



Marsden State High School

**Take Home Tech
Charter**

Welcome to the Future of Learning: Marsden State High School's Take Home Tech Program

At Marsden State High School we provide superior opportunities for all Grade 7, 8 and 9 students to engage in enhanced, interactive and innovative learning through technology. Our school-managed device initiative represents a significant step forward in equipping our students with the tools and skills they need to thrive in a rapidly changing world.

Developing Future-Focused Learners - At Marsden State High School, we believe in nurturing students who are adaptable, innovative, and technologically savvy. The Take Home Tech program aligns perfectly with this vision. By providing every student with a personalised learning device, we empower them to:

- Access information instantly: Imagine the freedom of having a vast library of resources at your fingertips.
- Create engaging learning experiences: From interactive presentations and simulations to collaborative projects and multimedia creations, technologies are able to unlock new avenues for learning
- Develop essential digital literacy skills: In a world increasingly reliant on technology, these skills are crucial for future success. The Take Home Tech program equips students with the confidence and expertise to navigate the digital landscape effectively.

Positioning Our Students for Success - The Take Home Tech program is not simply about providing devices; it's about integrating technology seamlessly into our curriculum and fostering a culture of digital learning. We understand the importance of responsible and purposeful technology use. Our dedicated team of educators will guide students in utilising their devices effectively, ensuring they are powerful learning tools.

Marsden State High School integration of technology is leading our school to a future where technology empowers our students to reach their full potential and become the successful, adaptable learners of tomorrow.



Rick O'Connor
Executive Principal
Marsden State High School

What's Included?

Our Take Home Tech program will consist of:

Juniors – Year 7

- Apple iPad 11th generation
- Logitech Crayon
- Logitech Rugged Folio iPad case with keyboard
- Tempered glass screen protector
- iPad charger and charging cable

How to apply for the Take Home Tech program

Please read and sign the following documents then return it to the Marsden finance office.

- 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,
- 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 – Responsible use agreement form,

Condition of Entry

Participation in the program is reliant on families participating in our optional Digital@Marsden Student Resourcing Scheme. It is a requirement that this SRS payment is received in full prior to receiving the device. The cost of this SRS can be found on the schools Digital@Marsden page here:

Loan Program term – 12 months period.

1 year's loan period (the school calendar year). Devices must be returned at the end of each school year (be returned by close of business on the Wednesday of Week 10 Term 4). If participating in the program the following year, a device will be prepared for the student to collect again at the beginning of the new school year.

End of Year

At the end of the loan term, the device will be locked and required to be returned to Marsden State High School's IT Department by the close of business on the Wednesday of Week 10 Term 4 of any given year.

Leaving school/Departure from the Marsden State High School Program.

Upon early departure (i.e., student intends to leave the school before the loan term has completed) the Take Home Tech learning kit (device and access) must be returned to the school's IT department on the day of departure.

The device must be returned in the same condition that the Take Home Tech learning kits was originally loaned student. Any identified damage will result in a fee charge for the amount of damage at the cost of the family in which the device was loaned.

Failure to hand over the device upon unenrolment will result in the device being remotely locked and reported to the police as stolen. Families will then be billed for the full replacement cost of the device.

Subject to clause 7.3, the provision continues until the end of the agreement, 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
- If, 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 or the Student Network/Internet Access Agreement and the School Internet Usage Policy; or
- The Student fails to comply with the attached Take Home Tech and IT Responsible Use agreement.

Equity Access Program

Families who are experiencing financial hardship and are unable to purchase or loan a Take Home Tech device may apply for an equity device. This device is a long-term hire per semester and will be reviewed at the end of each semester. Application forms are available from the Student Engagement Hub (N Block), on our school website and/or our Admin office and can be collected by students, parents, or teachers on behalf of a student. Completed forms should be returned to the Head of Student Services review. This can be done by returning the form to the Student Services HUB in N Block. If the application is supported, it will be forwarded to our Executive Team for final approval. Once approved, families will be contacted to complete the final steps before a device is issued. All applications are considered carefully and respectfully to ensure every student has fair access to learning.

Damage Fees for Equity Laptops:

- Accidental damage 1st occurrence: \$62.00 repair excess fee – paid to the school.
- Accidental damage 2nd and following occurrences: full cost of repair up to \$500.
- Missing device and malicious/deliberate damage: full cost of repair or replacement up to \$600.
- Missing or damaged charger: \$35.

