comply with the School's Student Network / Internet Access Agreement and Internet Usage Policy.

Students should not:

- 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;
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard;
- Use unauthorised programs and intentionally download unauthorised software, graphics, videos, music or games;
- Intentionally damage or disable computers, computer systems or DET networks;
- Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose;
- Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event that any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.

### **Care and Use of the Laptop**

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

- When not in use the laptop should be stored in its carry case. Should students need to leave the laptop unattended it needs to be stored in a secure location e.g. locked classroom.
- If a laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student. When damage is not reported immediately, the school holds the right to waive the accidental damage excess.
- Ensure the laptop is placed on a stable surface when in use.
- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation.
- Ensure the laptop is switched off before being placed into the carry case and transported.
- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen. Ensure you do not try to close the lid with a pen or other item on the keyboard.
- Only connect the power adapter supplied to your laptop. Never use an adapter belonging to another device.
- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.
- Computer batteries can become hot during use. Do not use the computer on your lap.
- Don't have food or drink near the laptop.

### **Borrowing a Stay at School Laptop – Conditions of Use**

The school has a number of laptops available for students to borrow on a daily basis if their hire laptop is awaiting repair. About Stay at School Laptops:

- The Stay at School Laptop Permission Form must be signed and returned to the school before a Stay at School laptop can be borrowed.
- Stay at School laptops are available for borrowing from the IT Support Room in the G Block from 8.00am each day and must be returned by 3.00pm on the same day.



By signing the Student Laptop Hire Agreement and Stay at School Laptop Permission Form, the student and parent/caregiver understand and acknowledge that:

- The laptop must stay at school.
- The laptop must be returned to the IT Support Room in the G Block by 3.00pm on the day it was borrowed.
- The borrower and their parent/caregiver is responsible for any damage to the laptop and agree to pay for any repair cost. Stay at School laptops are checked for damage by IT staff every day upon return.
- All policies and guidelines as per the Student Code of Conduct apply to the use of a stay at school laptop.
- If the laptop is lost while borrowed, the full cost of replacement will be required.

## Frequently Asked Questions – Laptop Hire Scheme

### **Will I need to bring the Laptop to school every day?**

Yes; all students in Years 7 - 12 are required to have a laptop at school every day.

### **Will I be able to access Social Media sites on my laptop?**

Yes, but only from home and only if the Parent has requested a medium filter level on the hire agreement.

### **What happens if I lose my laptop or it gets stolen?**

Loss or theft of the laptop must be reported immediately to the school's office/administration staff. In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery, however, should a device be unrecoverable, the full cost of replacement may be charged.

### **Can I install software on the laptop?**

Yes. Students can install software on the device provided the parent requests elevated privileges on the hire agreement form.

### **Do I need to back up?**

Yes. It is the student's responsibility at all times to back up all files. The school is not responsible for any data loss.

### **What happens if I accidentally damage the laptop?**

Any damage, software or hardware issues must be reported immediately to the school's office/IT staff.

**Will the school assist me with network connection issues at school?**

Yes. Students can visit the IT Support Room located in the G Block before and after school and during lunch break for advice and assistance. An email is also sent to students at the start of the year demonstrating how to connect to the school network.

**Will the school assist me with home internet connection settings and issues?**

No. Your home internet provider or local computer technician can assist you with these enquiries.

**Will the school protect the device from virus attacks?**

Yes. Each school assigned laptop will be protected by anti-virus tools.

**Can I take my hire laptop to the IT Department at school for repair?**

Yes. Students can visit the IT Support Room located in the G Block before and after school and during lunch break for advice and assistance. The IT Department will manage any warranty claims if necessary and will provide hardware or software repairs as required.

**What happens if I forget my laptop or my laptop is broken?**

The school has a small fleet of laptops available for students to borrow on a daily basis if their hire laptop is not working. Students can collect and sign out a laptop from the IT Support Room in the morning between 8.00 – 8.45am. These laptops **MUST NOT BE TAKEN HOME**, Stay at School laptops must be returned by 3.00pm on the same day. Students who leave early will need to organise to drop off the laptop when they sign out at the office. A Stay at School Laptop Permission Form must be completed before a device will be available.

If a student forgets to bring their laptop, they are not meeting the expectations of being prepared for learning. They will need to work on paper for the day and transfer all notes and work from paper to their device for homework.

**Can I bring my charger to school?**

It is the student's responsibility to attend school every day with a fully charged laptop. It is understood that there will be times when the student may need to apply additional charge to the laptop during the day. If this is the case, facilities are available in the library during break and arrangements may be made with some teachers based on facilities that are safely available in the classroom.

**What is deemed inappropriate?**

All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate. The School's Acceptable Use Policy details out a range of acceptable and unacceptable behaviours.



### **Digital Citizenship**

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into 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. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

### **Cybersafety**

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, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

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.

Parents, caregivers and students are strongly encouraged to engage with the [Australian Governments Esafety website](#) and the [Department of Education Digital Identify](#) information.

### **Web Filtering**

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Student Code of Conduct and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.





This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

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 Queensland DETE network must also be reported to the school.

The personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents/caregivers are encouraged to install a local filtering application on the student's device for when they are connected in locations other than school. Parents/caregivers are responsible for appropriate internet use by students outside the school.



# BYOx Responsible Use Agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOx Charter and the Student Code of Conduct.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student Name:	
Year Level:	
Student Signature:	
Parent/Care Giver Name:	
Signature:	
Date:	

## What to do if you require additional assistance:

To connect your device to the school network, meet the computer technicians with your device to complete the onboarding process.

An email will be sent to all students with details of how to onboard during week 1, Term 1 2026.

Technicians will be available:

At G block staffroom during break and before and after school.

To minimise issues:

1. Ensure the student is an administrator of the device and knows the Administrator's password.
2. Ensure the time zone is set to UTC+10 Brisbane (Windows) or AEST – Brisbane (MAC).
3. If you have set up Microsoft family sharing on the device please remove it for onboarding.



# Student Resource Scheme Laptop Program - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme Laptop Program is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS Laptop Program is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS Laptop Program in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS Laptop Program in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS Laptop Program, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

☐ **YES** I wish to participate in the Student Resource Scheme Laptop Program. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS Laptop Program in any year by completing a new Participation Agreement Form.

☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme Laptop Program. I understand I must provide my child with all items that would otherwise be provided by the SRS Laptop Program as detailed in the information provided by the school. I understand that I can choose to join the SRS Laptop Program in future years by completing a new Participation Agreement Form.

School Name	MORAYFIELD STATE HIGH SCHOOL
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



**Queensland  
Government**

## Terms and Conditions

### Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

### Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

### Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure, <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

### Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

## Additional Information

### Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



# MORAYFIELD STATE HIGH SCHOOL

## LAPTOP HIRE AGREEMENT

### DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Student  
Name:

Year Level:

Address:

#### Laptop Charter Agreement

- The student and parent or caregiver must carefully read the charter before signing this document. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I,

- Understand my responsibilities regarding the use of the device and the internet.
- Understand and agree with all of the conditions in the Student Laptop Hire Charter Agreement 2024.
- Agree to the provision of a (tick one)
  - ☐ **medium** (access to social media sites)
  - ☐ **high** (blocked social media sites including YouTube) Internet filtering with the assignment of the device
- Agree ☐ Do not agree ☐ to the provision of **elevated** access associated with the assigned device (ability to install additional purchased software)

### 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 have read and understood the school's behaviour and educational requirements
- ☐ 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:            /    /