



Personal Learning Device Agreement

The St Edward's College Personal Learning Device (PLD or Laptop) is an integral component of education at the College. This Agreement sets out on what basis, and under what terms and conditions, access to the College PLD Program will be provided to student's.

General Information

Under the terms of this Agreement between the Parent's/Carer's and St Edward's College:

- The PLD Hire Purchase Fee (\$400 per annum, over a three year period) gives the student the means of access to the PLD Program, being the supply. services, and eventual ownership of the Laptop for use by the student. Payment of the College PLD Hire Purchase fee is invoiced on the College Tuition Fee Account and payable on the same basis as the tuition fees.
- As with the obligations around tuition fees, the financial obligation to the PLD Hire Purchase Fee will be the *Parent's or Carer's signed on the Enrolment Agreement to cover.
- The components of the Laptop and the services provided to the student under this Agreement are set out in Schedule A.
- This is a Hire Purchase agreement., ownership of the device during the three-year Hire Purchase period stays with St Edward's College.
- You will be required to reimburse the College the cost of repairing or replacing the Laptop where damage or loss of the device is not covered by product warranty conditions, or the College insurance program due to the nature of the damages or circumstances of total loss.
- All software contained on the device is under licence to St Edward's College.
- The College always reserves the right, during the Hire Purchase period, to:
 - a. decide who uses the Laptop and the use to which the Laptop is put; and
 - b. recall the Laptop for specified reason (including upgrading software, inspecting it to check its operational performance and software, and ensuring that the Laptop is being used only as provided under this Agreement).
- Technical assistance is available through the College Helpdesk operating from 8.00am to 3.30pm on school days. Students should notify the Helpdesk of any problems or enquire by completing and forwarding the appropriate forms which are available at the Helpdesk or on-line.



Obligations Under the Agreement

1. It is expected that student's ensure the maintenance and care of these devices, in accordance with provided instructions. It is also expected this device be appropriately used in accordance with College Policy for Acceptable Use of Technology. Failure to comply with these stipulations will void the Agreement.
2. The provision of this device is solely for educational purposes for completion of studies at St Edward's College. The device should not be used for any other purpose, private or business. Any propriety use of the device would be a breach of the Agreement and void the agreed terms.
3. You must ensure that:
 - a. The software is not copied, deleted, or transferred, for any reason, without the College's prior written consent.
 - b. Only software authorised in writing by the College is stored or otherwise loaded on to the Laptop.
 - c. No illegal or illicit material or electronic data is stored or otherwise loaded on to the Laptop.
 - d. The hardware case of the device is not opened, and no additional hardware (including a video card, sound card, network card, modem, or disk drive) is installed in the device, without the College's written consent.
 - e. You will ensure that the student will take all steps that are reasonably necessary to prevent a virus from infecting the Laptop (such steps include monitoring any data that is downloaded from the Internet).
4. You are responsible for the back-up of all data on the Laptop. The College is not responsible for the loss of any data on the Laptop at any time.
5. You indemnify the College in respect of any claims, losses, injury, and damage arising from the use of the Laptop and the services.

Maintenance and Repairs to the Device

If there are any damages or faults with the Laptop or software programs the device is to be returned immediately to the Helpdesk for assessment. Where work is required on the device which is deemed to be a warranty issue, no cost will be incurred to yourself and a replacement device will be provided for the duration of the repairs.

You must not allow any repair, service, or other work to be carried out on the Laptop as this may void any contract or warrant agreements St Edward's College has with its suppliers. The device is not privately owned until the end of the Hire Purchase period.

Insurance

In the instance where the device has been lost, stolen or damaged (as per the above) a report must be made as soon as possible to the College Helpdesk. Where the circumstances of the events are within the boundaries of the College Insurance program the Helpdesk will arrange for an Insurance claim to be made.

When a claim is made full disclosure of events is required when completing the claim form and, in cases of theft or criminal damage a Police report will need to be lodged and accompany the claim form.

There is no requirement for families to purchase private insurance coverage during the Hire Purchase period. Insurance for the device is managed via the College's insurance program. The cost of contribution to an insurance premium is incorporated into in the PLD Hire Purchase fee. No additional charge is incurred unless:

1. Should a claim be made in respect of the damaged Laptop, you will be charged an excess of **\$100** per claim
2. Should a claim be made in respect to loss or theft of the Laptop, you will be charged an excess of **\$200** per claim.

Withdrawal from St Edward's College

If, for any reason, enrolment is withdrawn from St Edward's College prior to completion of the three-year PLD Hire Purchase Agreement, the device must be returned to the College as soon as possible. You must ensure that the Laptop is in good condition and working order when it is returned. You will be responsible for any repair or replacement costs incurred if they are not covered by warranty or insurances.

Schedule A

Components provided under the college Laptop Program

Item	Description
Laptop	Laptop
Cover Case	Soft Case with College logo
Software	
Microsoft Office	Word, Excel, PowerPoint
O365	OneNote, Email, One drive
Other Software	ClickView, Google Drive
Adobe Creative Cloud	Adobe products
Anti-Virus Security	
Online Textbooks	All text books via online portal
Onsite support	College Tech Helpdesk
Internet Access	On-campus Internet
Insurance Premium	Insurance for Laptop

Additional Notes:

- Please note, parties signed on the Enrolment Agreement are the ones financially liable to the College. Any court adjudicated arrangements or financial agreements noted between Separated or Divorced parents are not the College's responsibility to pursue nor manage with regards to fees or additional educational costs.