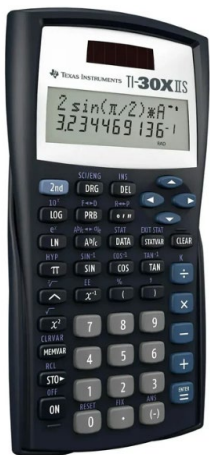




Endeavour Christian College

Student Electronic Device Loan Agreement (Year 5 to 12)



Preamble

At Endeavour Christian College, all students in Years 5 to 12 are provided with technology devices for use during the academic year. The following terms and conditions need to be agreed to by students and parents prior to the issue of a device.

This agreement covers the issue of:

- School Owned Laptops, Desktops and chargers
- iPads
- Scientific and Graphics calculators
- Any other device issued to students i.e. media cameras and devices
- Any accessories of the above devices

The College wishes to enter into this loan agreement with You pursuant to the terms and conditions set out in this Agreement.

Definitions

1. "the Device" shall be taken to include the hardware and any software and accessories supplied with it as outlined above.
2. "the College" shall be taken to mean Christian Community Ministries Ltd trading as Endeavour Christian College.
3. "You" shall be taken to refer to both the student and carers who as signatories to this agreement share responsibility for abiding by the terms of the agreement.

Agreement

1. Ownership

- a. No title to the Device is given to You under this Agreement. You acknowledge that throughout the period of the loan, the Device remains the property of the College and must be used in a way which complies with the provisions of this Agreement.
- b. The right to use the Device during the loan period is not an exclusive right. The College reserves the right to retrieve the Device from You for any reason, including but not limited to, the upgrade of software, to check operational performance of software, or to ensure the Device is being used properly in accordance with this Agreement.

2. Rights and obligations of use

2.1. You must comply with this Agreement both on and off College premises.

- 2.1.1. Whilst the Device is at school, You have the right to use the Device only for legitimate educational purposes in accordance with the terms of the Agreement and You must ensure that the Device is only used for those purposes.
- 2.1.2. The College reserves the right to determine whether any particular use is a legitimate educational purpose, and You may ask for a definitive ruling from the College with respect to any particular instance when in doubt. You agree to abide by any such ruling.
- 2.1.3. The Student will always be responsible for the Device. At such times when the Student may need to leave the Device unattended (during morning tea/lunch breaks or teacher- directed activities such as sport), the Device must be securely stored in the Student's classroom or laptop bag, alternatively another secure area that may be provided by the College from time to time.
- 2.1.4. You must not allow anyone else to use the Device for their own purposes, including family members and friends. In addition, the Student must not share their Endeavour Login ID and/or password with anyone else. If a Student suspects that their Login ID and/or password has been compromised, please contact the College's IT staff immediately.
- 2.1.5. You must not open or allow anyone else (other than the College's IT staff) to open, the hardware case of the Device for any purpose.
- 2.1.6. Devices may be equipped with security and content filtering software. You must not attempt to circumvent or disable this software. Breach of this clause will trigger the provisions of Clause 8.
- 2.1.7. The College reserves the right to change student passwords routinely for security purposes. Students will be notified.
- 2.1.8. You must take all reasonable steps to prevent any virus, spyware, or malware from infecting the Device, including:
 - a. ensuring that security software installed on the Device is always enabled and kept up to date,
 - b. monitoring any data that is downloaded or uploaded onto the Device from the Internet or any device, and
 - c. running a virus check on any media storage devices attached to the Device.
 - d. only using trusted websites, links, and documents.
- 2.1.8. You must not take or allow the Device to be taken out of Australia without the written permission of the College.
- 2.1.9. You must not use the Device or internet services to which it may be connected:
 - a. for any illegal, pornographic, fraudulent, or defamatory purposes,
 - b. for bulk transmission of unsolicited electronic mail,
 - c. to send or cause to be sent any computer worms, viruses, or similar programs,
 - d. to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive),
 - e. to transmit any harassing, obscene, indecent, offensive, or threatening material or emails,

- f. to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party, or
- g. in a way that violates any laws such as privacy laws
- h. in any other way that is against the Christian ethos and standards of the College, or any other policies as specified by the College.

3. Fees

- 3.1 The College agrees to supply the Device to You by means of this the Agreement at no additional cost to You.
- 3.2 In the event of loss or damage to the Device the provisions of Clause 10 apply.
- 3.3 The college reserves the right to adjust the fees set out in the Fee schedules to reflect changing market conditions at any time.

4. Software and hardware

- 4.1 The College will ensure that the operating system and software installed by it on the Device is licensed accordingly to the College for the duration of the Agreement. The operating system and software may be upgraded from time to time by the College.
- 4.2 You must immediately report to the College any technical problems with the Device whether software or hardware related by contacting College IT Staff and/or bringing your device to the library. Any information will be recorded in our College Student Management system.
- 4.3 The College will not be responsible for loss of data from the Device.
- 4.4 The Student must not “personalise” the Device in any way by using felt pens, stickers, or other marks. The Device will be identified as belonging to a particular student in a manner determined by the College. Such identification is not to be tampered with.
- 4.5 You will be provided with a protective bag which must be used during storage and transport of the devices at all times – note this does not apply to Primary students as their laptops will be stored in classrooms.
- 4.6 You must ensure your device is charged ready for use each day. Devices are equipped with long life batteries and due to WH&S requirements use of classroom power points may be restricted. Charging stations are available across the College.

5. Repair and maintenance

- 5.1 You must immediately return the Device to the College if You suspect the hardware (e.g. Device or power pack) or software is or may be faulty.
- 5.2 You must not arrange or allow any repair or maintenance work to be carried out on the Device without prior written consent of the College.
- 5.3 Should the Device require repairs or maintenance, a temporary replacement computer may be made available while the computer is being repaired, if available.

6. Loss or damage

6.1 You must take all reasonable care:

- 6.1.1 To keep the Device in good working order and condition, fair wear and tear excepted,
 - 6.1.2 To avoid loss or damage of the Device and to secure the Device against theft when it is taken off the College premises. NOTE: This does not apply to primary students as their devices will remain in their classrooms.
 - 6.1.3 Where loss or damage occurs to the Device, you must notify the College in writing of the Event within 48 hours. Please direct all events to admin@endeavour.qld.edu.au.
 - 6.1.4 In the case of theft, loss, or damage, the College reserves the right to recover the full or partial replacement cost of the Device from You together with any out-of-pocket expenses or costs associated with the recovery action in accordance with the following terms:
 - 6.1.4.1 Where the Event is the result of accidental damage, You will be required to pay the fees set out in Schedule 1 (clause 10).
 - 6.1.4.2 If the Device is stolen, You must as soon as possible report the theft to the Police. You must obtain a case number and the name of the investigating officer and promptly supply this to the College by completing the approved incident report form. Failure to provide the College with this information will result in the Device being deemed as lost rather than stolen. Where the Event is the result of the Device being lost or stolen, You will be required to pay the fees set out in Schedule 1 – clause 10.
- 6.2 Under no circumstances is cover provided by the College for loss or negligent or malicious damage to the Device. You may be responsible for the full cost to repair the Device including parts and labour. Where a repair is deemed unviable the full cost to replace the Device as specified in Schedule – section 10 will apply.

7. Definition of accidental damage

7.1 Examples of accidental damage where the hardware unit would be repaired or replaced are:

- 7.1.1 Liquid spilled on or in unit
- 7.1.2 Drops, falls, and other collisions
- 7.1.3 Electrical surge
- 7.1.4 Damage resulting from negligence or misuse

8. Consequences of breach

- 8.1 Failure to comply with this Agreement may result in the College ending the Agreement. Where a student fails to comply to the terms of this agreement the matter will be investigated and appropriate consequences set. Evidence that a student cannot handle the responsibility of a computer may also impact enrolment as teaching and learning at Endeavour Christian College heavily relies on the use of technology.
- 8.2 Failure to comply with some clauses of this agreement (eg Clause 10) may have the potential to put the College and/or community at risk. These risks can result in personal, social, financial and reputational damage and therefore trigger mandatory reporting obligations to the Chief Executive Officer, Christian Community Ministries Ltd. This may result in termination of enrolment.

