



CABOOLTURE STATE HIGH SCHOOL

iLearn ELECTIVE

STUDENT RESOURCE SCHEME 2020

Dear Parents/Guardians,

This letter includes important information about the fees and inclusions for the Student Resource Scheme (SRS). If you have previously opted into the SRS, your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. 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 SRS.

What is provided by Queensland Government?

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

The types of resources that will be included are:

Hired to the student for a specific duration of time – LAPTOP **The**

Fee

This is a fee for all students participating in the iLearn program. If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. 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.

Cost of the SRS

\$200.00

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 3 terms due on the following dates:
Term 1: 29/1/2020 \$100.00, Term 2 : 22/4/2020 \$50.00 and term 3: 15/7/2020

Participation Guidelines

1. Connection to the Internet

At school, connectivity to the Internet is governed by the school's ICT Access Agreement and Responsible Behaviour Plan for Students. 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.

3. Virus protection

Computer viruses, malware and malicious code have the potential to severely damage and disrupt operations the school and the Department's 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 or damage

Students will be responsible for the laptop at all times. Where an item is lost or negligently damaged, parents/guardians will be responsible for payment/replacement. If the laptop is stolen, the parent/guardian should notify the school as soon as possible. If the device is stolen outside of school, 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 or stolen, the cost of replacement is as follows:

- First case: \$500, payable by the parent/caregiver
- Subsequent cases: full replacement cost

Where a device is accidentally damaged, necessary repairs will be carried out by the service provider or the school. Regardless of which model laptop is assigned to a student the cost of repair is: - 1st repair \$50

- 2nd Repair \$100
- Subsequent repairs \$150
- Screen replacement - \$100

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 options. Any information that you provide will be confidential.

Release of resources

Resources will not be distributed until the full or first payment has been paid to the school. Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extra-curricular activities until payments are made.

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:

- Carolyn Bradley (ICT HOD) 54980111 and Jane Heath (Cashier) 54980150

Student Resource Scheme Inclusions

Other educational program	Resource	Type of resource	Acquisition cost	Value (to parent)
Laptop program	Laptop, protective case, internet filtering, Windows operating system, Microsoft Office software suite, antivirus software	Hired	\$672.00	\$200



Personal computing devices only

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Participation

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The School has developed a iLearn SRS for years 7 and 11 (other year levels will be invited to participate if resources are available) For more information regarding the SRS please see the school's website.

Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:

Yes
I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued. I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.
I wish to make payment each year by:
- A single payment for the full year's fee
- Term instalments (paid over the first terms)
- An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other periodical payment method) Please contact Jane Heath to arrange
- I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

No
I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

Student Details

I agree to the above made selection, until such point as I inform the school otherwise.

Student name: _____

Year level: _____

Parent name : _____

Parent signature: _____

Date: _____

Equipment issue

I acknowledge collection of:

- Laptop
- Charger
- Carry case

Student name: _____

Year level: _____

Student signature: _____

Date: _____

Terms and Conditions of the Student Resource Scheme

Privacy Statement

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

Parents and Citizens' (P&C) Association support of the SRS

6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

Parents experiencing financial hardship

7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

Parents participating in the SRS

12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for partparticipation.
17. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Parents must inform the school if items on the list of resources are not received.
20. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's [Debt Management procedure](#). In such cases, the Principal may:
 - withdraw the student's participation in the SRS
 - require the return of items provided by the SRS
 - withhold the provision of any further items under the SRS
 - refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
 - exclude the student from optional, non-curricular activities and/or
 - initiate debt recovery action.

Parents NOT participating in the SRS

21. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
22. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
23. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
24. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for nonparticipants.

Operating the SRS

25. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
26. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
27. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
28. Schools may distribute information and invoices to parents in the year preceding the SRS but all invoices must have a minimum of 30 days for payment.
29. Parents must be given the option annually to choose not participate in the SRS.
30. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
31. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
32. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
33. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
34. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, parents will be liable to pay this balance of funds.
35. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.