PAYMENT OPTIONS

1. ONLINE OR BY PHONE: BPOINT – preferred method of payment

BPOINT Online via any Computer or Smart Phone by **Credit Card** at any time 24/7. Just click on the link on an invoice or statement and it will redirect you to the BPOINT option. A receipt will be emailed direct to you at time of payment

Phone payment This option allows you to pay by **Credit Card** at any time 24/7. Details will be taken by Interactive Voice Response. Visa, MasterCard or Bankcard are accepted. Please have your invoice and credit card details ready when you call **1300 631 073**.

Note: It is now a requirement that all phone payments be made using this secure BPOINT line, phone payments will no longer be accepted by the school. If you call the school wanting to pay, you will be transferred to the secure BPOINT line. Details are on the bottom left-hand corner of all Invoices and Statements.

2. Automatic DIRECT DEBIT:

BPOINT eDDR (Electronic Direct Debit Registration) payment plan: Parents/customers are provided a link to register their debit/credit card or bank account for direct debit regular payments. Please contact the payment office if you would like the link emailed to you. Ph 07 3299 0508 or email finance@marsdenshs.eq.edu.au

3. QPARENT:

Payments can be made through QPARENT sign in. This is also a good way to track invoices and payments history at any time. You can also see – attendance details, student timetable and report cards of students. Please contact the parent foyer Ph 3299 0555 or email enquiry@marsdenshs.eq.edu.au for an invitation to be sent.

4. INTERNET BANKING:

This allows parents/guardians to pay 24/7 over the internet for any outstanding debts listed on your School Debtors Statement. Our school bank account payment details are as follows: -

Bank Account Name:	Marsden State High School General A/C
BSB Number:	064-168 (Commonwealth Bank, Logan Central)
Account Number:	00090685
Reference Details:	Please use STUDENT EQID NO. (Found on Student ID Card and invoices).

5. CENTREPAY:

- Centrepay is a free direct bill-paying service offered to customers receiving payments from Centrelink. Through Centrepay you can choose to have a regular amount deducted from your Centrelink payment.
- Minimum amount is \$30.00 per fortnight per student or more if you would like to include other fees such as excellence programs. Once account is in credit you can use that money for excursions.
- **PLEASE NOTE** when filling out Centrepay form please include all student names.
- For further information or a Centrelink form to be emailed, contact the School's Payment Office on 07 3299 0508.

6. IN PERSON:

Opening hours Monday to Friday each week between 8:00am to 3:00 pm to pay over the counter and receive a receipt immediately. You can pay either by Cash or Eftpos with Debit/Credit Card. Note: Finance is closed the last day of the term and last week of the year.

Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student.

General precautions

- Food or drink should never be placed near the device.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should always be carried within their protective case.
- Ensure the battery is fully charged to last each school day.
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- Don't clean the screen with a household cleaning product.

Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. Students are provided a departmental OneDrive account that can be accessed via the OneDrive app on iPad. This is the recommended method for safely storing data. Students should also be aware that, in the event that any repairs need to be carried out the service agents will not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

Passcodes

Students will be required to set up a passcode to prevent unauthorised use of their iPad

Apple IDs, App Store, and App installation

Students **will not require** an Apple ID in order to use the iPad.

School Managed iPads will not have access to the Apple App Store. Apps needed for school use will be made available to be installed via the Department's Company Portal.

Apps available via the Company Portal will be "load on demand" meaning users can choose to install or uninstall at their discretion. Student's will not be required to have every app listed in the Company Portal installed on their device at all times. However, a student's teachers may require selected apps appropriate to their subjects to remain installed.

Misuse of Technology

The school reserves the right to remove students from the iPad hire program. Repeated intentional damages and misuse of the school managed technologies, or failure to comply with the responsibilities mentioned in this document, will result in the device being disabled and the student removed from the hire program.

Repairs and Maintenance

While the device remains the property of Marsden State High School all maintenance and repairs for the iPad must be reported to the Marsden IT Department located in E Block (Near the canteen). Devices are not permitted to be repaired by a 3rd party as it will void the AppleCare warranty. Depending on demand, limited loan devices may be available from the IT Department for use while repairs are in progress.

Warranty repairs

Any technical malfunction of the device that occurs during the AppleCare warranty period and deemed to be caused by a manufacturing defect or device fault will be repaired (or replaced) by an Apple-authorised technician at no cost to the student.

Accidental Damage

Any damage to the device deemed as accidental damage, that occurs during the AppleCare warranty period, will be covered under AppleCare at the service fee cost as determined by Apple*. Students will be responsible for paying the service fee.

