



**HENLEY
HIGH SCHOOL**

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www.henleyhs.sa.edu.au

2023 LAPTOP PROGRAM

YEAR 8-12 STUDENT INFORMATION

Dear Parent/ Caregiver,

Our school community has made a commitment to be a digital school.

All students are supported to have access to a computer and are then helped through their learning to become digitally adept.

- Students will be provided with one laptop for their years of secondary schooling.
- The cost of the laptop is \$1350. This amount can be paid for in full or spread over two years, \$675 per year. The first year's instalment would need to be paid prior to the collection of the laptop. If required, payment plans can be negotiated through the Finance Office on 8355 7011.
- The daily borrowing option will only be available to students until the end of Year 10. As there is no provision for daily borrowing for Year 11 and 12 students, the school will make contact with the parents of those students to discuss options for purchase of either the existing Daily Loan laptop or a new laptop.
- Newly enrolled students to Year 12 can pay a non-refundable payment of \$200 for a 'lease' laptop for the duration of their schooling. Payment needs to be made prior to collection of the laptop. The laptop will need to be returned before the student leaves the school otherwise students will receive an invoice for the full amount of the non-returned laptop.
- All laptops and batteries are covered by a four year manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage. (e.g. cracked LCD screens are not covered under warranty).
- All laptops have text books and the required software for classes loaded (to a value in excess of \$3000). These devices will be fully supported by the schools IT staff.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.
- The laptop remains the property of the school until the student leaves the school. Once the School Leavers Form has been signed by the parent and if the laptop is fully financial, the school will sign over the device as an asset to the student.
- **Please note – As per DfE requirements, non-school or privately purchased laptops are not permitted to be used at school due to licensing and software agreements.**

Student's responsibilities:

- Given that students will have responsibility for an expensive electronic device it is expected that when not in use it will be locked securely in their locker.
- Laptops must be brought to school fully charged to last out a full day of learning
- Students leaving the school before the full term of the laptop contract have the choice of either returning their financially up to date laptop to the school in good working condition or paying out the remaining contract fees and retaining the laptop.

It is recommended that parents and students refer to our laptop program booklet on our website www.henleyhs.sa.edu.au for further detailed information.

Please read and sign the contracts overleaf and return this form to the school as soon as possible. If you have any further questions or queries please do not hesitate to contact ICT Services via email

ICTServices@henleyhs.sa.edu.au

Regards,

Eddie Fabijan
Principal

Greg Pascoe
Assistant Principal of ICT



Government of South Australia
Department for Education



2023 LAPTOP PROGRAM CONTRACT AND AGREEMENT TO PAY

STUDENT NAME	Office Use Only	
	OPTION	INV #
	COM	COLLECTED

Please confirm by signing this agreement that:

1. I have read the Laptop Program Handbook found at www.henleyhs.sa.edu.au.
2. I understand that this is an optional program which provides a student with access to a laptop which is the property of the school for their exclusive use at school and at home over the duration of the student's schooling at Henley High School.
3. I understand that if I do not wish for my student to be involved in a take home option that a laptop will be provided for daily loan within school hours on the school grounds in Years 7-10 only.
(As there is no provision for daily borrowing for Year 11 and 12 students, the school will make contact with those parents to discuss options for purchase of either the existing Daily Loan laptop or a new laptop.)
4. I understand that by signing the agreement that this constitutes a commitment to pay either:
 - (a) \$1350 upfront full payment of laptop (due prior to collection of laptop in 2023)
 - (b) \$675 per annum for two years (First payment due prior to collection of laptop in 2023, second payment due on the last day of term 1 2024)
 - (c) If required, enter a negotiated payment plan with the school with agreed payments due on regular dates.
5. I understand that where payment has not been received by the due dates specified that Henley High School's debt recovery policy will apply. This means the laptop can be collected and the contract reverted to a Daily Loan status until the outstanding fees are paid. Outstanding invoices for laptop repairs are also included in the debt recovery policy. If families have outstanding laptop payments, new enrolled students will be initially placed on the Daily Borrowing option until payments have been resolved and the listed options will once again be made available.
6. Payments can be made via the Qkr app on your phone or iPad, the school website www.henleyhs.sa.edu.au , Student Services either in person or by phone 8355 7014 / 8355 7015 or by ringing the Finance Office on 8355 7011.

I confirm that I have read and understand the above terms and the option I have chosen is:

(Please circle an option below)

1	Purchase a new Laptop through the school – Upfront payment due prior to collection of laptop in 2023.	\$1350 full upfront payment
2	Purchase a new Laptop on a payment plan over 2 years – First payment due prior to collection of laptop in 2023, second payment due on the last day of term 1 2024.	\$675 per year for two years
3	Enter into Daily Borrowing option available during school hours only.	For Year 7-10 students only
4	Newly enrolled students to Year 12 can pay a non-refundable fee of \$200 for the lease of a laptop for the year. Must be paid prior to collection of the laptop. Laptop must be returned in good working order before student leaves otherwise an invoice for the full amount will be generated and sent out.	\$200 non-refundable fee for one year use paid prior to collection of the laptop

If you believe that none of these options suit your needs, please call the school on 8355 7000 to make an appointment to discuss options.

- I understand my responsibilities regarding the use of the laptop and the Internet.
- In signing below, I acknowledge that I understand and agree to the Laptop User Contract.
- I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use.

**The details below must contain the signature of at least one enrolling Parent / Caregiver.
If two parents are responsible for the student, they both MUST sign below.**

Student Name	Student Signature	Date
Parent / Caregiver 1 Name	Parent / Caregiver 1 Signature	Date
Parent / Caregiver 2 Name	Parent / Caregiver 2 Signature	Date