# FITZGERALD STATE SCHOOL

## Student Laptop Charter

## 2026





## 2026 Senior Laptop Program Overview

The Fitzgerald State School 2026 Senior Laptop Program is designed to aid students in navigating the challenges of the 21st century. Senior students, Years 5 and 6 benefit from the one-to-one laptop-to-student ratio through this program. This initiative recognizes the increasing demand for smooth transitions between school, work, home, and leisure. It supports students in improving their learning outcomes in a contemporary educational setting and prepares them for the challenges of High School, future academic pursuits and careers.

The term "BYOD Laptops" within The Student Laptop Charter denotes personally owned laptops. In the context of the 2026 Senior Laptop Program at Fitzgerald State School, the school has acquired supplementary devices, collectively designated as "School-owned Devices." These devices include various items like laptops, iPads, cameras and software. Provisions outlined in the Student Laptop Charter and Responsible Use Policy (RUP) apply to BYOD Laptops, School-Owned Devices, and access to Fitzgerald State School's Information and Communication Technologies (ICT) network.

Fitzgerald State School Student Laptop Charter aims to provide clear guidance to teaching staff, students, parents, and caregivers regarding their roles and responsibilities in the utilization of BYOD Laptops, School-owned Devices and the school's ICT network. It includes information on general care, security measures, and school procedures. Familiarity with the expectations outlined by Fitzgerald State School is crucial for fostering a productive and secure learning environment, both in the classroom and online.

## Device Care

The student is responsible for taking care of and securing their BYOD Laptop, accessories and when using School-owned Devices in accordance with school policy and guidelines within the Student Laptop Charter. Responsibility for loss or damage of these devices at home, in transit or at school belongs to the student. Advice should be sought regarding BYOD Laptop inclusion in home and contents insurance policy or warranty offered by place of purchase.

## Charging

BYOD laptops are to be fully charged at home and have the capacity to last the entire school day. Students **do not** have the ability to charge their devices during class as only limited charging stations are available in classrooms.

## Data Security and Back-ups

BYOD Laptops need to meet the department's security requirements which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device before access is granted to the Fitzgerald State School ICT network.

Teachers will instruct students on the optimal practices for saving and backing up their data. While at school, data can be stored on the school's network which is protected by a scheduled backup solution and security software. Additionally, students will be required to save data locally, for use outside the school network. It is the responsibility of the student to back up this data on an external device, such as an external hard drive or USB drive.

Students should be mindful that in the event of necessary repairs, service agents may not guarantee the security or retention of the data. For instance, the contents of the device may be deleted, and the storage media may be reformatted.

The onus is on students to manage and secure their data, ensuring a reliable backup process. Failure to do so could result in the loss of assignments and other class-related work in case of hardware or software malfunctions. Such circumstances will not be considered a valid excuse for failing to complete or submit assessment tasks on time.

**Warranty, Repairs and Maintenance**

BYOD Laptop repairs and maintenance are the responsibility of the laptop owner. Having a good understanding of your laptop warranty and what is covered is highly recommended. School staff are unable to troubleshoot or repair student devices.

**School Technical Support**

School Technical Officers are only able to provide a limited level of support for BYOD Laptops.

***This support includes:***

- Connection of the laptop to the school network.
- Connection of the device to the school printers.
- Installation of optional school software
- General technical advice

***School Technical Officers are not able to support students with (but not limited to):***

- Hardware faults.
- Windows software issues.
- Physical damage to your laptop.
- Issues caused by viruses.

# Fitzgerald State School Responsible Use Policy

The Responsible Use Policy (RUP) primary objective is to promote the appropriate and conscientious use of BYOD Laptops, School-owned Devices, Fitzgerald State School's ICT network and Internet services by providing explicit guidelines for usage. Students granted access to the school's network will enjoy the full benefit of the 2025 Senior Laptop Program, internet and email privileges. It is imperative to consider this document in conjunction with the complete Student Code of Conduct (accessible on the school website and discussed during enrolment interviews) and the Internet Access and Email Account Agreement, which parents and caregivers are required to sign upon enrolment.

**Fitzgerald State School RUP deems the following as: Responsible Use and Behaviour by a 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 be carried within their protective case where appropriate.
- Carrying devices with the screen open should be avoided.
- Ensure the battery is fully charged each day.
- Turn the device off before placing in bag.

*Protecting the Screen:*

- Avoid poking the screen – even a touch screen only requires a light touch.
- Don't place pressure on the lid of the device when it is closed.
- Avoid placing anything on the keyboard before closing the lid.
- Avoid placing anything in the carry case that presses against the cover.
- 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.

*It is expected under the RUP that students will use the laptop and network infrastructure to enhance classroom learning opportunities. This may include but not limited to:*

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

**Fitzgerald State School RUP deems the following as: Unacceptable Use and Behaviour by a student**

*It is unacceptable for students to:*

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- cyberbully, insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage any electronic devices, printers or the network equipment;
- commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music)
- use Department of Education credentials (school user name/log on details) to access unapproved sites
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail)
- Download or play any games not approved by the school
- access 3G/4G networks on school premises (disable this feature prior to coming to school)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.
- handle and use another student's device without teacher authorisation

## In addition to this Fitzgerald State School states that:

- Students and their parents and caregivers are responsible for the security and integrity of their individual devices and their home network accounts. Under no circumstances should passwords be divulged to any other user on the system.

- Responsibility for loss of the device at home, in transit or at school belongs to the student. Students and their parents and caregivers will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to School-owned Device or another student's device. In the event of a dispute regarding the cause of damage to a device, the Principal will be the arbitrator.

- Information dispatched from the school network is a reflection on how the global community perceives the school. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in any form of network communication.

- Students must not 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 supervising teacher and/or person.

- Students must get teacher permission before copying files from another user. Copying files belonging to another user without express permission may constitute plagiarism and/or theft.

- Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning and may be subject to prosecution from agencies to enforce such copyrights.

- The school will educate students regarding cyber bullying, privacy considerations, safe Internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.

- The school retains the right to inspect BYOD laptops and School-owned Devices at any time, and temporarily remove the device if necessary to promote a caring, safe and supportive learning environment. Parent contact will be made for serious breaches requiring further investigation.

## Fitzgerald State School Student Laptop Charter Acknowledgment

For student participation in the 2026 Senior Laptop Program, please ensure you have completed the relevant tick box below, signed and return **this** page to the school.

The Student Laptop Charter and Responsible Use Policy should be kept for your reference.

The following is to be **READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:**

**Please tick** ☑

- ☐ We have read, understood and accept the Student Laptop Charter and Responsible Use Policy.
- ☐ We agree to abide by the above rules.
- ☐ We are aware that any breaches of the Student Laptop Charter and Responsible Use Policy may result in my child's immediate removal from the 2026 Senior Laptop Program and Fitzgerald State School's ICT network for a specified period and that any concerns will be addressed in alignment with the Fitzgerald State School Student Code of Conduct.

Year Level _____ Teacher Name _____

| Student Name | Signature | Date |
|---|---|---|
| _____ | _____ | _____ |

| Parent/Guardian Name | Signature | Date |
|---|---|---|
| _____ | _____ | _____ |