



HEATLEY SECONDARY COLLEGE

LAPTOP HIRE SCHEME 2025

INTRODUCTION

At Heatley Secondary College we are committed to support our students and families to have access to information and communication technologies (ICT) at school and also at home. We acknowledge that within our College community, we have many students and families that do not have access to a computer at home to assist with student learning outside of school hours. As a result, Heatley Secondary College offers students the opportunity to hire a College owned laptop that becomes the student's personal learning device for use at school during a school day and also at home as a valuable learning tool.

JOINING THE SCHEME

To participate in the Laptop Hire Scheme, students and parents/carers will be required to enter into a partnership agreement with the College which will be comprised of:

- completion of the Laptop Hire Scheme Agreement form; and
- the hire fee of \$150 per year can be paid outright or be packaged with the Student Resource Scheme and subject fees in a negotiated payment plan. Please contact the Business Manager to arrange the payment plan.

WHAT'S INCLUDED

You will be provided with:

- Laptop computer and power pack
- Carry case
- Antivirus tools and automated updates, including Computrace theft protection and Blue Coat internet filtering;
- Department of Education (DoE) standard suite of software including Microsoft Office
- Technical and troubleshooting assistance

CONDITIONS OF HIRE

All laptops used in the Laptop Hire Scheme are school purchased and the property of the Queensland Department of Education (DoE). In using a Department of Education device, it is a requirement to ensure these conditions of hire are followed at all times:

- Ensure the laptop and all accessories are cared for, and kept safe and secure at all times both on and off school grounds;
- Software loaded on the laptop is licenced to DoE or the College. Ensure that supplied software is not copied, deleted or transferred without prior written consent from the College. Unauthorised use may breach copyright laws and the parent/carer may be held liable for any damages incurred;
- Adhere to the Heatley Secondary College ICT Responsible Use Policy and Agreement 2025;
- Students must provide authorised College staff with access to the laptop and personal holdings associated with the use of the laptop when required;
- At the end of the loan period all laptops are to be returned to Heatley Secondary College Technology Department for maintenance and stocktake. Should you wish to continue the hire agreement for the next semester/school year, the same laptop will be re-issued upon payment of the fee for the next loan period along with completion of a new Laptop Hire Scheme Agreement;
- Exiting the Laptop Hire Scheme will result in the laptop being cleared of all data and re-imaged ready for the next semester/school year;
- If the student leaves the College during the loan period, the laptop must be returned to the College prior to departure.

LAPTOP DAMAGE, LOSS OR THEFT

Any damage, loss or theft of the laptop or accessories must be reported immediately to the College. Cost incurred by the College for the repair or replacement of devices may be charged by the College as an excess to parents/carers. In the event of non-compliance of agreed responsibilities, the students continued participation in the Laptop Hire Scheme may be reviewed.

In the case of suspected theft, a parent/carer will need to lodge a report with Queensland Police. It is important that the following be recorded and provided to the College:

- Crime Report Number
- The name of the police officer who took the report
- A witnessed statutory declaration must be provided to the College

On receipt of this information, the Department of Education will initiate recovery procedures via inbuilt theft protection software. Should a device be unrecoverable, the cost of replacement is as follows:

- First case: \$500
- Subsequent cases: full replacement cost of \$1000



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Laptop Hire Scheme Agreement 2025

The Laptop Hire Agreement form must be signed and returned to the College along with the payment of the hire fee before the laptop can be borrowed. The student and parent/carer must carefully read this document before signing it. Any questions should be addressed to the College and clarification obtained before the hire agreement is signed.

Acceptable computer and internet use

In signing below, I acknowledge that I:

- understand my responsibilities regarding the use of the device and the internet and will adhere to the Heatley Secondary College ICT Responsible Use Policy and Agreement
- acknowledge that I understand and agree with all of the conditions detailed in the Laptop Hire Scheme document
- understand that failure to comply with the Laptop Hire Scheme could result in the recall of the device and/or loss of access for home use
- agree to care for the device and all equipment provided including software, at all times
- agree to contribute \$150 for my student to access the Laptop Hire Scheme in 2025
- agree to return the device prior to ceasing enrolment at the College. If the device is not returned, it will be deemed stolen property and escalated to Queensland Police.

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Student's Name

Student Signature

Date

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Parent/Carer Name

Parent/Carer Signature

Date

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College Representative Name

College Representative Signature

Date

OFFICE USE ONLY			
Payment Received:		Laptop Issue Date:	
Equipment Details	Make / Model	EQ Asset Number	Asset Serial Number
Laptop			