PLEASE WRITE PARENT / CARER NAME AND STUDENT

Student name  ____________________ _________________
             Family name       Given name

Parent/Carer name  ____________________ _________________
                    Family name       Given name

Purpose
Digital Education Revolution-NSW aims to improve student learning experiences both in and out of the classroom. Teachers may determine that students in years which are not designated to receive a 1 to 1 laptop will benefit from a home loan of a laptop. This may be for a particular topic of work, project or need. A number of pool laptops are available for short and long term loan to such students. Loan laptops remain school property.

A Laptop Loan Charter must be signed and provided to the student’s school before the laptop will be loaned.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

Laptop Loan Charter
We have read the Laptop Loan Charter (version 13/1).

We understand our responsibilities regarding the use of the laptop and the internet.

In signing below, we acknowledge that we understand and agree to the Laptop Loan Charter.

We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.

We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

Signature of student:    __________________________ date:        /         /

Signature of parent/carer:   _______________________  date:        /         /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL
LAPTOP LOAN CHARTER (version 13/1)

1. Purpose
The laptop is to be LOANED as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.

2.1.2 Access to a laptop on loan may be terminated if there is damage caused by negligence or if the student does not bring the laptop as required to school or return it by the due date.

2.1.3 The school retains ownership of the laptop.

2.1.4 In the case of a student being loaned a laptop with the intention that it will be loaned across years 9-12 the following apply:

2.1.4.2 If a student leaves school prior to completing year 12 or moves to a nongovernment school, interstate or overseas, the laptop must be returned to the school.

2.1.4.3 In the case of movement to another government school the principals of both schools may agree to transfer laptop ownership between schools but there is no guarantee that this will occur.

2.1.4.4 When the students complete year 12, the school will determine whether ownership of the laptops will be transferred to students. Where a student has not reimbursed the school as required for repairs or replacement (see 2.2.5) the principal may determine that transfer of ownership will be withheld.

2.1.5 All material on the laptop is subject to review by school staff. If there is a police request, NSW DEC will provide access to the laptop and personal network holdings associated with your use of the laptop.

2.1.6 Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

2.2 Damage or loss of equipment

2.2.1 All laptops and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

2.2.3 In the case of suspected theft a police report must be made by the family and an event number provided to the school.

2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.

2.2.5 Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to laptop loans.

2.2.6 Students will be required to replace lost or damaged chargers.
3. Standards for laptop care
The student is responsible for:

i) Taking care of laptops in accordance with school guidelines.


iii) Backing up all data securely. This should be on the DEC online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted and the storage media reformatted in the course of repairs.

iv) Never damaging or disabling laptops, laptop systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

4. Acceptable computer and internet use
4.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

4.2 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter

4.3 The Online Communication Services: Acceptable Usage for School Students policy applies to the use of the laptop and internet both on and off school grounds.

Extracts: Online Communication Services: Acceptable Usage for School Students

4.1 Access and Security
4.1.1 Students will:
• not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
• ensure that communication through internet and online communication services is related to learning.
• keep passwords confidential, and change them when prompted, or when known by another user.
• use passwords that are not obvious or easily guessed.
• never allow others to use their personal e-learning account.
• log off at the end of each session to ensure that nobody else can use their e-learning account.
• promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
• seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
• never knowingly initiate or forward emails or other messages containing:
  a message that was sent to them in confidence.
  a computer virus or attachment that is capable of damaging recipients’ computers.
  chain letters and hoax emails.
  spam, e.g. unsolicited advertising material.
• never send or publish:
  unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  sexually explicit or sexually suggestive material or correspondence.
  false or defamatory information about a person or organisation.
• ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
• never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
• ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
• be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and Confidentiality
4.2.1 Students will:
• never publish or disclose the email address of a staff member or student without that person’s explicit permission.
• not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
• ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

4.3 Intellectual Property and Copyright
4.3.1 Students will:
• never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
• ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
• ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and Breaches of Acceptable Usage
4.4.1 Students will be aware that:
• they are held responsible for their actions while using internet and online communication services.
• they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
• the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5. Monitoring, evaluation and reporting requirements
5.1 Students will report:
5.1.1 any internet site accessed that is considered inappropriate.
5.1.2 any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.
Safe laptop use for students

Laptops are a useful educational tool if used for appropriate periods and attention is given to their proper use. This factsheet outlines some key considerations in the safe use of laptops.

