



Student Equitable Access Device Charter



From 2025, Pimlico SHS has implemented a Bring Your Own Device program for students. In order to enable students and families with limited resources to engage with the program, Pimlico is releasing second-hand classroom devices for purchase.

Please note, these devices are older devices, and are ineligible to upgrade to Windows 11. As a result, these provided devices will need to be replaced once support for Windows 10 has ended.

To be eligible for this program, students must be able to demonstrate financial hardship to the relevant year level Deputy Principal/Head of Department; be engaged in a payment plan for SRS fees; and complete this form. The device will be provided free of charge to approved families and students. The recipient student will then gain possession of the laptop and become responsible for its care and maintenance.

The purchasing student will gain possession of the laptop and become responsible for its care and maintenance.

Students and families/caregivers are asked to lend their support to this very valuable program. Strong support from families and caregivers is paramount to ensure the program is successful and that students are connected anytime, anywhere to their learning.

DEVICE

The devices that have been released by Pimlico State High School for re-sale under the equitable access program are previous classroom laptops. These devices have all been checked carefully by our I.T. staff and meet the minimum requirements for the BYOD program. They are not 2-in-1 tablet devices.

An example device is the Dell Latitude 5480, with the following specifications:

- Intel Core i5 7th-generation CPU
- 8GB RAM
- Devices are at least 4 years old
- Condition: Used (Worn)

PROVIDED DEVICE

To participate in the Equitable Access Program, families are required to complete the attached application.

Students and families will obtain the following:

ITEM
A second-hand Dell Latitude Laptop
Power Adaptor
Windows operating system and license

For the duration of the student's enrolment, students and families will also obtain the following support:

ITEM
PSHS IT support & help desk
Microsoft Office suite



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The following items are **not included** and students should obtain for themselves:

ITEM
Computer mouse
Other subject-specific software
Carry Case or Bag
Accidental damage protection insurance

EQUIPMENT OWNERSHIP

All devices provided through the Equitable Access scheme will be written off from the school's asset register, and ownership of the device will transfer wholly to the allocated student. The school may request access to the device on occasion to protect the device and school network from unexpected events, for example from malware.

DEVICE CARE

The student is responsible for taking care of and securing the device and accessories. Damage to the device or hardware are the student's financial responsibility. Software errors may be able to be solved with the support of the Pimlico SHS IT support & help desk on a case-by-case basis.

There is no warranty availability for provided devices. Each device is outside of its warranty period and repairs must be sought at the cost of the student. If the device fails shortly after being provided (i.e., is a "Lemon") the IT help desk will attempt to identify the cause of the problem, and may help arrange minor repairs or updates.

Students may apply for an additional device, but there is no guarantee that a replacement will be provided.

DATA SECURITY AND BACK UPS

Students must understand the importance of backing up data securely. Should a hardware or software fault occur, assignments and work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to their device, or over the internet using school-provided Microsoft OneDrive services. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive, a USB drive, or OneDrive.

Students should also be aware that, in the event that any repairs need to be carried out, the contents of the device may be deleted and the storage media reformatted.

ACCEPTABLE COMPUTER AND INTERNET USE

Upon enrolment in a Queensland Government school, familial or caregiver permission is sought to give the student(s) access to the internet, based upon Department of Education policy. This policy also forms part of this Equitable Access Charter. The acceptable-use conditions apply to the use of the device and internet while on the school grounds. Outside of school, the following only apply to the use of school-provided services, such as EQ email and accounts; however, students are still subject to relevant federal and state legislation.

Communication through school-provided internet and online communication services must comply with the Code of Conduct, available on the school website.



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In adhering to the acceptable use of ICT and Code of Conduct, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems or Queensland Department networks
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of school internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

MISUSE AND BREACHES OF ACCEPTABLE USAGE

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online today are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Families are requested to ensure that their child understands this responsibility and expectation.

ACCOUNTS AND PASSWORDS

Device accounts and passwords for equitable access device are the sole responsibility of the purchasing student. However, the other services provided by the school will be accessed using the student's school MIS username and password as part of the provided device management. The following password guidelines should be followed to protect the device against unauthorized access and theft:

- Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.
- Personal accounts cannot be shared.
- Students should not allow others to use their personal account for any reason.
- Students should log off at the end of each session to ensure no one else can use their account or device.

PRIVACY AND CONFIDENTIALITY

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. It should also be ensured that privacy and confidentiality is always maintained.



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INTELLECTUAL PROPERTY AND COPYRIGHT

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

MONITORING AND REPORTING

All Students should be aware that all use of school internet and online communication services can be audited and traced to the account of the User. All material on the device itself is owned by the student, not the school, and is therefore protected by relevant privacy and confidentiality legislation.

CYBERSAFETY

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, family and/or caregiver as soon as is possible.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other online content, containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising).

Students must never send, post or publish:

- Inappropriate or unlawful content which is offensive, abusive or discriminatory
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive content or correspondence
- False or defamatory information about a person or organisation.

Families, caregivers and students are encouraged to visit the Department's Cybersafety and Cyberbullying document at <https://www.qld.gov.au/education/schools/health/cybersafety/cybersafety-qss>

SOFTWARE AND UPDATES

The student should ensure that all provided software is kept up-to-date through automatic and scheduled updates. If you are experiencing difficulties related to software updates, try restarting your machine to allow pending updates to install.

WEB FILTERING

The Department of Education operates a web filtering system to protect students and restrict access from malicious web activity and inappropriate websites.



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When students are connected through DoE managed networks, they will have a high level of filtering applied. When students use their devices at home, no such filtering is available and families must manage their own monitoring of devices as they choose.

Families should also be aware that although a high level of filtering should block a student's access to malicious websites at school, the department cannot guarantee this. If a student downloads software that is designed to modified security settings on the laptop, or change configuration settings on the laptop or software at home, access may be obtained.

- Families, caregivers and students are encouraged to visit the Cybersmart website at <https://www.cyber.gov.au/>
- For further information on the web filtering system visit the QLD government website: <https://www.qld.gov.au/education/schools/procedures/webfiltering>

DEVICE RULES FOR STUDENTS

1. You can use the device for your own educational purposes, both at home and at school.
2. The device is your personal device to use, but you are advised to take care not to bring malware or other inappropriate content into the school.
3. The Department's Acceptable Computer and Internet Use Policy applies to your use of the school computer networks and internet when you are using those networks. You are reminded of your obligations under that agreement.
4. You must not tell anyone else your MIS Password.
5. You accept responsibility for the security and care of the device at all times.
6. You are responsible for backing-up all necessary data. The school is not responsible for any data loss.
7. While in class, only educational programs are to be used on your device. Games are not to be played. If a student plays a game during class that they have installed on their device or downloaded from the internet, the same school policies and procedures apply to other students with BYOD devices.
8. You must take all reasonably necessary steps to prevent a virus from infecting the laptop, including monitoring any data that is downloaded or uploaded onto the device from the Internet or any device and virus checking any USB drives in the laptop.
9. Images or sound captured by personal technology devices on the school premises or elsewhere, must not be disseminated to others, for the purpose of causing embarrassment to individuals or the school for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
10. You must not intentionally use the school's network for the following purposes:
 - » for any illegal, pornographic, fraudulent or defamatory purposes;
 - » for bulk transmission of unsolicited electronic mail;
 - » to send or cause to be sent any computer worms, viruses or other similar programs;
 - » to menace, bully or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
 - » to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
 - » to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
 - » in a way that violates any laws, such as privacy laws.
11. If you do not comply with these rules, there may be disciplinary consequences under our School's Code of Conduct.



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Student Name: _____

Parent/Guardian Name: _____

Please provide the following information and documentation to prove financial hardship and be eligible for the Equitable Access Program. All information provided will be kept confidential.

1. Description of Financial Hardship:

Please provide a detailed explanation of the financial hardship your family is currently experiencing. This may include, but is not limited to, the following causes:

- Loss of employment
- Significant unexpected expenses
- Unexpected family emergencies
- Other (specify)

2. Documentation:

Please attach any supporting documentation that you have available to demonstrate your financial hardship. This may include, but is not limited to, the following items:

- Copies of medical bills or invoices
- Proof of unemployment or job termination
- Documentation of any government assistance received (eg Health Care Card)
- Other relevant documents that help support your case

I hereby declare that the information provided above is true to the best of my knowledge and belief, and I understand that providing false information may result in disqualification from the Equitable Access Program:

Family / Caregiver's Name

Family / Caregiver Signature

Date

Please submit this form along with the required supporting documents to the designated school representative when submitting your application.