Student Name

Family Name

Given Name

Home Room

Student ID

Purpose

The Years 9 and 10 Notebook Programme is designed to improve student learning experiences both in and out of the traditional learning environment. Loreto College is supplying a personal notebook to each student in Years 9 and 10 under the expectation that they will make safe and wise decisions in relation to their use of this technology.

This Notebook Agreement Form must be signed and returned to your daughter’s Pastoral Care teacher before the notebook will be issued.

Students and parents / carers must carefully read the accompanying documentation prior to signing of this agreement. Any questions should be addressed to the relevant staff, listed on the last page, before the Notebook Agreement is signed.

Notebook Programme Agreement

I have read the Years 9 and 10 Notebook Programme Agreement.

By signing in the places provided, I acknowledge that I understand and agree to the Notebook Programme Agreement.

I understand that failure to comply with the Notebook Programme Agreement may result in the loss of access.

Parent/Caregiver Name

Family Name

Given Name

I agree to the above and will support my daughter in the appropriate use of the notebook.

Please sign and return to Student Services
1. **Purpose**  
The notebook is to be used to assist student learning both at school and at home.

2. **Service Levy**  
A service fee of $150 per semester will be charged for each year of student use and will be included on the fee schedule. This is to help cover the cost of the battery replacement programme, insurance, technical support, software licensing and supply of a notebook bag.

3. **Your Obligations**  
The notebook remains the property of the College and the student only has a right to use it under these terms. You must:
   a) Accept responsibility for the safe keeping of the notebook;
   b) Ensure that the notebook is used in accordance with the Student Acceptable Use of ICT Policy as issued in the school diary and updated on the website, regardless of whether at home or school;
   c) Not try to sell the notebook, offer the notebook as security not give possession of the notebook to anyone else;
   d) Not say or imply that the College will pay for any work done to the notebook;
   e) Take proper care of the notebook and keep it in good working order;
   f) Notify the College in writing of the place where the notebook is ordinarily kept when that place is different from the residential address supplied to the College;
   g) Not allow the notebook to be taken outside Australia without prior consent;
   h) Immediately report to the College any theft, loss or damage to the notebook;
   i) Use the computer and loaded software in compliance with Australian law;
   j) Comply with all directions in relation to the use of the notebook and produce the notebook for inspection whenever directed to do so. If there is a Police request, Loreto College will provide access to the notebook;
   k) Be aware that all data on the notebook is subject to review by school staff;
   l) Backup your data regularly to an external storage device and / or the Loreto College network and understand that the data on the notebook may be deleted in the course of repairs;
   m) Ensure that the notebook is brought to school fully charged and that the charger will remain at home;

4. **Damage and / or Loss of Equipment**  
   a) All notebooks are covered by a manufacturer’s warranty which covers manufacturer’s defects. It does not cover negligence, abuse or malicious damage.
   b) Accidental damage or other repairs will incur an excess charge of $150. This will be charged directly to the family.
   c) Notebooks that are damaged or lost by neglect, abuse or a malicious act, may require reimbursement of replacement / repair of costs.
   d) A Police report must be made by the family should theft be suspected and the report number provided to the College.
5. Access and Security
Students will:
   a) Not disable settings for virus protection, spam and filtering that have been applied as a College Standard;
   b) Keep passwords confidential, and change them when prompted, or when known by another user;
   c) Promptly tell their supervising teacher if they suspect they have received a virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable;
   d) Be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.

6. Privacy and Confidentiality
Students will:
   a) Not reveal personal information including, but not limited to, names, addresses, photographs, credit card details and telephone numbers of themselves or others;
   b) Ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

7. College Contact Details
Learning Technologies Coordinator R-12
ann-maree.tippins@loreto.sa.edu.au
Network Manager
darren.schutz@loreto.sa.edu.au
Business Manager
paul.noon@loreto.sa.edu.au

DISCLAIMER
Loreto College does not take responsibility for the loss of data across the network. It is the responsibility of the user to ensure that appropriate backups are performed.

Loreto College does not have control of the digital information accessible from student files, email messages or of information on the Internet. Certain digital files may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. It is the responsibility of the user not to investigate and retain material that could be considered offensive.

Loreto College assumes no responsibilities for:
   • Any costs, liability or damages arising from computer access and or Internet access via Loreto College;
   • Any effects of internal network and / or Internet service interruptions or alterations, even if these disruptions arise from circumstances within the control of Loreto College;
   • The privacy of electronic mail and related communications.

Loreto College reserves the right to vary the specific conditions and services being offered.