**Recommended practices for using laptops**

To reduce the risk of injury, laptops must be used correctly. Get into good habits before the aching starts as neck, shoulder and back problems build up over time. Some simple solutions include:

**Chair**
- Adjust the height of your chair to use the keyboard and mouse. After making this height adjustment if your feet cannot be placed flat on the floor, use a footrest. This encourages good posture, enables proper sitting height, avoids pressure placed on the back of the thigh and promotes circulation.
- Adopt a good sitting posture with lower back support.

**Mouse**
- Instead of using the small constricted touchpad or trackball, you may choose to use an external mouse (if available).
- Place the mouse on the side of the hand that is most comfortable. This places the arms in a neutral and relaxed position and prevents overreaching and twisting of the shoulder, arm and wrist.

**Keyboard**
- Do not pound the keys. With laptops, the touch is often lighter and the keyboard bed is shallow.
- Position the keyboard so that your forearms are parallel to your thighs when your feet are flat on the floor. This helps maintain blood flow in the hands and arms and decreases muscle strain and tension.
- You may choose to use an external keyboard where possible (if available).

**Monitor**
- Centre the monitor in front of you at a comfortable viewing distance from the screen. This places the body in a neutral position.
- Position the laptop to minimise reflective glare from overhead, windows or surrounding light sources.
- Adjust the screen so that the top is at eye level. This will reduce the need to bend your head forward and encourage the use of the eyes, instead of the neck, to adjust the line of vision.
- Clean the screen regularly; dust on the screen can make it difficult to read and increase eye strain.

**Work area**
- Never place a laptop on your lap. It is hot, uncomfortable and potentially dangerous to your health.
- Ensure adequate space is available and other regularly used equipment is within reach.
- You may choose to use a document holder (if available). Place it in front or next to the monitor. This prevents neck and eye strain.
- Create a surface that allows for the following body positioning while typing and using a mouse:
  - Shoulders relaxed, not elevated or "shrugged"
  - Upper arms hanging by sides
  - Right angle at the elbow
  - Forearms, wrists and hands in alignment—no bent wrists
  - Fingers resting lightly on keys.
- Change position occasionally; sitting in one position for an extended period of time can interfere with circulation.

continued on p2
Take breaks
- Incorporate breaks every 20–30 minutes to rest eyes, stretch hands, muscles and joints; and to break up repetition and static postures.

Transporting the laptop
- When carrying a laptop:
  - Select a laptop bag designed to hold only the laptop and associated cords. Larger bags have a tendency to fill up with other items, making for a heavier load.
  - Use a bag with a padded shoulder strap and switch the laptop bag from shoulder to shoulder to relieve the weight.
  - Newer laptops are small enough to fit in backpacks so can be carried on the back and both shoulders, distributing the weight.
  - Use a laptop bag with wheels or a wheeled luggage cart.
  - When placing the laptop in a vehicle (or putting it down anywhere), set the weight down close to the body. Avoid reaching across a car seat or deep into the trunk while holding the weight of the laptop.
  - Eliminate the need to carry a laptop by using portable media storage (memory stick, flash cards).

Spinal health
To ensure you are able to take part in the things you enjoy, it is important to take care of your back. Tips to help keep your back healthy:
- A backpack carried over both shoulders is the best choice for carrying a load to ensure the weight is evenly distributed. It is recommended that you have a pack with a waist strap — securing a waist strap will help to keep the load in place.
- Pack your backpack so that the heavier objects are placed nearer to your back, with the lighter objects towards the outside.
- Make sure your backpack fits properly. When you sit down with your pack on, it should not extend higher than your shoulders.
- When lifting your backpack, face it, bend at the knees and lift the pack with both hands while straightening your legs. Place the straps over your shoulders one at a time.
- Only carry items that are necessary. If you have a locker, use this to help lighten the load you have to carry during the day.
- When carrying a heavy load over a long distance, take regular breaks to avoid fatigue. Fatigue increases the risk of injury.
- If you sit for long periods of time, ensure that your bottom touches the back of the seat. Take regular breaks when you've been sitting for a long time, briefly move around and/or stretch every hour or so.
- Try to do as much physical activity as possible. When you participate in vigorous activities such as swimming, jogging, etc, ensure that you warm up and stretch before and after.
- If you participate in contact sports, it is important that your neck and spinal muscles are in good condition to help prevent injuries. Regular fitness and skill training are essential in reducing the incidence of injury.

