



This agreement is between Brisbane Adventist College (BAC/College) and its Year 7-12 students and their parents/carers.

1. OVERVIEW

Students in Years 7–12 are issued a College laptop. These devices remain the property of BAC but are entrusted to students for the purpose of supporting their classroom learning. Students commencing Years 7 and 10 will receive a new laptop that will be available to them until the end of Years 9 and 12 respectively.

This agreement begins on the date this form is signed and terminates upon return of the laptop.

Prior to receiving a laptop, students and their parents/carers must:

- Read, sign, and return this agreement
- Pay the ICT Levy in accordance with the College fee schedule.

The College may recall laptops and accessories for updates and maintenance from time to time. All laptops and accessories must be returned at the end of each school year. Students will be issued the same or similar laptop at the start of each year within the three-year period.

2. LAPTOP USAGE REQUIREMENTS

- Keep your laptop in its bag when moving outside of class, and ensure it is asleep or shut down.
- Do not put anything else in the laptop bag except for its charger.
- Shut down your laptop every day and bring it to school fully charged.
- Use strong passwords and keep them private.
- Do not log into another student's laptop, and do not let anyone log into yours.
- Do not take or share photos or videos of yourself, nor of others without their permission.
- Do not bully, harass, or intimidate anyone online or via any digital form.
- Do not intentionally damage, mark, or add stickers to laptops, bags or chargers.
- Do not try to bypass or disable College monitoring systems, such as GoGuardian, filters, or network controls.
- You must put your laptop in your locked locker when you are outside of class and not using it.
- Outside of class times, students may only use their laptops in the LRC, and only for school-related tasks.

Breaches may result in disciplinary action.

3. SOFTWARE, HARDWARE AND WARRANTY

Each College laptop comes pre-loaded with Windows, Microsoft 365, Adobe Suite, and other educational software. Students must not delete, modify, or install unauthorised software. College laptops are covered by warranty as well as insurance for accidental damage (e.g. liquid spills, accidental drops). Insurance does not cover intentional damage, negligence, or cosmetic wear. Parents may be liable for an excess or the full replacement cost if damage falls outside warranty or insurance cover.

4. STUDENT RESPONSIBILITIES

Students are responsible for bringing a fully charged laptop every day and using it for classroom learning. They must report damage or issues promptly to the ICT Support Kiosk.

Students must never:

- Share passwords or accounts
- Loan laptops or accessories without staff permission
- Install or run any pirated software, illegal files, or games
- Access or share inappropriate material
- Use the network for financial gain, advertising, or political lobbying.

Students must save their work to OneDrive to avoid data loss, and laptops must be shut down daily.

5. PARENT/CARER RESPONSIBILITIES

Parents/carers must:

- Ensure prompt payment of the ICT Levy
- Support their child in caring for the laptop at home
- Keep laptops in common areas when used at home
- Set time and internet usage boundaries
- Ensure cyber safety and respectful online behaviour
- Communicate any concerns to the ICT Coordinator, Wellbeing Coordinator, Deputy Principal (Secondary), or Principal

Parents/carers are financially responsible for laptop loss, theft, intentional damage, and replacement accessories.

6. CYBERSECURITY

BAC takes cybersecurity seriously. All devices are monitored through GoGuardian and College filtering systems. Activity conducted on the College laptop or network shall not be considered private or confidential.

Students must:

- Use strong passwords and keep them private
- Never attempt to hack, bypass filters, or disable monitoring systems
- Never harass or threaten others
- Report suspicious activity or inappropriate material immediately

Any attempt to breach security systems may result in loss of laptop privileges and disciplinary action.

7. ICT LEVY

The ICT Levy appears as a separate line item on College fee accounts. Depending on how you pay your fees, it is payable either annually, each Term, or as part of a payment plan. For Secondary students, the ICT Levy includes the use of a College-assigned laptop, installed software, warranty/insurance on the laptop, and ICT support. Students will be issued a laptop during the first week of school. Year 7 students may receive their device later – after their orientation period. Ongoing use of the laptop is contingent upon the timely payment of the ICT Levy. Fee statements reflecting this charge will be provided to guardians.

8. POSSIBLE ICT FEES AND CHARGES

Additional charges may apply for items such as, but not limited to, replacement chargers, stylus pens, and laptop cases should they be damaged outside of their warranty or insurance terms and conditions, or if items are lost. The indicative charges listed below are current at the time of printing, but are subject to change at any time and without notice depending on market prices at the time:

- Stylus for Lenovo 13w Laptop: \$139
- Targus Laptop Bag: \$89
- USB-C Laptop Charger: \$79
- Laptop Cleaning (for contraband sticker removal or excessive grime): \$45
- Laptop Buy-Out (refurbished with laptop bag - only available to Year 12 students leaving at the end of Term 4): \$200

9. SIGNATURES

STUDENT AGREEMENT

I have read and understood the information in this agreement and agree to abide by the terms and conditions outlined within.

Name:

Student BA number:

Signature:

Date:

PARENT/CARER 1 - AGREEMENT

I have read and understood the information in this agreement and agree to abide by the terms and conditions outlined within.

Name:

Signature:

Date:

PARENT/CARER 2 - AGREEMENT

I have read and understood the information in this agreement and agree to abide by the terms and conditions outlined within.

Name:

Signature:

Date:

STAFF ACKNOWLEDGEMENT

I have supplied the student with their assigned laptop, and they assure me they have read and understood the information in this agreement and agree to abide by the terms and conditions outlined within.

Name:

Signature:

Date:
