

MANSFIELD STATE HIGH SCHOOL

2027 1-to-1 Laptop Program

Handbook, Student Charter & Participation Terms · Years 7–12

School Managed Laptop

Bring Your Own Device (BYOD)



2027





THE 2027 PROGRAM AT A GLANCE

Two ways to join

Full details in Section 2 — Choosing a Laptop Program
Participation terms in Sections 3 and 4

THE SCHOOL MANAGED LAPTOP · NEW FOR 2027

Acer TravelMate P2 Spin 14

A rugged, military-grade 2-in-1 built for the bell-to-bell reality of school — and backed for three full years, helping prevent a knock, spill or bad day from becoming a major repair bill.

\$1,800

INCL. GST
rugged case + AEP+ included

RECOMMENDED

➤ School Managed Laptop

- ✓ **MIL-STD 810H tested** — built for daily school use
- ✓ **3-year manufacturer warranty and Acer Education Plus+ warranty support included** (\$50 school repair charge per AEP+ claim)
- ✓ Pre-configured, auto network connect, guaranteed take-home loan device during repair
- ✓ Full IT Helpdesk support for hardware and software

Specs: 14" WUXGA touch · Core 5-320 · 16GB DDR5 RAM · 256GB SSD · Wi-Fi 7 + BT · FHD camera · 53Wh Li-Ion



Bring Your Own Device (BYOD)

- Durability and repair cover are up to the family
- Warranty, damage cover & insurance strongly recommended (extra cost)
- Family-managed setup, MDM enrolment, software and maintenance
- IT support for school connectivity and software only
- Daily loan laptops available at school; not for take-home use

Renewed yearly. A new BYOD Participation Form is required for each school year.

Choosing BYOD? Any device is welcome, provided it meets these minimum requirements.

Device requirements	Minimum	Recommended
Platform	Windows laptop / 2-in-1, or MacBook	Windows laptop / 2-in-1
Screen	11" or larger	13–14" touchscreen
Processor	Intel or AMD quad-core	Core Ultra / Ryzen AI 300
Memory	8GB	16GB
Storage		256GB SSD
Operating system	Windows 11 or macOS Sequoia 15+	Windows 11
Wireless		5GHz capable (dual band)
Battery		8 hours of standard use

Buy through the school **BYOD portal** (linked on the website) for a compatibility-checked device with flexible payment options. Setup documentation is provided upon completion and return of the BYOD form.

🚫 Incompatible devices

- Chromebooks
- Android tablets and laptops

⚠️ Some incompatible apps

- Apple MacBook — Autodesk not available for macOS
- Snapdragon for Windows — Autodesk unsupported; performance issues in compatibility mode

HOW TO ORDER FOR 2027

Complete **Form A** (School Managed) or **Form B** (BYOD) at the back of this handbook, or download it from the school website. Questions about either option? Contact the IT Helpdesk: itsupport@mansfieldshs.eq.edu.au

Trade-in: Eligible school laptops in good working order from the 2024 program can earn a **\$200 credit** toward school fees. Collect a form from the IT Helpdesk.

Mansfield State High School

Broadwater Road, Mansfield Qld 4122

PO Box 229, Mt Gravatt Qld 4122

(07) 3452 5333 · www.mansfieldshs.eq.edu.au



i About this handbook

How the program works and where to start

Technology is an important part of teaching and learning at Mansfield State High School. The 1-to-1 Laptop Program is designed to ensure students have reliable access to a suitable laptop for learning at school and at home.

Families can choose between two participation options:

- **School Managed Laptop Program** — the school supplies and manages a laptop selected specifically for daily school use, with warranty, damage cover, technical support and access to a take-home loan device when required.
- **Bring Your Own Device (BYOD)** — the family supplies and manages a compatible laptop that meets the school's technical and security requirements.

This handbook explains both options, the responsibilities that apply to students and families, and the terms of participation.

