

HARRISTOWN SHS - LAPTOP PURCHASE PROGRAM

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

YES I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	HARRISTOWN SHS - LAPTOP PURCHASE PROGRAM
Form Return Date	28 FEBRUARY 2024
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the 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.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Harristown State High School

Laptop Purchase Program

Student & Parent ICT Device
Code of Conduct and Agreement

IT DEPARTMENT USE ONLY

Laptop Issue Date _____

Issued by _____

Please read and complete the following, and sign to confirm that your agreement to abide by the conditions of the Laptop Purchase Program (LPP).

Student Name: _____ Grade: _____ Form: _____

Parent / Carer Name/s: _____

(Students, please tick the boxes as each item is read and understood)

Digital Etiquette

Students are expected to:

- Follow staff directions related to when and how to use the device.
- Mute the device volume at the beginning of each lesson.
- Use respectful, appropriate language when communicating electronically.
- Unlock their device and give it to staff immediately upon request.
- Unlock their device and give it to parents / carers immediately upon request.
- Refrain from videoing, photographing or recording **any** other individual (staff, student or guest) **without written permission**.

Digital Access & Use

Students are expected to utilise access to various communications offered by the school in an appropriate and safe manner.

- Students are required to maintain and clean their device.
- Students are required to report any damage immediately to the school.
- Students are required to inform the teacher and others present when using the camera and audio recording functions, and must not publish photographs or video to any online platform or network.
- Students may not access their device during breaks unless it is in the library or a classroom, for the explicit purpose of schoolwork and **NOT** games.
- Students are required to bring their device fully charged to school each day.
- Students are required to actively check their school email for communication from the school.
- Students may not loan their device to another student or leave it in such a place that it is likely to be easily damaged or stolen.
- Students must only download appropriately rated applications.
- Student devices must remain in any LPP supplied case whilst not in use. Any damage that occurs to the device whilst not in the case, and not being used for its intended purpose, will be the responsibility of the student and parent/carer.
- Students are not to use the device for the purposes of bullying and harassment.
- Students who become aware of bullying and harassment are to advise a staff member immediately, or make a report at **www.stymie.com.au**

Digital Health & Wellbeing

A balance between the use of digital technology and physical activities is essential.

- Students must commit to maintaining balanced digital health by using digital devices only when relevant during the school day.
- Students must commit to a balance of the use of the device at home.

General Student Agreement

- I confirm that I have read, understood and agree to abide by the **ICT Acceptable Use Policy, Cybersafety Statement and Conditions of Use** for Harristown State High School ICT Resources.
- I understand that the device is the property of the school – it is for student use not ownership.
- I understand that if any damage occurs to the device, that this needs to be reported to the school immediately.
- I understand that the assigned password is confidential and that I will not disclose it to others.
- I understand that the device was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- I will ensure that the device is always under my direct supervision.
- I will take personal responsibility when using the school's ICT devices by protecting and ensuring the equipment is treated with respect.
- I understand that the device provided by the school is a privilege and not a right. If I do not comply with this Code of Conduct, I may lose access to the device.
- I understand that it is my responsibility to report and where appropriate remind my peers of the commitment made when signing this Code of Conduct and Agreement.

I understand that when signing this Code of Conduct, I am agreeing that I will act appropriately and within the guidelines above.

Student Name: _____ **Signature:** _____ **Date:** ____ / ____ / 20__

(Parents /Carers, please tick the boxes as each item is read and understood)

General Parent/Carer Agreement

- I understand that if my child leaves Harristown SHS, the device must be returned to the school as it is school property.
- I understand that the school's duty of care does not extend to the after-school hours use of the device. Out of school hours it is the parents/carers who are responsible for the conduct of the student.
- I understand that the student is required to refrain from any improper use of the device including: bullying, harassment, accessing pornography, criminal activity and breach of copyright.
- I understand that Harristown SHS will bear no liability for any misuse, including criminal use, beyond school.
- I understand that should damage occur, I may be required to pay the cost of repair/replacement of the device.
- I understand my duty to pay the Laptop Purchase Plan levy at the agreed to instalment rate.

I have read and understand the terms of this agreement, and will support the school in the implementation of the Code of Conduct and understand that I will be responsible for any loss or damage associated with the device issued to my child. I confirm that I have given permission for my child to receive the new digital device in the enrolment process.

Preferred Payment Option (please tick the appropriate box)

- Option 1 – Full Amount paid up front (\$990 inc. GST)
- Option 2 – Instalments (\$330 inc. GST per year, paid at by week 2, over 3 years)
- Option 3 - Payment Plan (initial \$100 deposit / fortnightly payments as per BM agreement)

Parent / Carer Name: _____ **Signature:** _____ **Date:** ____ / ____ / 20__

Parent / carer permission held on file (for office use only)

Deputy Principal Signature: _____ **Date:** ____ / ____ / 20__