



Larkin Community College
Coláiste Pobail Lorcáin

STUDENT LAPTOP HIRE AGREEMENT 2023

Larkin Community College

In 2021, a school laptop hire program commenced. This program is open to all Junior Cert Students.

All laptops used in this program will be set up for each individual student and will come standard with Microsoft 365.

All laptops used in the program have been set up for each individual student and not to be used by others; the laptops are the property of Larkin Community College. **The school will take no responsibility for any theft or damage.**

Students will be required to pay a yearly fee of €130 for the personal use of these laptops. This payment must be made upfront. Laptops will need to be returned to the school in May for service and maintenance.

This laptop will be covered for faulty components only.

Parents/Guardian should consider taking out insurance on this laptop. i.e. "Gadget Insurance"

The Package

The equipment, referred to in this agreement, consists of a laptop computer; carry case; charger and the College's standard suite of software, including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'. Each laptop will be:

- protected by anti-virus tools and automated updates
- be connected to the school network for filtered internet and email usage for student learning
- installed with the department's standard suite of productivity software

Acceptable Computer and Internet Use

Communication through internet and online communication services must comply with Larkin College's Code of School Behaviour and the Computer Usage policy available on the school website.

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action, which includes, but is not limited to, the withdrawal of access to services.

Note: Use of internet and online communication services can be audited and traced to the account of the user.

Passwords

Passwords must not be shared; they must be kept confidential and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students must not allow others to use their personal account or laptop for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.

Theft and Loss

In the case of loss or suspected theft of an assigned laptop, Gardaí must be informed immediately as a full Gardaí report will be necessary for Insurance purposes. Failure to do this will result in the full cost of replacement charged to the parent/Guardian. All theft/Loss must be emailed to larkinhelpdesk@lcc.cdetb.ie.

Warranty

All laptops and batteries are covered by a manufacturer's warranty, which covers manufacturing defects through normal usage. **There is no cover for accidental damage, negligence, abuse or malicious damage.**

Any software or hardware issues, vandalism, damage, of the laptop must be reported immediately to larkinhelpdesk@lcc.cdetb.ie.

Wilful and Malicious Damage

Where it's deemed that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement will be charged.

Software

The software loaded on the laptop is licensed to Larkin College. Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed

Monitoring and Reporting

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, Larkin College will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Subsequent Points of Agreement:

Students are reminded that in using these laptops they must comply with the school's Student Network / Internet Access Agreement and Internet Usage Policy.

Students should not:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place;
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard;

- Use unauthorised programs and intentionally download unauthorised software, graphics, videos, music or games;
- Intentionally damage or disable computers, computer systems/networks;
- Use the laptop for unauthorised commercial activities, online gambling, harassment of others or any unlawful purpose;
- Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event that any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.

Care and Use of Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

- **When not in use the laptop should be stored in its carry case.**
- If a laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student.
- Before switching on, gently place the laptop on a stable surface and then switch on.
- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation.
- Ensure the laptop is switched off before being placed into the carry case and transported.
- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen.
- Only connect the adapter supplied to your machine. Never use an adapter belonging to another machine.
- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.
- Computer batteries can become hot during use. Do not use the computer on your lap.
- Don't have food or drink near the laptop.

Frequently Asked Questions – Laptop Hire Scheme

Will I need to bring the Laptop to school every day?

Yes. From 2022 all students in Junior Cert will be required to have a laptop at school every day.

Will I be able to access Social Media sites on my Laptop?

Yes, but only from home.

Do I need to back up?

Yes. It is the student's responsibility at all times to back up all files. The school is not responsible for any data loss.

What happens if I accidentally damage the laptop?

Any damage, software or hardware issues must be reported immediately to larkinhelpdesk@lcc.cdetb.ie

Will the school assist me with network connection issues at school?

Yes.

Will the school assist me with home internet connection settings and issues?

No. Your home internet provider or local computer technician can assist you with these enquiries.

Will the school protect the device from virus attacks?

Yes. Each school assigned laptop will be protected by anti-virus tools.

Can I bring my charger to school?

All chargers are to be left at home. It is the student's responsibility to attend school every day with a fully charged laptop.

What is deemed inappropriate?

All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

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

STUDENT AGREEMENT	STUDENT PARTICIPATION		
	<p>I have read and understood the above agreement and the school Policy documents on Behaviour Policy/Internet Usage Policy. I agree to abide by the guidelines outlined by both documents.</p> <p>I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.</p>		
	Student Name:		
	Class		
	Username / Log On (if known):		
	Student Signature:		Date:
Parent's Signature		Date:	