PLEASE READ THE STUDENT CHARTER FIRST

Section 1 — Student Charter & Responsible Use applies to every student participating in the 1-to-1 Laptop Program, regardless of whether they use a School Managed Laptop or BYOD device. Families and students should read the Student Charter before proceeding to the program-specific information and participation terms.

The Charter establishes the common expectations for responsible and educational use; device care; cyber security; privacy and personal information; artificial intelligence; online safety and digital citizenship; data and backups; copyright and intellectual property; and use of the school network and technology services.

The School Managed Laptop and BYOD sections that follow explain the additional responsibilities that apply to each program.

• Financial hardship

Mansfield State High School is committed to ensuring that students are not disadvantaged because of financial hardship. Families who may have difficulty meeting the financial requirements of the 1-to-1 Laptop Program are encouraged to contact the school to discuss available assistance or alternative arrangements.

Families should raise concerns as early as possible so that appropriate arrangements can be considered before the student requires a device for school.

• Contact

QUESTIONS ABOUT THE PROGRAM

Mansfield State High School IT Helpdesk

itsupport@mansfieldshs.eq.edu.au
(07) 3452 5333

SCHOOL ADDRESS

Mansfield State High School

Broadwater Road, Mansfield Qld 4122
PO Box 229, Mt Gravatt Qld 4122
www.mansfieldshs.eq.edu.au



Contents

2027 1-to-1 Laptop Program Handbook

1	Student Charter & Responsible Use	
1.1	Educational and responsible use	1.9 Software and applications
1.2	Device care and readiness for learning	1.10 Copyright, intellectual property and use of digital content
1.3	Accounts, passwords and cyber security	1.11 Internet access, filtering and personal networks
1.4	Privacy and personal information	1.12 Monitoring, security and technical management
1.5	Artificial intelligence	1.13 Breach of responsible use
1.6	Images, recordings, artificial content and impersonation	1.14 Student responsibilities
1.7	Digital citizenship and online safety	1.15 Parent and caregiver responsibilities
1.8	Data security and backups	
2	Choosing a Laptop Program	
2.1	Compare the complete three-year school solution, not just the purchase price	2.5 Warranty, damage cover and insurance for BYOD
2.2	School Managed Laptop Program	2.6 Technical support comparison
2.3	Bring Your Own Device (BYOD)	2.7 Internet filtering
2.4	BYOD is a family-managed option	2.8 End of the School Managed Laptop Program
3	School Managed Laptop Program Terms	
3.1	Terms of participation	3.7 AEP+ exclusions and limitations
3.2	Participation period and cooling-off period	3.8 Repairs and claim management
3.3	Participation fee and device issue	3.9 Loss and theft
3.4	Ownership of the laptop	3.10 Supplied accessories
3.5	Manufacturer warranty and battery coverage	3.11 Internet access and home filtering
3.6	Acer Education Plus+ warranty support	3.12 Ending participation and end of the Program
4	BYOD Program Terms	
4.1	Period of participation	4.6 IT Helpdesk support
4.2	Device requirements and compatibility	4.7 Repairs, warranty and insurance
4.3	BYOD is family managed	4.8 Loan laptops
4.4	Mobile Device Management and school network access	4.9 Internet access and home filtering
4.5	Software, antivirus and malware protection	4.10 Renewal or ending BYOD participation
5	Support, Cybersafety & Further Information	
5.1	IT Helpdesk	5.3 Further information
5.2	Online safety and cyberbullying	5.4 Related school requirements
A	Participation Forms	
B	Form A — School Managed Laptop Participation Form	
	Form B — BYOD Participation Form	



1 Student Charter & Responsible Use

Applies to every student in the 1-to-1 Laptop Program

PURPOSE AND SCOPE

Technology is an important part of teaching and learning at Mansfield State High School. The purpose of this Student Charter is to support the safe, responsible and effective use of technology and to protect students, staff, school information and the school's digital environment.

This Charter applies to all students participating in the 1-to-1 Laptop Program, whether using a School Managed Laptop or a Bring Your Own Device (BYOD).

Access to the school's network, online services and technology resources is conditional on responsible use. Students are expected to use technology in accordance with this Charter, the Mansfield State High School Student Code of Conduct, teacher directions and other applicable school and Department of Education policies.

When at school, the use of a laptop or other personal device is determined by the teacher. Students must follow staff directions about when, where and how technology may be used.

1.1 Educational and responsible use

Technology used at school is primarily for learning and school-related activities. Students must:

- use their device in ways that support learning and do not interfere with the learning of others;
- follow teacher instructions regarding device use at all times;
- use school systems, internet access and online services only for authorised purposes;
- communicate respectfully and appropriately when using email, messaging, collaborative platforms, social media or other online services;
- comply with school expectations whether using a school account, school network, School Managed Laptop or BYOD device; and
- take responsibility for activity performed using their account or device.

Students must not use technology to harass, threaten, bully, intimidate, discriminate against, embarrass or deliberately cause harm to another person.

Students must not access, create, store, share or distribute illegal, pornographic, offensive or otherwise inappropriate material using school systems or while at school.

1.2 Device care and readiness for learning

Students are responsible for taking reasonable care of their laptop and ensuring that it is ready for learning each school day. All laptops must:



- be carried and stored in an appropriate protective case;
- be fully charged before arriving at school each day;
- be handled carefully and kept away from food, liquids, excessive heat and moisture;
- be transported closed and securely stored when not in use; and
- be kept in a safe location and not left unattended in unlocked classrooms or public areas.

Laptop chargers should not be brought to school. Students are expected to charge their laptop at home and arrive at school with sufficient battery charge for the school day.

Students should not place heavy items on a laptop or its case, carry a laptop while it is open, place objects between the keyboard and screen, or apply unnecessary pressure to the screen or lid.

Laptops should be used on a flat, stable surface with adequate ventilation. Students should avoid using laptops on beds, carpet, lounges or other soft surfaces that may restrict airflow.

WET WEATHER

Particular care must be taken when travelling in wet weather. The laptop should remain inside its protective case and in a protected section of the student's school bag.

If a laptop becomes wet, it should be switched off immediately and reported to the IT Helpdesk or, for a BYOD device, to the family as soon as possible. A wet device should not be switched on or charged until it has been appropriately assessed.

CLEANING

Laptops should be switched off before cleaning. A clean, soft, dry cloth should be used on the screen and casing. Cleaning products should never be sprayed directly onto the device.

1.3 Accounts, passwords and cyber security

Students have an important role in protecting their own digital identity and the security of the school's systems. Students must:

- keep passwords and authentication details private;
- never allow another person to use their school account;
- never use or attempt to access another person's account;
- use multi-factor authentication where required;
- lock or sign out of their device when leaving it unattended;
- change a password immediately if they believe it has been compromised;
- take appropriate care when opening links, email attachments, downloads or files from unknown or unexpected sources; and
- report suspected account compromise, malware, phishing or other cyber security concerns to the IT Helpdesk.

Students must not attempt to undermine, bypass, disable or interfere with:

- network security;
- antivirus or endpoint-security software;
- access controls;
- any other security measure applied by the school or Department of Education.
- internet filtering;
- Mobile Device Management (MDM);
- monitoring or security settings; or

Students must not deliberately introduce malware, malicious software or other harmful material onto a device or school system, nor attempt to gain unauthorised access to school networks, accounts, information or systems.

1.4 Privacy and personal information

Students must respect both their own privacy and the privacy of others. Personal, sensitive or confidential information should only be collected, accessed, used or shared where there is an appropriate educational purpose and authority to do so.

Students must not:

- access another person's files, email, cloud storage or account without permission;
- share another person's personal information without an appropriate reason or permission;
- publish personal or identifying information that could place themselves or another person at risk;
- share passwords, authentication codes or security credentials;
- disclose confidential school information to unauthorised people or services; or
- enter personal, sensitive, confidential or identifying information about themselves, another student, a staff member or the school into an external online or artificial intelligence service unless use of that service and information has been authorised for that purpose.

