



Roseville College

2021 Parent Laptop Hire Form

As part of the Roseville College BYOT program, school laptops are available for hire for students in 2021.

The cost of hiring this laptop is \$600.00 (inc GST) per annum (\$150.00 per term). Payment can be per term or per year, and is payable by account or cheque made out to Roseville College.

Please fill out the fields below to hire a school laptop for your daughter in 2021. The laptop will be available for pickup in the week prior to the start of term.

Parent(s) Name: _____

Student Name: _____

Hire Details: Term 1
(please check which term(s) the laptop is being hired) Term 2
Term 3
Term 4

Payment Type: Please charge my account accordingly
 Cheque enclosed/attached

Parent Signature: _____

Date: _____

Please returned the signed copy of this form with payment (where applicable) to the ICT Department.

For any queries, please contact Mr Nathan Mares, Director of ICT on 02 9884 1142 or via email at nmares@roseville.nsw.edu.au

OFFICE USE - Allocation
Service Tag/Serial number:
Payment Method:
Receipt Number:
Date:
IT Staff Signature:

Terms and Conditions

I acknowledge that any laptop hired to my daughter as a student of Roseville College remains the property of Roseville College at all times. This laptop must be returned in full working order to the IT Department by 3.30pm of the last day of the school year for 2021, or on my daughter's last day of attending Roseville College, whichever occurs first.

My daughter can use this laptop for private purposes, provided it does not interfere with her school work. My daughter may load any legal personal software on the laptop as long as it does not interfere with any College software. I understand that the Roseville College IT Department has no obligation to support any personal software, and any issues caused by the loading of personal software may result in this software being uninstalled or the laptop being reset back to its original state.

Roseville College absolutely prohibits the use of its computers or communication networks for the transmission, storage or retrieval of illegal, defamatory or pornographic material. Furthermore, Australian Copyright laws must be complied with at all times and that loading unlicensed copies of software, music and movies onto my College laptop is a breach of copyright. The College reserves the right to audit any of its computers including laptops hired to students at any time.

I acknowledge that my daughter's use of the laptop in a manner inconsistent with these terms or the Student Acceptable Use Policy and Agreement may result in disciplinary action.

Care of the Laptop

All reasonable precautions to prevent loss or damage to the College laptop must be taken. Liquids must be kept away from the laptop at all times, and it should be stored in a clean and dry location and out of direct sunlight. The laptop must not be left where it might be accidentally damaged, such as on the floor and there should not be trailing cables on the floor where they could become a WHS (Work, Health and Safety) hazard. The laptop is to be stored in its protective case during transport. The laptop must not be defaced with graffiti, and any stickers added by my daughter must be removed upon return of the laptop

If the College laptop is stolen or accidentally damaged whilst on hire, a written report to the Director of ICT must be made by my daughter detailing all the particulars relating to the incident. Should my daughter become aware of any malfunction by the laptop, she must report the issue to the College IT Service Desk on the next available school day.

Support and Maintenance

The Roseville College IT Department will repair the laptop in the event of a hardware fault or fault with pre-installed software or replace the laptop with an equivalent model within one business day.

Technical Support is available at the IT Service Desk from Monday to Friday, 8am to 4pm and via the Community Portal.

Backup and Internet Access

I understand that Roseville College does not perform any automated backup of files on a hired laptop. Students must use their own backup method as Google Backup and Sync, Carbonite (in the cloud) or an external hard disk (see requirement information on the college website) .

Roseville College will supply access to the Internet and online College resources via the College wireless network whilst at school. Students are responsible for Internet connectivity outside of school.

Special provisions during travel

- The laptop is to be stored in its neoprene protective sleeve when transporting it.
- The laptop must be concealed in a locked car, preferably in a locked boot where possible.
- The laptop must be carried as cabin luggage while travelling by air or sea.
- All reasonable precautions must be taken against damage and theft while taking the laptop to other locations.
- I understand that the laptop cannot be taken overseas without the written approval of the Director of ICT.