



Eastern Fleurieu
R-12 School

SCHOOL SUPPLIED LAPTOP PROGRAM



Families Handbook

2026

Eastern Fleurieu R-12 School is dedicated to offering students an engaging learning experience that incorporates the growing role of digital technologies in our world. These technologies provide new ways for students to connect, demonstrate understanding, think creatively, solve problems, and work together.

We encourage Year 6 students moving to Year 7 to join the School Supplied Laptop Program (SSLP) at the Eastern Fleurieu 7-12 Campus. This program ensures that all students have access to learning opportunities that enhance their education and develop valuable skills for their future.

Contents *Click the links below*

[Guidelines for Participation](#)

[Virus Protection](#)

[Benefits & Inclusions](#)

[Software, Copyright & Intellectual Property](#)

[BYOD Option](#)

[Early Return](#)

[Device Specifications](#)

[End of Lifecycle](#)

[Finance](#)

[Loss, Damage & Faults](#)

[Device Personalisation](#)

[Caring for your Device](#)

[Internet Usage & Printing](#)

[Cyber Safety](#)

[User Security & File Management](#)

[FAQs](#)

Guidelines For Participation

Laptops will be purchased by the school for incoming Year 7 students in 2026 who are participating in the SSLP.

Prior to laptops being issued to students:

- Parents/caregivers and students will need to sign the School Supplied Laptop Program Agreement To Pay, agreeing to the terms and conditions of the program
- Once this has been received and confirmed by The Principal, a laptop can be issued
- Each laptop will be imaged with the school computer image and registered in the school laptop database with a unique identifier against the student's ID
- The laptops remain the property of the school for the 3 years of the signed agreement and until all fees have been paid in full

Benefits and Inclusions

School supplied laptops are an efficient and effective way to manage ICT services at the school level, with students all having the same devices.

The cost of a laptop through the SSLP includes:

- Cost of devices and accessories
- Access to the schools wireless network and filtered high speed internet
- A suite of school licensed software
- Technical Support from school based ICT staff / onsite repair and hot swap device
- Warranties and Accidental Damage Protection costs
- All software and upgrades
- Warranty and insurance fixes

Through bulk purchases of laptops we have access to a government discounted price that is passed on to families.

Bring Your Own Device (BYOD)

Year 7 families can still choose a laptop from within the existing BYOD Policy, however this is not the recommended option.

The BYOD Policy will continue for many years due to students already having their own devices.

Our ICT technicians are unable to fix privately owned laptops as their warranty conditions refer back to where they were purchased from.

Please refer to BYOD Policy for further information.

[Back to contents](#)

Device Specifications

Lenovo 13w Yoga Gen 2 -13.3" Convertible Touchscreen Notebook

- AMD Ryzen 5 7530U CPU, 16GB RAM, 256GB SSD, 13.3 WUXGA Touchscreen
- Garaged Pen, WFC Camera, Realtek AX Wireless + Bluetooth, 51Wh Battery.
- Everki EKF871 13.3" EVA hard case.

Finance

A fee of \$400 is paid annually for 3 years. Payments via installments can be arranged.

The laptop remains the property of the school for the full 3 year signed lease agreement AND all fees have been paid.

Included in the cost of the device:

- Laptop and protective case
- Infrastructure costs
- 3 year on-site warranty
- All software and upgrades
- Accidental Damage Protection and 3 year battery warranty. The Accidental Damage Protection includes unlimited repairs, with no extra costs and 1 full replacement unit during 3 year term of warranty

Device Personalisation

It is expected that all laptops remain the same configuration to assist in management and curriculum development. Students are not permitted to change the laptop specifications, configurations, make modifications or add upgrades.

Note - The device warranty is voided if attempts are made to change the hardware.

As the laptops are the property of the school, they are not to be altered or personalised in any way that is not completely reversible. The barcode and name on the bottom of the device should not be removed or altered. Any protective carry case may be personalised to promote easy identification.

[Back to contents](#)



Internet Usage & Printing

Students can access the Internet through the school's ICT network while on site.

All internet activity through the school's network is monitored and subject to filtering. Inappropriate use can be detected when any devices are connected to the school's network.

Internet access must be used for educational purposes only whilst at school.

Students may set up the laptop to access the Internet for their personal use at home.

Students will be able to connect their laptop via the wireless network to print, using the PaperCut tracking software. Printing restrictions and charges apply. Students will also be able to connect to their home printer if needed. (Consult printer documentation on how to do so).

User Security & File Management

Each student is required to have an individual password for logging in to the school network. This password must not be divulged to any other party under any circumstance.

Our network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage. Unlawful access will be recorded and referred to the police.

It is important to keep backups of student work.

The preferred backup option is to use OneDrive. Each student has 1TB of storage which is more than enough space to store all their schoolwork. It is the student's responsibility to ensure that they regularly create backups in case the laptop requires re-imaging.

NOTE: The school cannot be held responsible for lost work due to a failure to do backups.

Virus Protection

Anti-virus software (Microsoft Forefront Endpoint Protection) and monitoring software will be supplied on the laptop in the initial software image.

If a student laptop attempts to connect to the school network and is found to have a virus the laptop will automatically be 'cleaned'.

As students have the right to personally use their laptops, and connect to the Internet from home, they need to take all steps to protect the laptop from virus attacks.

[Back to contents](#)

Software, Copyright & Intellectual Property

Each device will be loaded with an Eastern Fleurieu School software image configured for use on the school network. The image will contain operating system software, anti-virus software, Microsoft Office Professional and a range of other software programs for curriculum use.

Software installed by the school is licensed and must not be distributed or deleted without written permission from the school.

Students may add their own private software but it must be legally purchased with a user license. The software must not be malicious or offensive or breach copyright laws.

Games, Music, Non-school Applications

Eastern Fleurieu School does not object to the installation of non-school applications and files on the school laptops provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads).
- Are ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings and privacy issues).
- Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity or battery life).
- Do not affect the school's wireless network or create ad-hoc networks
- Do not interfere with the learning program

Networks and Network Security

- Ad-hoc networks (the creation of a standalone wireless network between two or more laptops) are strictly forbidden while at school. The school's network security system will scan for, remove and report on any ad-hoc networks detected.
- Students are forbidden to plug any device into the school's wired network. The school's network security system will scan for and report on any non-school devices plugged into the schools wired network.
- Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.
- Any type of software or hardware device designed to capture or view network data\packets is forbidden. The school's network security system will scan for and report on any device capturing packets.
- The current filtering solution will alert School leadership of an attempt to bypass filtering. Any attempt to use proxy servers or VPN's as over-riders will result in disciplinary action.

[Back to contents](#)

Early Return

If the student leaves the school prior to the end of the laptop program agreement, families will be able to pay the remaining balance to purchase the laptop outright. Alternatively, if the laptop is returned to the school and there are no outstanding fees and the device is in good working order, the contract will cease.

The laptop and all of the accessories must be returned in good working condition as when issued, and any personal identifications must be removed. If the device is not returned in this condition, an additional cost to replace the laptop or items missing may be invoiced.

If the student leaves the school, access to school licensed software will be deactivated as they will no longer fall within the schools licensing agreement.

End of Lifecycle

The laptop remains the property of the school for the lifecycle of the program.

At the end of the three-year period, if all the fees for the program have been paid, families will own the laptop outright.

Students can continue to use the laptop at school if they wish and extended warranty periods can be organised at an extra cost to families. If extended warranty is not purchased there will be additional costs for any repairs made outside of warranty period.

[Back to contents](#)



Loss & Damage

Eastern Fleurieu School cannot cover users for loss and damage due to fire and theft when the laptop is not at school. Parents are encouraged to seek advice from their insurance providers regarding insurance cover off campus.

- If a laptop is lost or found, it must be reported and/or returned immediately to the ICT Support team.
- If a laptop is damaged in any way it should be reported to the ICT Support team immediately.
- The school will not cover the loss of an unattended laptop from an unsecured location, e.g. loss from an unlocked car parked on the street. Parents may be liable to pay the replacement cost in such instances.
- It is the user's responsibility to report lost or stolen laptops to the nearest police station and provide the school with a crime report number.
- This agreement is only valid in Australia. The laptop cannot be taken overseas.

Faults

If a laptop is faulty or needs repair, technical support is available through the school IT Support team. A 'hot swap' loan laptop can be provided while the faulty laptop is being repaired. The loan laptops are for daily use only and need to be returned at the end of each day.

If the laptop repair isn't covered by the warranty an invoice for the repairs will be sent to families and will need to be paid for before the repairs can be undertaken.

If it is determined that the issue is covered by the device warranty the vendor will be contacted for support and repairs.

[Back to contents](#)



Caring For Your Laptop

Packing away your laptop

- Laptops should be shut down before being placed into a storage bag.
- Always store your laptop in the carry case and place it in the centre of your school bag to protect the LCD. Always place the laptop bag gently down.
- Be careful when putting the laptop in the car or bus that no other items are on top of it.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Operating conditions

Avoid exposing your laptop to:

- Direct sunlight or sources of heat such as desk lamps.
- Dust, dirt, rain, liquids or moisture.
- Heavy shock or vibration.

LCD Screens

- LCD screens are delicate
- Never pick up your laptop by its screen.
- Don't slam the screen closed and always be gentle when putting your laptop down.

To clean your LCD screen:

- Switch off your laptop.
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC Adaptor

- Connect your adaptor only to your laptop.
- Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord too tightly around the adaptor box.

[Back to contents](#)



Cyber Safety

Staff, students and parents/caregivers must familiarise themselves with the content of the eSafety Commissioner's Online Safety Book.

<https://www.esafety.gov.au/parents/resources/online-safety-book>

Cyber Bullying

- E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.
- Cyber bullying is bullying which uses e-technology as a means of victimising others.
- It is the use of an Internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, web pages or SMS (text messaging)—with the intention of harming another person.
- Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.
- Activities can include flaming (posting personal insults), sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking.
- The targeted person often feels powerless and may need help.

Electronic crime (e-crime)

- Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.
- Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.
- E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.
- Sexting can in fact breach child pornography legislation. Instances must be referred to the police.
- Any form of cyber bullying or e-crime will be dealt with through the school's "Behaviour Policy" and "Acceptable Computer Use Policy". Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.

[Back to contents](#)



FAQs

Who can I contact if I have further questions?

Office Hours: Mon to Friday 8.00am – 4.00pm

Phone: 85362455

Email: dl.1884ictadmin@schools.sa.edu.au

Will students be using their laptop device in every subject every day?

A student will not necessarily be required to use the computer at all times. However the device is an essential learning tool that must be available when required and should be taken to all classes unless specifically advised.

Where will a student store their laptop when its not in use?

Secured in their school bag, in the protective case

Can a student add their own software to the device?

Yes as long as it is legal and licensed and does not interfere with the running of the laptop (ie slowing it down). If any non educational software is found to be causing issues with the device it will be uninstalled by the IT Support team.

What is the process if my child leaves the school?

If a student leaves the school prior to the end of the laptop program agreement families will be required to pay the remaining balance or return the laptop in good working condition.

Can the device be taken on holidays and/or overseas?

All laptops remain the property of the school for the duration of the program. They can be used outside of school for appropriate uses, within Australia. Please check your own personal insurance. The licensing agreements are only valid within Australia, so the laptop cannot be taken overseas.

Will I own the laptop once I have paid the \$1200

The school will retain ownership until the end of the 3 year signed lease agreement period AND all laptop costs have been paid in full.

Why does the school retain ownership during the 3 year period?

In order to meet software licensing agreements and arrange for any repairs that are required the school needs to maintain ownership of the laptop for the lease period.

Can students charge their laptops at school?

It is each student's responsibility to bring their laptops fully charged each school day. Classrooms do not have the facilities to recharge laptops.

NOTE: Students will only be permitted to recharge laptops at school under exceptional circumstances.

[Back to contents](#)