Students should consider what information an online service is requesting before providing it and should seek advice from a teacher or parent/caregiver when unsure.

1.5 Artificial intelligence

Artificial intelligence tools can support learning when used appropriately, but their use also creates responsibilities relating to privacy, accuracy, safety and the authenticity of student work.

Students using artificial intelligence must:

- follow teacher directions and the current school, subject and assessment requirements applying to the activity;
- use only services that are appropriate for the activity;
- protect personal, sensitive and confidential information;
- critically review AI-generated information rather than assuming it is accurate, complete or reliable;
- take responsibility for any content they choose to use or submit; and
- acknowledge the use of AI where required by the applicable task, subject or assessment requirements.

Requirements for the use, acknowledgement or restriction of artificial intelligence may differ between learning activities and assessments and may change as school and assessment requirements evolve. Students are responsible for following the directions provided for each task.

Artificial intelligence must not be used to avoid learning requirements, misrepresent a student's own work or capabilities contrary to the requirements of an activity or assessment, or facilitate other prohibited conduct.

1.6 Images, recordings, artificial content and impersonation

Students must respect the privacy, dignity and consent of other people when creating or sharing digital content.

Students must not capture, record, publish or distribute identifiable images, video or audio of another student or staff member without appropriate permission.

Students must not use artificial intelligence, image-editing software, voice generation or other technology to create, alter or distribute content that:

- impersonates another person;
- falsely represents something a person has said or done;
- humiliates, mocks, threatens, bullies or harasses another person;
- creates sexualised or intimate representations of another person;
- is intended to deceive others about the identity or actions of a real person; or
- otherwise causes or is reasonably likely to cause harm.

The fact that content is artificial, altered, intended as a joke or was not created by the person sharing it does not make harmful distribution acceptable. Students should not forward, repost, like or otherwise amplify harmful manipulated content involving students, staff or members of the wider community.

1.7 Digital citizenship and online safety

The same standards of respect expected in person apply online. Students should consider their digital footprint and understand that material shared online may be copied, captured, altered or redistributed beyond its intended audience.

Students are expected to:

- communicate respectfully;
- make appropriate choices about what they post and share;
- use appropriate privacy and security settings;
- consider the potential effect of content on themselves and others before publishing it;
- be cautious when interacting with people they do not know personally; and
- seek help when they encounter threatening, abusive, sexual, distressing or otherwise harmful online behaviour or content.

Students who experience or witness harmful online behaviour should avoid escalating the situation. Depending on the circumstances, appropriate actions may include preserving relevant evidence, blocking or reporting the account or content and speaking to a parent/caregiver, teacher or another trusted adult.

Students can access additional advice through the school's Report Cyberbullying link, Queensland Government cybersafety resources and the Australian eSafety Commissioner.

1.8 Data security and backups

Students are responsible for ensuring that important schoolwork is stored securely and backed up.

Students are strongly encouraged to store schoolwork in their school OneDrive account. Cloud storage provides protection against device failure and can assist with recovering files that have been accidentally deleted or changed.

Students should not rely on a single copy of important work stored only on the laptop.

The school cannot guarantee that data will be retained during device repair, replacement, reset or reconfiguration and is not responsible for the loss of student data.

Sensitive or confidential information must be stored and shared only through appropriate authorised systems.

1.9 Software and applications

Software used for school purposes must be appropriately licensed and obtained from legitimate sources. Students must not:

- copy, modify, remove or distribute software licensed to the school or Department of Education without authority;
- install software intended to bypass school security or filtering;
- use pirated or unlawfully obtained software; or
- modify a School Managed Laptop's software, operating system, security configuration or hardware without authorisation.

