# THORNLIE

**SENIOR HIGH SCHOOL**

**COMPUTER NOTEBOOK LOAN PROGRAM**

**ACCEPTABLE USE POLICY and AGREEMENT**

Access to the Notebook Loan Program is granted to those eligible students who abide by the policies in this document. Parents are asked to discuss this policy with their child before signing it.

The notebook computer issued to students remains the property of Thornlie Senior High School.

A refundable security deposit of $50.00 is require when this agreement is made.

**Responsibilities of the student. You must agree to the following rules:**

**Computer Notebook Program**

* You will make regular backups of files at home using an external hard drive.
* Your notebook will be kept safe. Care will be taken to prevent the notebook from damage. It will be kept away from contact with food and liquid.
* You must report to the school any loss, damage or theft as soon as possible. If theft occurs, it must be reported to police and an incident report number provided to the school for insurance purposes. Any damage or loss that is deemed wilful or negligent and is not covered by insurance will be the responsibility of the parent, and costs will be recovered from the parent by the school.
* Your notebook is not to be loaned to anyone else.
* You are to keep the notebook in good condition, and not deface the notebook with stickers, pens, engravings or any other marks.
* You should take regular breaks when using the notebook for extended periods of time.
* You will use the notebook as directed by your teacher. Playing games, listening to music, watching video, online chatting/messaging, video conferencing (e.g. Skype), accessing websites not relevant to the lesson, or any other activity on the notebook which is a distraction *is not allowed*
* Students must abide by the Acceptable Use Policy, *and understand* that we will exercise our right to take away the notebook if the Acceptable Use Policy Agreement is breached.
* You must not store anything on the notebook that you are not prepared to share with staff or your parents.

**I understand that**

* I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
* The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
* I may be held legally liable for offences committed using online services.

**AGREEMENT**

*I agree to abide by the Acceptable Use Policy.*

*I understand that if I am given a notebook computer and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the school’s Behaviour Management in Schools policy*

*Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**WITNESSED BY PARENT GUARDIAN**

*Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* D*ate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| Office Use Only:Notebook Serial Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notebook Asset Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Receipt Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finance Officer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |