

Take Home Tech Program - Terms and Conditions

1. Principals

- i. In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- ii. Marsden State High School operates a Take Home Tech program that enables a Parent/Guardian to enter into an agreement with the school to provide the student with the technology and digital resources for educational use at school and home for a specified annual participation agreement.

2. Benefits of the scheme

- i. The purpose of this scheme is to provide the Parent/Guardian with a cost-effective alternative to purchasing a tablet/device and online application subscriptions (including cloud services) by providing access to departmental owned/department sourced application or cloud subscriptions purchased at reduced prices through the schools purchasing practices. Such provisions is an education service that is not met by the State under s.50 (2) of the Education General Provisions Act 2006.
- ii. The scheme also ensures that students have access digital resources for their education that can be safely connected to the Department network and have information safely stored within the Departments networks and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.
- iii. The Student Resource Scheme – Digital@Marsden is not used to raise funds for other purposes and revenue collected through the scheme is applied only to the operation of the scheme.

3. Parties involved

- i. This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Marsden State High School (hereafter called "the School")] and Parent/Guardian in relation to provision of digital resources and technology to your child (Student).
- ii. The Student has been accepted into the School Take Home Tech Program for the remainder of the agreement.
- iii. In exchange for the Parent/Guardian complying with this Agreement, the student will gain access to participate in the Take Home Tech program.
- iv. The Take Home Tech program provides student with the Student with a device for educational use at school and home.
- v. Under the Take Home Tech hire scheme, the equipment is provided to the Student and remains the property of the School.
- vi. This Agreement outlines the roles and responsibilities in relation to the Take Home Tech program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment provided – Loan Scheme

- i. The equipment, subject of this Agreement, consists of a device Learning Kit containing a device and accessories dependant of the year level of the Student engaged in the agreement. These items are referred to throughout this Agreement collectively as the "Learning Kit"
- ii. Each Learning Kit will be:
 - Commercial grade
 - Protected by Education Queensland anti-virus tools and automated updates
 - Covered by warranty including battery
 - Able to be connected to the Education Queensland network and have filtered internet and email
 - Able to be used at home at school for student learning
 - Installed with central data storage, common file access, backup and network software resources (depending on the device software i.e. iOS vs Windows).
 - Repaired through the school, where possible, including software and hardware repairs
 - Exchanged for a temporary device during any repair and maintenance (unless unavailable)
- iii. At the end of the provision period, the device and any associated accessories will be returned to the school. At this time the Learning Kits will have any student identifying information (including school work stored locally to the device) removed and be restored to original factory state.

5. Learning Kit specification

- i. Marsden SHS remains committed to providing a device that is best suited to our environment and empowers teaching and learning within our classrooms. Learning Kits provided will have certified durability and efficient performance to ensure ruggedness and long battery life, making them ideal for modern classrooms and teaching methods, and built to survive any school day. Marsden SHS carefully evaluated the devices chosen for durability, long battery life, repairability, performance requirements, cost effectiveness and warranty/accidental damage protection to ensure the devices meet all of our learners needs.

Minimum specifications (at the time of update) include:

Year Levels	Learning Kit
Junior Program	iPad 11 th Gen – Wifi, 128g Silver
Year 7	Logitech Rugged Combo 4 Touch Keyboard Case with Trackpad Logitech Crayon (USB-C) for Education Tempered Glass Screen Protector

6. Rights and obligations – Hire Scheme

- i. The Student has the right to use the Learning Kits in accordance with this Agreement.
- ii. The Parent/Guardian must comply with the Agreement and ensure that the Student complies with the Digital@Marsden - Device Rules for Students in relation to use of the Learning Kit at the School and outside the School for school provided devices (e.g. at home).

- iii. To the extent that the Digital@Marsden – Device Rules for Students can apply to the Parent/Guardian, the Parent/Guardian must comply with these rules.
- iv. The Parent/Guardian must also comply with their respective obligations under the School’s Student Network / Internet Access Agreements and the School’s Internet Usage Policy.

7. Period of participation

- i. The School agrees to provide the Learning Kit and resources to the Student/Carer from the date all parties sign this Agreement, and the Student receives the Learning Kit,
- ii. Parents are required to sign the following documents in order to participate in the Take Home Tech program:
 - Digital@Marsden Student Resourcing Scheme Participation Agreement Form,
 - Digital@Marsden SRS Fee Payment Agreement Form 2026,
 - External Request for Equipment – EDQUIP EQ11 Form,
 - Take Home Tech Charter,
- iii. Subject to clause 7.3, the provision continues until the end of the agreement,
- iv. The provision may be ended earlier, at the School’s absolute discretion, if:
 - The Student is no longer enrolled with the School;
 - Note: the Hire Device may be retained within the school during the period of suspension
 - In the opinion of the School, the student is not meeting the School’s Behaviour and educational requirements, including absenteeism, fall below the accepted school standard without appropriate justification;
 - The Parent/Guardian fails to comply with this Agreement
 - The Student fails to comply with this Agreement
 - The Student breaches the ICT Acceptable Use Agreement and the School Internet Usage Policy; or
 - The Student fails to comply with the attached Take Home Tech and IT use agreement

8. Ownership of Device – Hire Scheme only:

- i. This Agreement does not give their Student ownership of The School provided Device. The school retains ownership of the Learning Kit (device and accessories) during the term of the provision.
- ii. The Agreement and the School’s delivery of the Device to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Device to the Student or Parent/Guardian.

9. Status of Loan Device

- i. The Device being provided to the student may not be new. The Device may have previously been used by another student who was exited the school and the Device is being recirculated within its warranty. This may mean that at some point throughout the Students time at Marsden State High School, a new device will be given as old devices are replaced.
- ii. Students will be responsible for the Learning Kit at all times during school hours. As such times when the student may need to leave the Device during morning tea/lunch breaks or teacher directed activities such as sport, the school will aim to provide a secure location for their storage.

- iii. The school may demand the return of the school device for any reason, for example to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the Learning Kit, and to verify that it is being used in accordance with this agreement, the Student Code of Conduct, Responsible Use of ICT Policy and the Take Home Tech Charter.

10. Loan provision of Take Home Tech Resources

- i. If the Parents/Guardian and Student opt to participate a Digital@Marsden Student Resource scheme fee will be due and payable by the Parents/Guardian.
- ii. In the event of loss or damage to or caused by the Learning Kit see clause 16 loss or damage.
- iii. Failure to complete second payment instalment of the Digital@Marsden SRS by Thursday of Week 9 Term 2 – the IT department will send an official reminder of payment with a deadline of 5 days.
- iv. If payment is still not made, by the close of business Friday of Term 2, the iPad will be locked and required to be returned to the IT Department.

11. Connection to the internet

- i. At school, the carriage service and connectivity to the Internet is governed by the school's Student Network Internet Access Agreement and the school's Internet Usage Policy. The school reminds the parent/guardian of their obligations under this agreement.
- ii. The department provides a web filtering system to protect schools for malicious web activity and inappropriate websites. Students Internet browsing on departmental owned devices installed with the MOE operating system is filtered at school and at home (this is determined by the platform of the device)
- iii. No web filtering system can be 100% effective and students and or parents should notify the school as soon as possible if an unsuitable website is accessible at school when using the device so that the school can take appropriate action.
- iv. If Internet access at home occurs through private Internet providers and is unfiltered, it is the Parents/Guardian responsibility to monitor the Students Internet usage. The school accepts no responsibility for consequences of Internet access outside the school and will seek to enforce any breach of policy found on a departmentally owned device, regardless of whether the breach was done at home or not (example cached files for Internet browsers containing inappropriate images).

