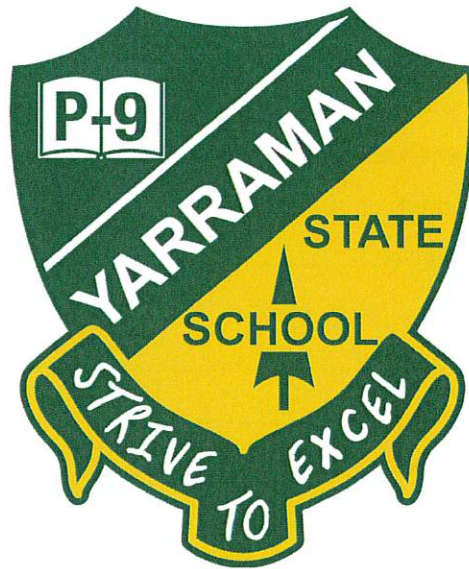


Laptop Policy

Yarraman P-9 State School





Policy Document 2025

Contents

Endorsement – Academic Year 2025	3
Laptop Usage Policy for Yarraman P-9 State School	4
1. Communication of Expectations	4
2. Damage to a school-issued laptop	4
3. Continued Damage and Loss of Laptop Privileges	4
4. Financial Liability for Damaged Laptops.....	4
5. Payment Plans for Caregivers in Financial Hardship	4
6. Wear and Tear vs. Wilful Damage	5
Liability Acknowledgment	6
Yarraman P-9 State School Student/Caregiver Laptop Contract	7
1. Responsibilities of the Student:.....	7
2. Responsibilities of the Caregiver:	7
3. Laptop Damage and Repair:	7
4. Loss of Laptop Privileges:	8
5. Wear and Tear vs. Wilful Damage:	8
6. Acknowledgment of Financial Liability:.....	8
Agreement:.....	9
CONCERN/S ABOUT DAMAGE TO SCHOOL DEVICE/S.	10

Endorsement – Academic Year 2025

Principal Name:	Mr Mark PENNYCUICK, Principal
Principal Signature:	
Date:	1/5/25

P/C President Name:	Jamie-Lea Stimpson
P/C President Signature:	
Date:	1/5/25

Laptop Usage Policy for Yarraman P-9 State School

This policy outlines the expectations and responsibilities of students, caregivers, and the school regarding the use of school-issued laptops. By utilizing the school's laptop resources, students and caregivers agree to adhere to the terms set forth in this policy.

1. Communication of Expectations

At the beginning of each academic year or, upon enrolment, the school will distribute a Student/Caregiver Laptop Contract that clearly outlines the expectations regarding the proper use and care of school laptops. This will include information regarding the possibility that students may be required to cover the costs of damage caused to laptops through misuse or negligence.

2. Damage to a school-issued laptop

In the event that a school-issued laptop is damaged, the student's caregivers will receive a formal letter from the school detailing the nature of the damage and the circumstances in which it occurred. Depending on the nature and circumstances surrounding the damage to the school issued laptop, the caregivers maybe given a warning or maybe held financially responsible for the repair or replacement costs of the laptop.

3. Continued Damage and Loss of Laptop Privileges

Should a student cause repeated damage to a laptop, and after receiving prior notice as outlined in Section 2, the student will no longer be permitted to use a school-issued laptop for a duration determined by the principal. In such cases, the student will be required to complete academic work in a handwritten format. Continued damage will be reviewed, and the student's access to school resources may be further restricted.

4. Financial Liability for Damaged Laptops

In the event that damage occurs, the student's caregivers may receive a bill for the cost of repair or replacement of the damaged laptop. Failure to pay the bill within the prescribed time frame may result in the suspension of privileges at the school, including but not limited to: participation in rewards days, excursions, and school camps.

5. Payment Plans for Caregivers in Financial Hardship

In the event that a caregiver is unable to pay for the repair or replacement costs of a damaged school-issued laptop due to financial hardship, the caregiver may request a payment plan. Requests for payment plans must be made in writing or person to the Business Manager within 14 days from the date the invoice is issued.

6. Wear and Tear vs. Wilful Damage

It is important to distinguish between normal *wear and tear* and *wilful damage* to ensure fairness in assessing responsibility for damages to school-issued laptops.

Wear and Tear

Wear and tear refers to the natural and gradual decline in the condition of a laptop resulting from normal use over time. It is not caused by negligence, misuse, or intentional harm. These types of damages are generally not the responsibility of students or caregivers.

Examples of Wear and Tear:

- **Battery degradation** over time, resulting in shorter battery life.
- **Minor scratches or scuffs** on the outer casing from regular handling and use.
- **Fading or discoloration** of the laptop's exterior due to extended exposure to light or environmental factors.
- **Normal screen dimming** due to usage over an extended period.
- **Worn-out keyboard keys** due to regular typing over time.

Wilful Damage

Wilful damage occurs when a laptop is intentionally damaged or negligently treated in a way that causes harm beyond normal usage. This includes actions or conditions that go against the guidelines outlined in the Student/Caregiver Laptop Contract.

