



**As an E-Smart school, all Students at Sacred Heart are expected to be  
Safe, Smart and Responsible Users of Technology**

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**SACRED HEART**

# **Contract**

**YEAR 5 and 6  
STUDENTS**

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# SACRED HEART 1:1 Programme

## 1. Parties to the Agreement

This agreement is between-

\_\_\_\_\_ (Student); and

\_\_\_\_\_ (Parent/ Guardian);

and SACRED HEART Primary School.

## 2. Purpose of Agreement

This agreement sets out the rights and obligations of students and parents / guardians in relation to the 1-1 Programme.

It is important to note that the SACRED HEART Primary School has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the 1-1 MacBook Programme.

## 3. Participation

In 2016 all students from Grades 5 and 6 will participate in the 1-1 Programme.

## 4. Exclusive Use

The school grants exclusive use of the MacBook to the student in accordance with this agreement and the associated school Policies and ICT Manuals as amended from time to time.

## 5. Responsibilities with respect to the 1:1 Programme

### 1.5.1 The responsibility of the school

Include -

- Striving to enhance learning through the use of ICT in the Primary School
- Responding to enquiries from parents or students in regard to the Primary School's 1-1 Programme
- Maintaining a copy of the relevant policies and signed agreements on file

### 1.5.2 The responsibility of the Parents/Guardians

Include-

- Being aware of and familiar with the provisions of the Primary Schools 1-1 Programme documents;
- Supporting the Primary School's 1-1 Programme by ensuring that their children abide by all conditions/responsibilities; and
- Compliance with the ICT policies and procedures as set out in the ICT Outlines and Expectations document and 1-1 Programme.

### **1.5.3 The responsibility of the Students**

Include -

- Being aware of and familiar with the provisions of the Primary School's 1-1 Programme documents; and
- Support the Primary School's 1-1 Programme by abiding by all conditions/responsibilities and compliance with the ICT policies and procedures as set out in the ICT Manual and 1-1 Programme
- Taking particular care for the safety and security of the MacBook at all times
- Bringing the MacBook to school every day fully charged and ready for work, if the classroom teacher has allowed the MacBook to be taken home.
- Regularly backing up their data

## **6. Compliance with Policies and Manual**

Students and parents/ guardians agree to comply with the provisions of this agreement, the SACRED HEART ICT Manual and all other relevant policies as modified from time to time.

## **7. Breaches of the Acceptable User Agreement**

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the school and may include any or all of the following:

- a discussion with the student;
- informing parents/legal guardian;
- loss or suspension of student access to school ICT network, resources or facilities;
- taking disciplinary action;
- recovery of any incurred costs;
- legal action, civil or criminal, as deemed necessary;
- remove a MacBook and any other equipment from student's possession;
- Cancel this agreement.

## **8. Equipment**

### **1.8.1 The following items are included in the Acceptable User Agreement-**

- One Apple 13 inch MacBook Air
- One MacBook 13" snap on protective casing
- One Power pack;
- Operating systems as per specifications; and
- Software as outlined below in Section 9

### **1.8.2 The following items are not included in the Acceptable User Agreement**

- Internet access at home;
- Software required for personal use; and
- Excess internet and printing costs on-site.

Updated: March 2016

## 9. Software

<b>Software</b>
MacOSX10.X (operating system)
iWorks 09 - Pages, Numbers and Keynote
iLife 09 – iphoto, imovie, garageband, iweb, idvd, itunes
Google Earth, Google Sketch up, Stykz, Scratch, Tux Paint
Safari, FireFox . Google Chrome

NOTE:

System preferences are not to be changed without permission from the school.

## 10. Financial Arrangements

### 1.10.1 Ownership and Responsibility

The Primary School will purchase the Equipment in section 1.8.1 on page 5, and the families will bear the responsibility for the care, maintenance and correct usage of the machine.

### 1.10.2 Insurance

This comprehensive insurance policy has been designed to make insuring your new mobile technology convenient and easy.

#### **What is covered?**

- ✓ Policy is underwritten by CCI Insurance and covers;
  - Accidental damage and fire
  - Theft - from the school or any organized school event - from a secure premises – from a locked vehicle – in transit as long as it is being attended by the user

**EXCESS**- \$160 per claim (payable by student/parent prior to repairs being carried out).

## 11. Servicing

All servicing is to be carried out by SACRED HEART Primary School or its agents. The school will endeavour to have the MacBook returned to the student as soon as possible.

## 12. Notifications

If stolen, a police report is required as soon as possible. If lost or damaged at school, the student must report it to the SACRED HEART Primary school Office immediately on the same day.

## 13. Costs

For 2016 an IT Levy for each student is of \$180 is payable for each student attending SACRED HEART Primary school.

Updated: March 2016

The IT Levy will be sent out as part of the School Fees statement at the start of the year.

**Note: The following items are not included in the IT Levy.**

- Insurance excess.
- Wilful damage repairs.

## **14. Return of MacBook**

The MacBook must be returned in good condition and working order prior to the student leaving the school or when SACRED HEART School otherwise requests.

The school will require the MacBook to be provided to the ICT support centre at least annually for monitoring and service. The MacBook may be requested at other times for inspection and for routine or unforeseen maintenance needs.

# PLEASE SIGN AND RETURN TO SACRED HEART

## 15. Acknowledgement and Acceptance

### 1.15.1 Date of execution

The date of execution of this agreement is the date of signing below.

### 1.15.2 Parent/ Guardian's Acknowledgement and Acceptance

I acknowledge and agree –

- to the provisions of this agreement, the SACRED HEART Primary School ICT Manual;
- that I have read the responsibilities outlined in this agreement and ICT Manual;
- to accept my responsibilities in using the school's network, resources and facilities;
- that, in the event of loss or damage, I will be liable to pay the insurance excess amount;
- that, in the event of wilful damage, I will be liable for the cost of the repairs of the MacBook and any other equipment;
- to pay the financial cost of the 1-1 Programme in accordance with the payment terms.
- that, should I breach this agreement, consequences may apply.
- to attend a compulsory "Cyber Safety" session held at one of the Federation Primary Schools (Sacred Heart, Emmaus, Cana) **each year**. I understand that failure to attend a "Cyber Safety" session will result in restrictions associated with the use of the MacBook.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PLEASE SIGN AND RETURN TO SACRED HEART

## 1.15.3 Student's Acknowledgement and Acceptance

I acknowledge and agree –

- to the provisions of this agreement, the SACRED HEART Primary School ICT Manual and Policies;
- that I have read the responsibilities outlined in this agreement and ICT Manual;
- to accept my responsibilities in using the school's network, resources and facilities;
- that, should I breach this agreement, consequences may apply;

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_




Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 1.15.4 SACRED HEART's Acknowledgement and Acceptance

Signed on behalf of SACRED HEART Primary School –

Name and Position : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

MacBook	Power Pack	Small Adaptor
		

I have received the above named items -

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_