School Managed Laptops are configured and maintained by the school. BYOD families are responsible for maintaining their own operating system and applications and for installing required software in accordance with the BYOD Program Terms.

1.10 Copyright, intellectual property and use of digital content

Students must respect copyright, intellectual property, licensing and attribution requirements when creating, accessing or using digital content.

Text, images, video, audio, software and other material should not be copied, downloaded, distributed, modified or presented in a way that breaches copyright, licence conditions or applicable assessment requirements. The use of artificial intelligence does not remove these responsibilities.

Students must follow current school and assessment requirements regarding:

- the use and acknowledgement of sources;
- the use of artificial intelligence;
- attribution of material created by others;
- ownership and licensing of images and other media; and
- representing submitted work accurately as their own learning.

Where requirements are unclear, students should seek guidance from their teacher before using or submitting the material.

1.11 Internet access, filtering and personal networks

The school provides filtered internet access to support learning and to reduce exposure to unsafe or inappropriate material. Filtering reduces risk but cannot guarantee that all harmful or inappropriate content will be blocked.

Students must use the school's authorised network while at school. Personal mobile internet connections, including mobile hotspots and SIM/eSIM-based 4G or 5G connections, must not be used at school unless specifically authorised by a staff member.

Students must not attempt to bypass school filtering or network controls by using:

- VPN or proxy services;
- personal hotspots;
- other technologies intended to circumvent school controls.
- alternative DNS or network configurations;
- unauthorised remote-access services; or

Home internet filtering arrangements differ between the School Managed and BYOD programs and are described in the relevant Program Terms.

1.12 Monitoring, security and technical management

Students should understand that activity conducted through school networks, school accounts and Department of Education services may be logged or monitored for security, technical support, safety and compliance purposes.

Authorised staff may investigate activity where required to:



- protect students or staff;
- investigate suspected misuse;
- maintain the security or operation of school systems;
- troubleshoot technical problems; or
- meet legal or Department of Education requirements.

School Managed Laptops may be inspected, configured, updated, repaired or reset by authorised staff as required.

BYOD devices remain privately owned; however, information required to establish and maintain secure access to school services may be collected or managed through the school's MDM environment as described in the BYOD Program Terms.

1.13 Breach of responsible use

A student's access to school technology and network services is conditional on compliance with this Charter and other applicable school requirements. Depending on the nature and seriousness of a breach, the school may:

- provide guidance or require corrective action;
- restrict or withdraw access to network or online services;
- disconnect a device from school services;
- contact the student's parent/caregiver;
- apply consequences in accordance with the Student Code of Conduct;
- require investigation or remediation of a device before it reconnects to school services; or
- for a School Managed Laptop, take action under the School Managed Laptop Program Terms.

Serious matters may also be referred to the Department of Education, eSafety Commissioner, Queensland Police or another appropriate authority where required.



1.14 Student responsibilities

By participating in the 1-to-1 Laptop Program, students agree to:

- | | |
|--|---|
| ✓ use technology primarily for education while at school; | ✓ follow teacher and school directions; |
| ✓ care for and protect their device; | ✓ bring the device to school fully charged; |
| ✓ protect their accounts and passwords; | ✓ regularly back up their work; |
| ✓ practise safe and respectful online behaviour; | ✓ protect personal and confidential information; |
| ✓ use artificial intelligence responsibly and in accordance with current learning and assessment requirements; | ✓ respect copyright, intellectual property and privacy; |
| ✓ not bypass or interfere with school security controls; and | ✓ report security, safety or technical concerns when appropriate. |

Acceptance of the Student Charter is recorded on the relevant School Managed Laptop or BYOD Participation Form.

1.15 Parent and caregiver responsibilities

Parents and caregivers play an important role in supporting safe and responsible technology use. Parents and caregivers are asked to:

- read and discuss this Student Charter with their child;
- reinforce that the device is an important tool for learning;
- encourage responsible, respectful and safe technology use;
- encourage their child to seek help if something concerning occurs online;
- support appropriate care, charging and storage of the device;
- encourage regular backup of important schoolwork;
- support appropriate privacy and security practices at home;
- discuss the safe and responsible use of artificial intelligence and online services; and
- meet the additional responsibilities that apply to their selected School Managed Laptop or BYOD program.