8.3 Where an item is not returned, You will be responsible for payment to the College of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by You.

9. End of term of agreement

9.1 Unless otherwise notified in writing, You must return the Device to the College by whichever is earlier:

- 9.1.1 A date notified to You by the College in Term 4 based on the finishing dates for the different year levels, or
- 9.1.2 When the Student unenrolls from the College – return before their last day,
- 9.1.3 Students and parents will be required to sign a new agreement every year.
- 9.1.4 The College reserves the right to amend this agreement at any time. Where the College amends this agreement, notice will be provided to students at assembly and to parents by email notification.

10. Damages Fee Schedule

10.1 Schedule 1 – Damage fees

| | |
|------------------|----------|
| First Event | \$100.00 |
| Subsequent Event | \$200.00 |

10.2 Schedule 2 – Lost or stolen device replacement fees

| | |
|------------------------|---|
| Notebook Device | Fair Market Value* or \$1000.00 (whichever is lesser) + \$50.00 Administration Fee |
| Charger | \$50.00 |
| Hard case notebook bag | \$100.00 |
| Graphics Calculator | \$250.00 |
| Scientific Calculator | \$40.00 |

*Fair market value is calculated based on the price at which the College can obtain an identical device from third party sources.



Student Guide: Caring for Your School Laptop

Your school laptop is an essential learning tool. Taking good care of it will ensure that it lasts throughout your studies and remains in good working condition. This guide provides important tips on how to handle, clean, and maintain your laptop.

Handling and Transporting Your Laptop

- Always carry your laptop in the protective bag supplied by the College whenever possible.
- Hold your laptop with both hands when moving it to avoid accidental drops.
- Never carry your laptop by the screen or corners, as this can damage internal components.
- Ensure your laptop is fully shut down or in sleep mode before placing it in your bag or its storage trolley.
- Keep your laptop away from food, drinks, or sharp objects that could cause spills or scratches.
- Avoid leaving your laptop in extreme temperatures, such as direct sunlight or a hot car, as heat can damage internal components.

Using Your Laptop in Class and at Home

- Place your laptop on a stable, flat surface when using it.
- Do not place your laptop on a carpet, pillow, blanket, or other soft materials, as this can block the vents.
- Avoid putting pressure on the laptop lid when closing it, as this could damage the screen.
- Never place any objects between the screen and keyboard when closing your laptop.
- Keep cables and chargers untangled and out of walkways to avoid trips and falls.

Cleaning and Maintaining Your Laptop

- Turn off and unplug your laptop before cleaning it.
- Use a soft, lint-free or microfiber cloth to wipe the screen, keyboard, and outer surface.
- If necessary, slightly dampen (do not wet) the cloth with a safe cleaning solution, such as isopropyl alcohol.
- Never spray liquids directly onto any part of the laptop to avoid seepage into the device.
- Regularly check for dust accumulation in vents and ports, and clean them if necessary, using a soft brush.

General Tips for Laptop Care

- Use only the charger provided by the school to avoid damaging the battery.
- Avoid letting the battery drain completely to 0% on a regular basis, as this can reduce its lifespan.

- Keep your laptop updated with the latest software and security patches.
- Never eat or drink near your laptop to prevent spills, crumbs, and grease marks.
- When not in use, store your laptop in a safe, dry place (either in your carry bag or storage trolley).
- Never place heavy objects on top of your laptop.
- Lock your laptop when not in use to prevent unauthorised access (press Windows + L).
- Do not let anyone else use your laptop unless authorised by your teacher.

If you have any questions regarding laptop care or if you are unsure about anything in this document, please contact the College IT staff.





***** RETURN THIS PAGE TO THE ADMINISTRATION OFFICE *****

Student Electronic Device Loan Agreement Declaration (2025)

Please confirm that you accept and agree to the terms, conditions and responsibilities outlined in the “Student Electronic Device Loan Agreement” by signing the below form. Both students and parents are required to complete the form and return to the administration office.

| Student Details | |
|--------------------|--|
| Student Name | |
| Year Level | |
| Signature | |
| Parent/Guardian #1 | |
| Name | |
| Signature | |
| Parent/Guardian #2 | |
| Name | |
| Signature | |