



Sunshine Beach SHS

**Charter and Application Forms**

2026

# Sunshine Beach State High School

## Department of Education Queensland – Laptop Hire Charter Suite

### MASTER LAPTOP HIRE CHARTER

**Purpose:** This Charter outlines conditions for school laptop hire programs supporting equitable access to digital learning and DoE ICT compliance.

**Scope:** Applies to short-term hire, long-term hire, and BYOD support devices.

**Policy Alignment:** Queensland DoE ICT policies, Acceptable Use requirements, Responsible Behaviour Plan, BYOD expectations.

**Device Ownership:** Devices remain property of the school/DoE and are managed and monitored.

**Student Responsibilities:** Use for educational purposes, care for device, report issues, return in good condition. No bypassing security or installing unauthorised software.

**Network Use:** Internet access is filtered and monitored. Activity may be logged.

**Care and Maintenance:** Students must handle devices safely and keep charged. School manages configuration and software.

**Damage/Loss:** Must be reported immediately. Non-warrantable damage may incur charges.

**Acceptable Use:** No interference with security systems, no unauthorised software, no inappropriate use.

**Privacy:** Devices may be monitored. Data is not private on school devices.

**Return:** Devices must be returned at end of hire or upon request.

**Charges:** Families may be liable for damage, loss, or negligence.

**Agreement:** Submission of online application confirms acceptance of all conditions.

### SHORT-TERM HIRE

Applies to temporary device loans due to repairs or short-term need.

Devices remain school property.

Must be returned immediately upon request.

Priority given to operational requirements.

### LONG-TERM HIRE

Applies to extended hire programs.

Students responsible for daily care and transport.

Regular checks may occur.

Continued access depends on compliance.

### BYOD REPAIR / SCHOOL LOAN SUPPORT

Temporary replacement for student-owned device failures.

Must be returned when personal device is operational.

Not a permanent secondary device.

Return may be requested at any time.

## ALIGNMENT NOTE

This Charter aligns with Queensland Department of Education ICT policies, acceptable use requirements, Responsible Behaviour Plan, and BYOD frameworks. It provides a consolidated structure for all device hire pathways.

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### 1. Purpose

This Charter outlines the conditions under which students and families participate in the Sunshine Beach State High School Laptop Hire Program. It supports equitable access to digital learning while ensuring compliance with Queensland Department of Education (DoE) ICT policies, including the **Acceptable Use of ICT Systems and Devices** framework.

The program provides school-managed laptops for temporary or ongoing hire where students do not have access to a suitable personal device.

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### 2. Scope

This Charter applies to all students and families participating in:

- Short-term laptop hire (e.g. device repair, temporary access needs)
  - Long-term laptop hire programs (e.g. equity access or curriculum support)
  - School-managed device loan arrangements
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### 3. Policy Alignment

Use of hire devices is governed by:

- Queensland Department of Education ICT policies and procedures
- Acceptable Use of ICT Systems and Devices
- School Responsible Behaviour Plan for Students
- Relevant BYOD expectations where applicable

All use must comply with departmental and school digital technology requirements.

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### 4. Device Ownership

- All hire devices remain the property of Sunshine Beach State High School / Department of Education Queensland.
  - Devices are issued for educational use only.
  - Devices may be managed, configured, and monitored by authorised school staff.
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### 5. Student Responsibilities

Students must:

- Use the device only for approved educational purposes
- Take reasonable care of the device at all times
- Secure the device when not in use
- Report damage, faults, loss, or theft immediately to the school
- Return the device in good condition at the end of the hire period

Students must not:

- Bypass security, filtering, or management systems

- Install unauthorised software or applications
  - Access or distribute inappropriate, offensive, or illegal content
  - Use the device for unlawful, commercial, or non-educational purposes
  - Share login credentials or allow unauthorised access
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## **6. Network and Internet Use**

- Internet access is provided in accordance with DoE filtered network services.
  - All activity conducted on school devices and networks may be monitored and logged.
  - Use must comply with school expectations and the Responsible Behaviour Plan.
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## **7. Care and Maintenance**

Students and families are responsible for:

- Safe handling and appropriate care of the device
- Ensuring the device is charged and ready for daily use
- Preventing damage caused by misuse, negligence, or unsafe storage

The school is responsible for:

- Initial setup and management of educational software
  - Assessment of warranty and repair eligibility where applicable
  - Maintenance of standard operating configurations
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## **8. Damage, Loss, and Theft**

- Any damage, loss, or theft must be reported to the school immediately.
  - Devices will be assessed upon return.
  - Non-warrantable damage (including neglect or misuse) may result in charges being issued to families.
  - Replacement or repair costs may apply where responsibility is determined.
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## **9. Acceptable Use Requirements**

While using school-managed devices, students must not:

- Attempt to disable or bypass security, filtering, or monitoring systems
  - Install unauthorised software, profiles, or extensions
  - Access restricted system areas or attempt to modify device management settings
  - Engage in cyberbullying, harassment, or inappropriate communication
  - Use external tools or methods to circumvent school controls
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## **10. Privacy and Monitoring**

- School devices and network activity may be monitored for safety, security, and educational purposes.
  - Data stored on school devices is not private and may be accessed by authorised staff.
  - Monitoring is conducted in line with Department of Education requirements to ensure safe and appropriate use.
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## **11. Return of Devices**

Devices must be returned:

- At the end of the hire period
- When requested by the school
- When a student's enrolment changes or ceases

All devices must be returned with issued accessories (including chargers and cases where applicable) and in an acceptable condition.

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## **12. Charges and Liability**

Families may be responsible for costs relating to:

- Damage beyond reasonable wear and tear
  - Loss or non-return of devices or accessories
  - Repairs or replacement where negligence or misuse is determined
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## **13. Agreement**

By submitting the online application form and selecting acceptance, the student and parent/caregiver acknowledge that they:

- Have read and understood this Laptop Hire Charter
- Agree to comply with all conditions outlined within it
- Understand that failure to comply may result in loss of access to the program and/or financial liability

Acknowledgement is recorded electronically through the official school application process.

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## **14. Contact**

Sunshine Beach State High School – ICT Services

IT Department

E: [LaptopPrograms@sunshinebeachhigh.eq.edu.au](mailto:LaptopPrograms@sunshinebeachhigh.eq.edu.au)