12. Improper use

- i. The Parents/Guardian must ensure that the Student device is not tampered with in order to connect to Internet services outside the school and that the school device is not used:
 - For any illegal, pornographic, fraudulent, or defamatory purposes;
 - For bulk transmission of unsolicited electronic mail;
 - To send or cause to be sent any worms, viruses or similar programmes;
 - To menace or harass another person. or used in a way that would be regarded by a reasonable person to be offensive;
 - To transmit any harassing, obscene, Indecent, offensive, or threatening material or emails;

- To reproduce, distribute, transmit, publish, copy, or exploit any material that constitutes an infringement of any intellectual property, such as copyright of a third party;
- To circumvent any security or filtering policies, such as the use of proxy avoidance software or similar; VPN scripts, customising network configurations, disabling firewall or unauthorised removal of any software; or
- in a way that violates any laws such as privacy laws.

13. Software

- i. The software loaded by the school on the device is licenced to the Department of Education or the school. The Parents/Guardian must ensure that the software is not copied, deleted or transferred for any reason at all without prior written consent from the school. Unauthorised use may breach copyright laws and the Parents/Guardian may be held liable for any damages incurred
- ii. If permitted by the school, students may have the right to install additional software onto their school device. However, only licenced software can be installed. The Student must hold a valid licence for any software installed and the licence must be appropriate for installation on a school owned device. Devices may be periodically audited by the school and the Student asked to present a valid licence for any software which has been installed.
- iii. Should a school device require repair, the device storage may need to be reformatted and the device returned to its originally issued state.
- iv. The school is not responsible for restoring any programmes, music, pictures or data. Which may have been installed by the Student. Students are responsible for backing up any work or installed software onto the devices. In addition, at the conclusion of this agreement, all schools installed software and data will be removed and the device restored to its original manufactured state.

14. Virus Protection

- i. Viruses, malware and malicious code have the potential to severely damage and disrupt. Operations within the school and the department's networks. They can also be costly to restore the network infected hardware or software to its previous state and operability.
- ii. These can enter devices such as iPads through.
 - Removable media such as CD's, DVD's, floppy discs and USB memory sticks.
 - Emails, Phishing attempts (Emails linking to malicious websites)
 - The Internet, including web browsing, FTP programmes and chat rooms.
 - File Download
 - Network file shares such as servers and shared folders.
- iii. Students have the right to use their school provided devices at home for limited personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the school owned device and the department's device network from virus attacks, including never disabling the installed antivirus software.
- iv. Within the constraints of the departmentally supplied software, the Parents/Guardian must take reasonable steps to prevent malware or malicious code from infecting the device.

15. Repairs and maintenance

- i. A manufacturer's warranty may apply to the device for some of the period of the provision.
- ii. Students must not personalise their school devices in any way by using felt pens, stickers or other marks. Devices will be identified as belonging to a particular student in a manner determined by the school. Such identifications is not to be tampered with.
- iii. The Parents/Guardian, or the Student must immediately return the school device to the school if they suspect the hardware (e.g. iPad keyboard case) or software is or may be faulty.
- iv. The Student and Parents/Guardian must not arrange or allow any repair or maintenance work to be carried out on the school device without proper written consent of the school.
- v. Should the device require repairs or maintenance, a replacement device may be made available while the device is being repaired, if one is available.

16. Loss or Damage

- i. The devices provided for temporary student use by the scheme shall be kept in good condition by the Student. The school administration office shall be notified immediately of the loss or negligent Damage to or caused by any issued item.
- ii. Where an issued item is lost or negligently damaged Parents/Guardian may be responsible for payment to the scheme of the full or partial replacement cost of the item. Please note that costs are subject to change as manufacturers do make changes from time to time to their insurance policy in line with the Department of Education's EQ11 indemnity.

Should a change be necessary communication about these changes will be made with Parents/Guardian beforehand:

Loss or Theft

- iii. Any lost or stolen iPads should be immediately reported to the Student's Year level Head of Department and IT. Devices stolen from outside the school grounds will additionally need to be reported to QLD Police and the school supplied with the QP Incident number.
- iv. School managed iPads have limited tracking services available so it may be possible to recover a missing device.
- v. Students are responsible for the care and safe storage of their device and will be required to payout the remaining cost of the iPad in the event a school managed device goes missing and is unable to be recovered.
- vi. Any outstanding / unreturned school managed devices will be classified as lost / stolen. Any devices reported as lost or stolen will be remotely locked/disabled and cease to function. Locked devices can be returned to Marsden's IT department to be unlocked.

Wilful and malicious damage

- vii. Where the school determines that damage has been intentionally or negligently been caused to a school device, the full cost of repair or replacement may be charged
- viii. The Parents/Guardian may use their best endeavours to ensure that the device is kept in good condition and that it is not damaged, lost, or stolen. It is the obligation of the Parents/Guardian to ensure the device is in a safe place when it is taken off the school's site.

- ix. The Parents/Guardian must immediately notify the school if the school device is damaged, lost, or stolen.
- x. If the school device is stolen, the Parents/Guardian must report this to the police as soon as possible. The Parents/Guardian must obtain from Queensland Police a crime number, case number and the name of the investigating officer and provide this to the school. A statutory declaration is also required, usually completed with the police.
- xi. Advice on how to protect the device is outlined in the attached Use and Care of the Device guidelines.

17. Monitoring and reporting

- i. Students should be aware that all use of Internet and online communication services can be audited and traced to the account of the Student.
- ii. All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

18. Consequences.

- i. All school devices provided for temporary use by the programme remain the property of the Department and shall be returned at the end of the education programme or school year or when the Student leaves the school, whichever is earlier.
- ii. Where an item is not returned, the Parents/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being taken, including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parents/Guardian.
- iii. Failure to comply with this agreement may result in the school ending the agreement, including automatic loss of the device or suspension of use for a period of time.

19. Acceptance of agreement.

- i. By completing and signing the Digital@Marsden Student Resource Scheme Participation agreement form, The Take Home Tech Charter (Responsible Use of IT Agreement) and the EQ11 Form the Parents/Guardian and the Student is acknowledging They understand and accept the terms and conditions of this agreement.

Device rules for students

1. You can use the device for your own educational purposes both at home and at school. The device may be used for limited personal use, but not for commercial use. Example, you cannot use the device for a part time job,
2. If you do not comply with these device rules for students, you are not allowed to use the device and the school may demand that you return the device. There may be other disciplinary consequences under the school's Responsible Behaviour Plan for students as outlined in Safe, Supportive and Disciplined School Environment,
3. The school's Responsible Use of ICT Policy, Take Home Tech Charter and the Schools Code of Conduct also apply to your use of network Internet. When you are accessing the Internet using the device, you are reminded of your obligations under that agreement and policy,
4. You may not allow anyone else to use the device for their own purposes, including family members and friends. You must not tell anyone else your passwords,
5. You can only use the device at the school and at home. Upon request, the school may give written approval for the device to be used in other places,
6. You accept responsibility for the security and care of the device,
7. You are responsible for backing up all necessary data. The school is not responsible for any data loss therefore please ensure all your schoolwork and important documents are backed up onto OneDrive, USB, or other external media,
8. You must not use any VPN or proxy avoidance programmes to circumvent any of the departments filtering and security policies. If it is found that you have performed these actions, your access to the device, network or associated systems may be restricted by the Department's cybersecurity team or by the school,
9. The software loaded on the device is licenced to the Department of Education or the school. You must ensure that the software is not copied, deleted, or transferred for any reason at all. Unauthorised use may breach copyright law,
10. All software installed on the device must have a legitimate licence. If you have been authorised as a local administrator of the device, you may install software provided you have a legitimate licence and the licence stipulates that it can be installed on a device that is not personally owned by yourself. The school has the right to inspect the licence for any software installed on the device at any time. If the school has not authorised you as a local administrator, then all software must be installed by the school's technical officer or by automated deployment systems used by the school (e.g. Company Portal for iPad),
11. You may upload/download onto the device music, images, video, and other data files, provided you have a licence or ownership of such files. Any personal (i.e. unrelated to school) data files stored on the device are not to be uploaded to the school servers (including OneDrive),
12. You must not open or allow anyone else to open the hardware case of the device to install additional hardware including video card, sound card, network card, modem or disc drive, or to alter the hardware specifications of the device without the schools written consent,
13. If you experience any device issues, either software or hardware, you must report them to IT support immediately for attention. Failure to do so can result in further damage that may not be covered under warranty or accidental damage protection. In such cases, students may be referred to the appropriate Deputy Principal for further consideration,

14. Once a device has been repaired, either software or hardware, students will be notified via email to come and collect their device. Any outstanding fees resulting from the repair must be also taken care of if, after repeated reminders an the extended period of approximately 1 month, students have not returned to collect their device. Our referral to the appropriate Deputy Principal may be required to resolve any outstanding issues,
15. You must take all reasonable steps to prevent a virus from infecting the device, including never disabling any installed antivirus software, monitoring any data that is downloaded or uploaded onto the device from the Internet or any device, and virus checking any USB drives on the device,
16. You are responsible for the security of the device. When not in use, the screen is to be locked to prevent unauthorised access. When turned off, it must be stored in its case and kept with you or If available in secure storage for activities as directed by a teacher or during morning tea and lunch breaks, a student may choose to utilise the locker service at the school for hire,
17. Images or sound captured by personal technology devices on the school premise or elsewhere must not be disseminated to others using the device for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, or where, without such intent, a reasonable person would conclude. That such outcomes may occur. The school has the right to invoke appropriate disciplinary process to deal with such behaviour by a student,
18. You must not intentionally use the device or Internet services which may be connected.
 - For any illegal, pornographic, fraudulent or defamatory purposes;
 - For bulk transmission of unsolicited electronic mail;
 - To send or cause to be sent any worms, viruses or similar programmes;
 - To menace or harass another person. All used in a way that Would be regarded by a reasonable person to be offensive.);
 - To transmit any harassing obscene. Indecent, offensive, or threatening material or emails;
 - To reproduce, distribute, transmit, published copy, or exploit any material that constitutes an infringement of any intellectual property, such as copyright of a third party;
 - To circumvent any security or filtering policies, such as the use of proxy avoidance software or similar; VPN scripts, customising network configurations, disabling firewall or unauthorised removal of any software; or
 - in a way that violates any Laws Such as privacy laws,
19. In particular, you must not use the device or any Internet services to which it may be connected to bully, harass or be unkind to other persons,
20. You must not fully or partially remove, alter, damage or restrict the visibility of any labels or stickers installed on the device at the time it was provided to you. Doing so may result in the replacement costs and administration fees being involved to the Parents/Guardian,
21. The device and associated accessories provided with the device are to be returned in good condition to the school at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement. You must return the device and accessories before leaving the school if the Participation agreement is ended. You must return the device and all accessories,
22. The school can request the device and associated accessories provided with the device be returned for any reason at any other time,

For more information about the programme and the device rules for students, contact the Schools Administration Office for inquiry to be referred to appropriate persons.

Use and care of the device

Usage

- Do not use technology devices on soft surfaces, example sofa bed or carpet because it can restrict airflow and cause overheating,
- Avoid dropping or bumping technology devices,
- Don't place technology devices in areas that may get very hot,
- Do not get technology devices wet, even though they will dry and appear to operate normally. The circuitry can corrode and pose a safety hazard,
- Follow all instructions given by staff,
- Log on correctly and log off when finished and lock your device (iPads) when not in use,
- Always package, carry, and store technology devices in appropriate and secure cases designed for transporting. If a case is provided by the school, this must be used to ensure appropriate protection is provided. Ensure all iPads are kept within its keyboard case at all times,
- Never personalise school owned technology devices. Example pens, stickers, engraving, pencil markings etc,
- Do not place objects on top of your device,
- Avoid exposing your device to direct sunlight or sources of heat (such as desk lamps),
- Avoid dust, dirt, rain (and other liquids), moisture, heavy shock, or excessive vibrations.

Handling and transporting your device.

- Avoid moving your device around when it is on. Gently place your device on a stable service and then switch on,
- You still need to be careful with your device while it is in its case. If the device is stored in its case within your bag, do not drop the bag from your shoulder. Always place the bag down gently,
- Be careful when putting the device in the car at that no other items are on top of it and nothing will roll onto the device case or schoolbag,

Chargers and charging the iPad

- Do not use an AC adapter/computer charger for an iPad,
- Do not wrap the cord too tightly around the power adapter or the cord may become damaged,
- Present to the IT department if your charger is damaged or faulty in any way, do not replace it with an unauthorised charger,
- Do not step on your charging cord or place heavy objects on top of it. Keep your cord away from walkways,
- When unplugging the power cord, pull on the plug itself rather than the cord.

Care for your battery

- Avoid leaving your device connected to the charger for prolonged periods of time.
- Do not charge your device to 100% each time and do not leave your charger plugged into the device charging overnight. Aim for 80-95% charged.
- Do not tamper with the connections.

Keyboard Case

- Gently brush your keyboard case with a soft, clean, bristled paintbrush (or similar product) to remove dirt,
- If any keys caps are in a damage state, take your device to the IT department to be repaired immediately. Failure to do so may result in a billable repair. Damaged keys are often found to be considered negligent or wilful damage by the manufacturer and are subject to relevant costs.

Case cleaning

- Wipe with a damp and non-abrasive cloth. Do not spray any cleaners directly onto the casing. Gently rub your device casing with the moistened cloth to remove any dirt marks. Ensure the case is completely dry before using.

Security

- You must lock the device when it is not in use or will be unattended to prevent unauthorised access,
- Make regular backups of your saved work to OneDrive. The school is not responsible for data recovery if cloud services have not been used.
- Keep your login and passwords confidential,
- Do not use any VPN or proxy avoidance programmes to circumvent the department's filtering and security policies,
- Do not tamper, either physically or electronically, with either the hardware or software settings of the devices. Do not attempt to undertake any malicious behaviour towards the School ICT Resources,
- Do not attempt to make unauthorised access to ICT resources or entities,
- Do not have food or drink near the technology device,
- It is recommended to attach a fairly large, removable name tag in a bright colour to the case so it is easy to identify. Remember over the life of the programme, this device may not be with the same student the whole time and it may need to be returned for servicing at any time. Graffiti on cases is not allowed.

Software/Applications

- Do not copy any software from the schools ICT network or system without authorisation,
- All technology equipment should only have operating systems loaded that are compliant with the departmental standards,
- Always adhere to the licence and copying agreements,
- Never use technology devices to engage in illegal activity, including violating of copyright or other contracts.
- Applications are allowed are available for download on Company Portal. No other applications are approved for download,
- If non-approved applications are found to be on the device, the schools behaviour policy will be followed.

Reporting IT related issues, faults or other cause for concern.

- If you experience issues relating to software or systems used in the classroom, first report the issue to the classroom teacher. If the classroom teacher is unable to resolve the issue, please report to the IT department during the prescribed operating times,
- Report any hardware, system or software faults or issues to the IT department during the prescribed operating times,
- Promptly report any device or accessory damage to the department during the prescribed operating times. Not doing this promptly may result in further damage.

Batteries

- Do not use incompatible iPad chargers.
- Be aware iPad's can get hot during use.
- Ensure the device is charged before the start of each school day. All charging should be undertaken at home as the school will not have the infrastructure or resources available to charge batteries for every student.
- iPads must not be left on charge overnight. Charge the device until or almost at 100% and then unplug the device. Leaving the device on charge overnight will cause battery life issues.
- Do not crush, puncture or put a high degree of pressure on the iPad as this can cause internal short circuits resulting in overheating.
- Do not get your iPad wet.

Wet weather

- Particular care needs to be taken during wet weather, whether at school or while travelling to and from school or home. Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from the rain. If your school bag gets wet your device might also get wet.
- If in the event of an extreme unpredicted weather event, the school will ensure the supply of resources and support for families if the nature of the damage to the device can be related to that significant event (e.g. An afternoon storm in which students are caught in whilst travelling home which results in water damage to the device).