



Laptop Device Hire Parent Information Sheet - 2025

Dear Parents/Carers,

At Mango State Secondary College, we encourage students to use digital technology to enhance their learning and get ready for the world of work after completing their education.

This letter includes important information about the fees and inclusions for the Device Hire program. If you have previously opted into the Device Hire program, your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise and return the device in good condition. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the Device Hire program.

The resources that will be included are:

- Laptop
- Charger
- Carry Case

Participation Fee: \$160	If you have opted to pay the SRS by term instalments you will receive an invoice for the full amount which can be paid by instalments over 2 terms, due on the following dates: TERM 1: \$80 TERM 3: \$80 We ask that a \$50 deposit be made prior to collection of the laptop.
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If you are not satisfied that the Device Hire program fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the program. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

Please be aware that there may be two lines of charges on your invoice indicating the GST inclusive and GST exclusive fees depending on the resources supplied by the SRS.

Participation Guidelines

1. Connection to the Internet

At school, connectivity to the internet is governed by the College's Student Code of Conduct. Students' home internet browsing is not managed by the school. No web filtering system can be 100% effective and it is the parent/guardian's responsibility to monitor student internet usage. The school accepts no responsibility for consequences of internet access outside the school. Internet connectivity is recommended at home to facilitate homework and assessment.

2. Software

The software loaded on the laptop is not to be copied, deleted or transferred for any reason without prior consent from the school. Students have the right to install additional software onto their laptop; however, it must be licensed and appropriate for bringing to/using in a school setting. Should the laptop require repair, the hard drive may need to be reformatted and the laptop returned to its originally issued state. The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the laptops.

Computer viruses, malware and malicious code have the potential to severely damage and disrupt operations within the school and the Departments networks. It can also be costly to restore the network, infected hardware or software to its previous state and operability.

Viruses can enter laptop computers through:

- Removable media such as CDs, DVDs and USB memory sticks
- Emails / Phishing attempts (emails linking to malicious websites)
- The Internet (including web browsing, FTP programs and chat rooms)
- File download
- Network file shares, such as servers and shared folders

Laptops have anti-virus software installed as part of the Windows operating system. Families are welcome to install their own if they wish.

4. Repair and maintenance

Students should see the school technical support team before school or during school breaks if they suspect the hardware (e.g. laptop computer or power pack) or software is faulty. The student and parent/guardian should not arrange or allow any repair or maintenance work to be carried out on the laptop. Should the laptop require repairs or maintenance, every effort will be made to provide the student with a replacement computer for the duration. This may depend on the nature and cause of damage.

5. Loss, damage or Failure to return

Students will be responsible for the laptop at all times. Where an item is lost, not returned or negligently damaged, parents/guardians will be responsible for payment/replacement. This refers to laptop, charger and carry case.

If the device is stolen, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number; and
- Statutory declaration (usually completed with the police).

Should a device be unrecoverable – whether lost, stolen, or vandalised: **Parent/Caregiver will pay full replacement cost.**

If the device is not returned when requested, the school will contact the parent/caregiver to notify, if still unresolved police will recover.

Where a device is accidentally damaged, necessary repairs will be carried out by the service provider or the College. **Payment is required before repairs are undertaken.** Parents will be notified of the cost of repairs once the damage has been assessed by the College.

Keyboards: students must take care to not remove keys from keyboards as this can result in the whole keyboard needing replacement.

Please note: where repeated, negligent or deliberate damage occurs, students may be required to pay for the repair in full.

Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss a payment plan with our Business Manager. Any information that you provide will be confidential.

Release of resources

The hired device cannot be collected until either the first payment or payment in full has been made to the College. If payments are not up to date the laptop will need to be returned to the College at the end of semester until payment has been completed.

Return of hired resources

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

Contact us

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with:

Reid Price – Head of Department, Middle Secondary
Ph. (07) 3817 7555

Student Resource Scheme Inclusions

Other Educational Program	Resource	Type of Resource	Acquisition cost	Cost (to parent)
LAPTOP PROGRAM			\$1,200.00	\$160.00
	LAPTOP, CHARGER, PROTECTIVE CASE, INTERNET FILTERING, WINDOWS OPERATING SYSTEM, MICROSOFT OFFICE SOFTWARE SUITE	Hired	\$1,200.00	\$160.00