Examples of Wilful Damage:

- **Cracked or shattered screen** due to the laptop being dropped or mishandled.
- **Severe scratches, dents, or deep gouges** in the laptop casing caused by sharp objects or rough treatment.
- **Spilling liquid** (such as water, coffee, or food) on the laptop, leading to damage of internal components.
- **Damaging the keyboard or trackpad** through forceful or improper use (e.g., pressing hard on keys, using the laptop for non-intended purposes).
- **Intentionally vandalizing or marking the laptop** with pens, markers, stickers, or other substances.
- **Tampering with the hardware** (e.g., attempting to open the laptop, remove parts, or alter settings in a way that damages its functionality).

Distinguishing Between the Two:

- **Wear and tear** is generally unavoidable and occurs through everyday use. It is the result of natural aging or long-term usage of the laptop.
- **Wilful damage** is caused by neglect, misuse, or intentional harm, and may require repair or replacement at the caregiver's expense.

The school reserves the right to assess damages on a case-by-case basis, taking into account the circumstances surrounding the damage and the extent of wear. If there is uncertainty as to whether damage falls under wear and tear or wilful damage, the school may conduct an inspection to determine responsibility.

Liability Acknowledgment

By using the school-issued laptop, students and their caregivers acknowledge the responsibility for maintaining the device in good condition and agree to cover the costs of any damages caused due to negligence or misuse. This policy is subject to review and amendment at the discretion of the school administration.

This policy is intended to ensure the proper use of technology at Yarraman P-9 State School while maintaining fairness and accountability for all students. Any questions regarding this policy should be directed to the school administration.

Yarraman P-9 State School
Student/Caregiver Laptop Contract

This contract outlines the expectations and responsibilities regarding the use of a school-issued laptop. By signing this contract, both students and caregivers agree to adhere to the terms outlined in the school's **Laptop Usage Policy** (which is on the school website).

1. Responsibilities of the Student:

- I will use the school-issued laptop responsibly and only for educational purposes.
- I will take good care of the laptop, ensuring it remains in good condition and is used appropriately.
- I will not modify, damage, or misuse the laptop, including using it for non-school related activities during school hours, unless permitted by the school.
- I understand that repeated damage or misuse may result in the suspension of my access to the laptop, and I will complete academic work in a handwritten format for a determined period.

2. Responsibilities of the Caregiver:

- I will ensure my child understands their responsibility to care for and properly use the laptop.
- I will be responsible for any damage caused by misuse or negligence, and will cover the repair or replacement costs if necessary, as outlined in the **Laptop Usage Policy**.
- I understand that if the laptop is damaged, I will receive a formal notice from the school, which will outline the nature of the damage and the circumstances surrounding it. I understand that I may be held financially responsible for the repair or replacement costs, depending on the nature of the damage.
- I acknowledge that if the repair or replacement costs are not paid within the prescribed time, my child may face restrictions on school privileges (e.g., participation in rewards days, excursions, and camps).

3. Laptop Damage and Repair:

- In the event of damage, I will receive a formal notice from the school outlining the damage and the circumstances under which it occurred.
- I understand that I may be required to pay for damage to the laptop, depending on whether the damage is due to **wear and tear** or **wilful damage**, as defined in the **Laptop Usage Policy**.
- If financial hardship prevents us from covering these costs, I understand that I can request a payment plan within 14 days of the bill being issued, as per the policy.

4. Loss of Laptop Privileges:

- If the laptop is damaged repeatedly or misused, my child may lose access to the school-issued laptop and will be required to complete academic work in a handwritten format for a period determined by the principal.
- Continued damage or misuse will result in further restrictions on access to school resources. This will be reviewed on a case-by-case basis.

5. Wear and Tear vs. Wilful Damage:

- The caregiver acknowledges that the school will distinguish between **wear and tear** and **wilful damage** as outlined in the **Laptop Usage Policy**. The caregiver agrees that:
 - The student shall not be held financially responsible for damage resulting from normal **wear and tear**, as defined in the policy.
 - The student and caregiver may be held financially responsible for damage that is deemed to be **wilful damage** due to negligence, misuse, or intentional harm, as outlined in the policy.

6. Acknowledgment of Financial Liability:

- By signing this contract, I acknowledge that I am financially responsible for repair or replacement costs due to **wilful damage** or **misuse**, as outlined in the **Laptop Usage Policy**.

Agreement:

By signing below, we acknowledge that we have read and understood the terms of the **Yarraman P-9 State School Laptop Usage Policy**. We agree to abide by the expectations and take responsibility for the laptop issued to the student.

Student Agreement

Student Name: _____

Student Signature: _____

Date: _____

Parent/Caregiver Agreement

Caregiver Name: _____

Caregiver Signature: _____

Date: _____

{Insert date}

{Insert full name of parent/s}

{Insert address}

Dear {insert full name of parent/s}

CONCERN/S ABOUT DAMAGE TO SCHOOL DEVICE/S.

I am writing to you discuss damage to school laptop (**laptop number**) which was registered in (**student's**) name. It's important that students only ever use the specific laptop assigned to them and report any damage immediately to the office staff in the main administration building.

The damage which has occurred is the following:

1. **Missing 'enter key'**
2. **Cracked screen**
3. **ect**

If consistent patterns of damage continue, the school might be required to invoice for repairs. We strongly encourage you to have a discussion with your child about the school's Laptop Policy.

I encourage you to contact the school office if you have any concerns regarding laptop use at the school on telephone 4173 7333.

Yours sincerely

Mark Pennycuik
Principal