

## Saint John's Campus Laptop Permission Form

There are times, in the course of a school day where the use of a laptop computer can help students, especially those with literacy and handwriting needs. It is not, however, the preference of the College that students use laptop computers simply because they are available. Often their use can actually pose more concerns than benefits for the users and the College. The College does, however, understand that the use of a laptop computer during study periods can be of great assistance to the students' study routine.

Any student wishing to use a laptop computer at the Saint John's Campus must complete this form and return to the Deputy Principal. If approved, the student will receive a copy of this form and must carry it with the laptop whilst at school. Any breach of these conditions and the student's permission to use the laptop may be withdrawn. Please note this is a single user licence.

Name: ..... Caregroup: ..... Date: .....

Please read and sign below if you agree to the conditions set out as follows:

### The Laptop Computer must:

1. Have a functional battery power supply. The Laptop Computer cannot be re-charged at the campus except during study lessons and only in the Library;\*\*
2. Be clean of all inappropriate materials including but not exclusively including, images of a sexual, violent, racial, demeaning to children, anti-religious or malicious nature;
3. Be free of all viruses and also be installed with 'legal' software;
4. Have up-to-date anti-virus software installed.

### The Student must:

5. Ensure the laptop computer is only used during study lessons and is only connected to mains power in the Library;
6. Be responsible for the storage and security of the laptop computer and its transport around campus and to and from the Saint John's Campus;
7. Not allow any other student to use the laptop for any reason;
8. Not use the Laptop Computer at recess or lunch, except when used in the Campus Library for work and or study purposes;
9. Only access software typically required for study purposes such as Microsoft Word, PowerPoint, Publisher, Excel, etc;
10. Not try and access Samaritan College network outlets, wireless connections (including providers of wireless broadband "roaming" services), printers and scanners;
11. Not share, distribute or play music/games or other such applications during school day;
12. On the grounds of reasonable suspicion, surrender or disclose any file to any member of staff. Failure to comply with this request may result in temporary confiscation and/or referral to a higher authority such as the police;
13. Never allow technical problems with their own laptop computer to affect due dates or deadlines;
14. Must still use and maintain a normal workbook and/or folder in accordance with teacher instruction unless medical reasons prevent otherwise.

### Samaritan College is not responsible for:

15. Technical assistance, repairs or maintenance to students' laptop computer;
16. Providing electronic copies of worksheets for students (unless previously arranged i.e. medical reasons);
17. **Insurance or any other responsibility of the laptop computer if it is damaged, lost or stolen.**

Signed: ..... (student) ..... (date)

Signed: ..... (parent) ..... (date)

Signed: ..... (Year Level Coord or Campus Leader) ..... (date)

\*\*Electrical power cable must have a current and valid "tested & tagged" label displayed.