**Service fees are determined by Apple and may be subject to change. Refer to AppleCare+ section of this document for Apple Terms and Conditions including fees.*

Intentional Damage

While the device remains the property of Marsden State High School any damage to the device that is deemed non-accidental will incur a full repair or replacement cost as quoted by an Apple-authorised technician. Students will be responsible for paying the repair or full cost of a replacement device in the event the device is deemed non-repairable.

Please note: any unexplained damage to the device or accessories will be deemed non-accidental.

Out of warranty repairs

Any fault or damage that occurs to the device outside of the AppleCare+ warranty period will incur a repair or replacement cost as quoted by an Apple-authorised technician. Students will be responsible for paying the full cost for an out of warranty repair.

If a device outside of the AppleCare+ warranty period is damaged and deemed uneconomical to repair, students will have the option to payout the remaining cost of the iPad hire program instead of the repair cost. The damaged device will then be written off and safely disposed of by the school.

Students will have the option to transfer the damaged / unrepaired iPad to their ownership instead of disposal however, standard end of life process will still apply. Please see end of life section of this iPad Charter for more details.

Lost / Stolen devices

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.

School managed iPads have limited tracking services available so it may be possible to recover a missing device. Students are responsible for the care and safe storage of their device and will be required to pay for the full cost of the school managed device if it goes missing and is unable to be recovered in accordance to the EQ11 indemnity clause (signed and agreed upon application to program).

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.

AppleCare+

AppleCare+ for iPad provides expert technical support and additional hardware coverage for iPad, Apple Pencil and an Apple-branded iPad keyboard from Apple, including unlimited incidents of accidental damage protection. AppleCare+ provides repair or replacement coverage, both parts and labour, from Apple-authorised technicians.

Service coverage includes:

- Your iPad
- The battery
- Apple Pencil
- Included USB cable and power adapter

AppleCare+ provides claims for unlimited incidents of accidental damage protection, each subject to a service fee of A\$149* for iPad, or A\$45* for Apple Pencil. Please note: that AppleCare will not cover devices or components that are lost, stolen, or intentionally damaged.

**Service fees are determined by Apple and may be subject to change.*

The AppleCare+ warranty period is 3 years from the purchase date.

Latest AppleCare Terms and Conditions can be found at <https://www.apple.com/au/legal/sales-support/applecare/applecareplus/au/>

Questions?

If you have questions about this information within this guide or require additional details, please contact:

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Responsible use of Technology - Signoff

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsibilities of stakeholders involved in the Take Home Tech program:

School

- program induction — including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school
- internet filtering (when connected via the school's computer network)
- technical support and repairs
- school-supplied software e.g. Adobe, Microsoft Office 365 via the Company Portal app
- printing facilities

Student

- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (for more details, see esafety.gov.au)
- security and password protection — as detailed in the ICT Acceptable use Policy
- maintaining a current back-up of data
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the iPad Charter.

Parents and caregivers

- Sign and submit the IT Resources Consent form (parents may choose which applications to give consent to),
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students (for more details, see esafety.gov.au)
- Provide a safe environment for the student to store the device at home
- Register for QParents
- understanding and signing the Take Home Tech Charter.

The following are examples of responsible use of devices by students:

- Use devices for:
 1. Engagement in class work and assignments set by teachers
 2. Developing appropriate 21st Century knowledge, skills and behaviours
 3. Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
 4. Conducting general research for school activities and projects
 5. Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
 6. Accessing online references such as dictionaries, encyclopedias, etc.
 7. Researching and learning through the school's eLearning environment (QLearn)
 8. Ensuring the device is fully charged before bringing it to school to enable continuity of learning.
 9. Be courteous, considerate and respectful of others when using an electronic device.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using an electronic device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use devices at exams or during class assessment unless expressly permitted by school staff.

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies that enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

Responsible use agreement

The following is to be read and completed by both the **STUDENT** and **PARENT/CAREGIVER**:

- I have read and understood the ICT Acceptable Use Policy and the school Responsible Behaviour Plan.
- I agree to abide by the guidelines outlined by both documents.
- I acknowledge that I am responsible for paying the costs associated with this program in full including any incidentals or repairs that may occur during the hire term.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the ICT Acceptable Use Policy and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student's name: _____ **Year:** _____

(Please print)

ID No: _____

Student's signature: _____ **Date:** / /

Parent's/caregiver's name: _____

(Please print)

Parent's/caregiver's signature: _____ **Date:** / /