



# Brigidine College, Indooroopilly

## Student Laptop Use Rental Agreement

Student Name: \_\_\_\_\_ Home Room: \_\_\_\_\_

I confirm that I am eligible to accept Brigidine College's (herein referred to as the 'College') offer to access and use a College Laptop provided under this Laptop Rental Program.

I confirm that I have read, understood and agree to the terms and conditions of use as noted below and am willing to participate in the program subject to these and such other policies as are determined by the College (I am aware that the related policies can be located on the College website and that they may be updated from time to time at the discretion of the College).

I agree that the Laptop at all times remains the property of the College and that the Laptop is provided for use by my daughter to assist her in her education at the College.

The duration of the agreement will be from the date this document is signed and for the period of the enrolment of my daughter at the College unless revoked by the College with 28 days written notice.

My daughter will have exclusive use of the Laptop for the duration of the agreement provided that she remains a fully paid up student of the College. If my daughter's status at the College changes, or if I breach any of these terms or conditions, the College may revoke this arrangement by giving me 14 days written notice.

The College may exchange the Laptop for alternative models during the life of the agreement. The Laptop provided will not always be new and may have been previously rented by other students.

My daughter will undertake to keep the Laptop in good working order and to notify the College Help Desk immediately of any defect or malfunction. The Help Desk will advise of the relevant Warranty arrangements. My daughter will follow the "Caring for your Laptop Computer" instructions located on the Computer Services site and ensure the Laptop is maintained in a clean and reliable condition. My daughter will always keep the Laptop in the protective bag provided unless being used.

I will not sell, assign, transfer or otherwise dispose of the Laptop package.

The consent of the College is required to adjust or alter the Laptop package by the addition or deletion of any hardware (excluding peripherals). I will rectify any such adjustments or alterations before the Laptop package is returned (if required).

My daughter will take due care of the Laptop package at all times, including:

- not leaving the Laptop unattended in a public place
- not leaving the Laptop unattended or unsecured in a classroom or other place in the College
- not leaving the Laptop in plain view in an unattended or unsecured vehicle
- not allowing the Laptop to be accessed by any other person
- not allowing the Laptop to be interfered with, tampered with or altered by a third party or otherwise
- ensuring due care is taken in the handling, transporting and usage of the Laptop

If the Laptop is lost, stolen or damaged I will advise the Help Desk as soon as possible and where appropriate report lost & stolen laptops to the police. I acknowledge that I am liable to cover the excess costs of a replacement laptop under these circumstances according to the following schedule:

- First loss - \$300 excess
- Second loss or more – Full costs of a new replacement model.

I acknowledge that if damages to the Laptop outside the scope of the warranty and accidental damage policy occur then I will be personally liable to cover the costs of such damage. A \$120 excess will be payable on all accidental damages claims. If our supply determines that the damage is deliberate then the cost may be more.

I acknowledge that I have read the full details of the warranty statement, accidental damage coverage, insurance details and exclusions that are available for viewing on the college intranet.

I acknowledge that if the loss of the Laptop is due to my daughter's failure to adhere to her duty of care then I will be personally liable to cover the costs of such loss.

My daughter will not remove, conceal or alter any Laptop package markings, tags or plates. My daughter will not apply stickers, adhesives, write on, engrave, scratch or mark the Laptop in any way. I acknowledge that I may be liable to cover the costs of rectifying any exterior superficial damage as a result of actions by my daughter.

I acknowledge that the use of the laptop, software and computer network is subject to the College Acceptable Usage Policy (AUP) that is available for viewing on the Intranet.

My daughter will participate in any evaluation/s of the Laptop program if requested.

My daughter will be responsible to ensure that all data is backed up on a regular basis through a College approved backup technique and not stored solely on the Laptop.

I acknowledge that automatic synchronisation of files from the College Network to the Laptop will not be supported. Files that need to be modified while at home should be temporarily copied to the Laptop computer and then manually copied back to the College Network as soon as possible. Files should not be solely stored on the Laptop.

I acknowledge that my daughter will be required to return the laptop package to the College Help Desk on occasion for the configuration of the system to be adjusted and/or the system to be inspected.

My daughter will not allow other people to use the laptop computer (other than parents and teachers providing support) and will not allow her network user account and password to be used by anybody other than herself, unless required by the College Help Desk.

I understand that, due to the College's software licensing arrangements covering home use, the Laptop package cannot be used for any commercial purpose.

At the end of the agreement, the College MAY offer a buy-out option to some year levels. If this option is accepted, then the Laptop then becomes my property and the College has no right to the Laptop. The College will no longer provide any support for the laptop and it will not be possible for the laptop to be connected to the college network. The Laptop will need to be returned to the College Help Desk for the College software to be removed prior to it becoming your property.

If the purchase option is not taken or offered by the College, I will return the Laptop package to the College in good working order on or before the end of the agreement.

By signing this Agreement, I agree to above following terms and conditions and accept delivery of the Laptop.

Parent/Guardian signature: \_\_\_\_\_ Date Agreement signed: / /

Date Laptop collected: / / Date Laptop returned: / /