Further information
Laptops are a useful educational tool if used for appropriate periods and attention is given to their proper use. This factsheet outlines some key considerations in the safe use of laptops.

Research conducted has shown that back and neck pain may be a significant problem amongst children and young people. It is believed to be due to a combination of factors such as poor posture, everyday load carrying and the use of computers.

As the spine is growing and developing it is vitally important to address spinal health issues for a number of reasons. Firstly, to prevent spinal stress and dysfunction that causes pain, which may affect study and participation in sport and recreation. Secondly, to develop good techniques for spinal health that will carry through into adulthood.

### Spinal health

Parents and carers play a vital role in nurturing children's health. Suggestions on how to encourage your child to take care of their spine include:

- Purchase a backpack as their school bag. Many schools now have backpacks as part of their uniform – check with your child's school about the regulation bag.

### Recommended practices for using laptops

To reduce the risk of injury, laptops must be used correctly. Get your child into good habits before the aching starts as neck, shoulder and back problems build up over time. Some simple solutions include:

#### Chair

- Adjust the height of your child’s chair to use the keyboard and mouse. If their feet cannot be placed flat on the floor, use a footrest. This encourages good posture, enables proper sitting height, avoids pressure placed on the back of the thigh and promotes circulation.
- Help your child adopt a good sitting posture with lower back support.
A parent’s guide to spinal health and laptop safety

Mouse

- Instead of using the small constricted touchpad or trackball, if available, use an external mouse.
- Ask your child to place the mouse on the side of the hand that is most comfortable. This places the arms in a neutral and relaxed position and prevents overreaching and twisting of the shoulder, arm and wrist.

Keyboard

- Use an external keyboard if available.
- Remind your child to not pound the keys. With laptops, the touch is often lighter and the keyboard bed is shallow.
- Position the keyboard so their forearms are parallel to their thighs when their feet are flat on the floor. This helps maintain blood flow in the hands and arms and decreases muscle strain and tension.

Monitor

- Centre the monitor in front of your child at a comfortable viewing distance from the screen. This places the body in a neutral position.
- Position the laptop to minimise reflective glare from overhead, windows or surrounding light sources.
- Adjust the screen so that the top is at your child’s eye level. This will reduce the need to bend their head forward and encourage the use of their eyes, instead of their neck, to adjust the line of vision.
- Clean the screen regularly; dust on the screen can make it difficult to read and increase eye strain.

Work area

- Never place a laptop on your child’s lap. It is hot, uncomfortable and potentially dangerous to their health.
- Ensure adequate space is available and other regularly used equipment is within their reach.
- If available, use a document holder and place it in front or next to the monitor. This prevents neck and eye strain.
- Create a surface that allows for the following body positioning while typing and using a mouse:
  - Shoulders relaxed
  - Upper arms hanging by sides
  - Right angle at the elbow
  - Forearms, wrists and hands in alignment—no bent wrists
  - Fingers resting lightly on keys.
- Ensure your child changes position occasionally; sitting in one position for an extended period of time can interfere with circulation.

Take breaks

- Encourage your child to incorporate breaks every 20–30 minutes to rest eyes, stretch hands, muscles and joints; and to break up repetition and static postures.

Transporting the laptop

- When your child is carrying a laptop:
  - Select a laptop bag designed to hold only the laptop and associated cords. Larger bags have a tendency to fill up with other items, making for a heavier load.
  - Use a bag with a padded shoulder strap and switch the laptop bag from shoulder to shoulder to relieve the weight.
  - Newer laptops are small enough to fit in backpacks so can be carried on the back and both shoulders, distributing the weight.
  - Use a laptop bag with wheels or a wheeled luggage cart.
- When placing the laptop in a vehicle (or putting it down anywhere), set the weight down close to the body. Avoid reaching across a car seat or deep into the trunk while holding the weight of the laptop.
- Eliminate the need to carry a laptop by using portable media storage (memory stick, flash cards).

Further information

Spinal health and young people