Glen Forrest Campus Student Laptop Levy Programme

Technology is frequently used in many courses at Helena College and being a part of the Laptop Levy Programme is a requirement for all students.

New students in 2017 will join the Laptop Levy Programme as outlined in this document.

Many schools operating a student 1-to-1 programme (1-to-1 in this context means 1 device per student) require parents to engage in third-party lease or rental agreements that continue even if the student leaves the school. Such arrangements generally add 10-20 per cent to the cost of the programme and lock the school and family into inflexible arrangements.

Helena College implements a lower-cost alternative, an in-house levy that is active only while the student is enrolled at the College. Year 6 students in 2017 will enter a levy agreement for their time at the College. This agreement will be ongoing and will supply a MacBook Pro Retina for the initial three years and a new laptop for the final four years at the College.

In the Laptop Levy Programme the devices remain the property of the College throughout the students’ enrolment, and should be looked after by the students according to the conditions set out in the Participation Agreement. The final levy payment for Year 12 students (who have been on the Levy for a minimum of 3 years) will include a nominal fee (currently set at $1) to purchase the device which the student has used for Year 12, thus providing ongoing use of the device for their ensuing studies.

The conditions for participation in the Laptop Levy Programme will be an agreement to the following:

• During the student's enrolment, the use of the device will conform to the conditions stated in the Information and Communications Policy - see Helena College website > http://www.helenacollege.wa.edu.au/discover/policies-2/

• Serious misuse or frequent minor misuse of the device will result in suspension of College network access or suspension of device provision.

• Care is taken to maintain the device in good order in line with the instructions issued with the device, including making sure that no stickers are placed on the device and that the device is kept in its case.

• Parents are liable for repair and/or replacement costs in the following situations and will be charged to the fees account:
  - Preventable damage from liquid, excessive heat, or other foreseeable environmental threats
  - Preventable damage from carelessness or abuse – i.e. closing the display on a pen or headphones, not keeping the device in its case, transporting device while it is opened, defacing the device in anyway (including scratching, stickers, or any other deliberate marking of the device)
  - Theft or loss resulting from inadequate security precautions – i.e. leaving the device in plain sight inside a parked car
  - If the device is damaged or stolen while not in Australia (The device should be itemized on your travel insurance if your student is taking it overseas on holiday or a school tour).
• All other repairs or replacements will incur an Insurance excess of $250 for the first claim, $500 for the second, and the full replacement cost for the third and final claim. After three claims the student may be removed from the Laptop Levy Programme at the discretion of the College.

• A police report is required for all theft claims.

• The device should never be removed from its included case, and the case should be zipped up for transportation, to ensure that any damage due to accidental dropping is covered by insurance.

• A suitable backpack or carry bag designed for ICT device transport will be used by the student when transporting the device to and from the College. The College approved backpack is listed as a compulsory uniform item and may be purchased from the Uniform Shop.

• The student's (and family's) use of the device will need to abide by the common sense requirements of the current ICT Policy for school devices and internet access, at home, as well as at the College. While all care is taken to protect students from inappropriate use of their devices while at the College, parents or guardians take responsibility for student's use of the device while not at the College.

• User data is the responsibility of the student – and an external drive is provided for this purpose.

• In most cases students will receive a loan device while their device is being repaired.

Please retain these notes and complete the Laptop Levy Programme form and return it to the College by Monday, 5 December 2016.

If you have questions regarding the programme please contact either Bob Simpson, Deputy Principal - Curriculum, bsimpson@helena.wa.edu.au or Justin Hall, ICT Manager, jhall@helena.wa.edu.au
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Application Form

In completing this form, you are agreeing to the terms of the Laptop Levy Programme. This form must to completely filled out and returned to the College by **Monday, 5 December 2016 to administration.**

*Scan and email to: forms@helena.wa.edu.au or hand deliver to administration.*

I agree to the conditions of the 1-to-1 MacBook Programme* and to meet the Levy payment of $1,004* per year that will appear on my fees account each year while my student is enrolled.

Student name (PRINT): __________________________________________________________

Year level: ________________________________________________________________

Parent name (PRINT): _______________________________________________________

Signature: _________________________________________________________________

Date: _________________________________________________________________

* The College may update the 1-to-1 MacBook Programme conditions when required.

The Levy cost may be reviewed every three years to align with changes in the running costs of the programme.

If you have questions regarding the options presented on the form please contact either

Bob Simpson, Deputy Principal - Curriculum, bsimpson@helena.wa.edu.au

or Justin Hall, ICT Manager, jhall@helena.wa.edu.au