Parents and caregivers are encouraged to maintain an open conversation with their child about online activity and to seek assistance from the school where online behaviour affects the student or school community.

2 Choosing a Laptop Program

Comparison, specifications, support and end-of-program arrangements

Mansfield State High School provides two options for students participating in the 1-to-1 Laptop Program:

- the **School Managed Laptop Program**, where the school supplies and manages a laptop selected specifically for school use; or
- **Bring Your Own Device (BYOD)**, where the family supplies and manages a compatible laptop.

Both options provide students with access to the technology required for learning. However, there are significant differences in device durability, warranty and damage cover, technical support, setup, maintenance and repair arrangements.

The School Managed Laptop is the school's recommended option for most families because it provides a device selected for the demands of everyday school use together with a complete three-year support package.

2.1 Compare the complete three-year school solution, not just the purchase price

When comparing the \$1,800 School Managed Laptop with a potentially less expensive BYOD laptop, families should consider more than the initial purchase price.

DEVICE QUALITY AND DURABILITY

A student laptop is transported between home and school, carried between classes and used throughout the school day. For this reason, Mansfield State High School only selects School Managed laptops that have passed MIL-STD 810H testing as a minimum durability benchmark for school use.

The 2027 School Managed device is an education/business-class Acer TravelMate designed for regular mobile use.

A lower-cost consumer laptop may meet the school's minimum technical specifications but may not offer the same level of construction, durability, warranty or repair support.

SUPPORT OVER THE FULL THREE-YEAR PROGRAM

The School Managed Laptop package also includes:

- ✓ three-year manufacturer warranty, including battery warranty;
- ✓ three years of Acer Education Plus+ (AEP+) repair and replacement cover for eligible damage;
- ✓ a protective rugged case;
- ✓ school management of warranty and AEP+ claims;
- ✓ full IT Helpdesk support for both hardware and school software;
- ✓ school-managed operating system, security and software configuration;
- ✓ automatic configuration for school network access; and
- ✓ a guaranteed take-home loan device whenever required while the student's device is being repaired.



A BYOD device may have a lower initial purchase price, but equivalent warranty, accidental damage cover, insurance, protective equipment and repair arrangements may involve additional costs.

Families choosing BYOD should therefore compare the quality of the device and the complete three-year cost and support arrangements, rather than comparing purchase price alone.

2.2 School Managed Laptop Program

Acer TravelMate P2 Spin 14 · 2027 device

\$1,800 incl. GST

- | | |
|---|--|
| ✓ 14-inch WUXGA touchscreen | ✓ Intel Core 5-320 processor |
| ✓ 16 GB DDR5 memory | ✓ 256 GB SSD |
| ✓ Wi-Fi 7 and Bluetooth | ✓ Full HD camera |
| ✓ 53 Wh battery | ✓ Rugged protective case |
| ✓ Three-year manufacturer warranty, including battery | ✓ Three-year Acer Education Plus+ warranty support |

The device has passed MIL-STD 810H testing and has been selected by the school for durability, compatibility, supportability and suitability for daily classroom use.

SCHOOL MANAGEMENT AND SUPPORT

School Managed laptops are prepared by the IT Department before they are issued to students. The school:

- configures and maintains the operating system;
- manages security and device-management settings;
- installs required school and curriculum software;
- configures school network and printing access;
- manages manufacturer warranty claims;
- manages eligible Acer Education Plus+ claims;
- provides hardware and software troubleshooting through the IT Helpdesk; and
- provides a guaranteed take-home loan device whenever required while the student's device is undergoing repair.

This provides a consistent device environment and minimises disruption when technical problems occur.

LOSS AND THEFT

Neither the manufacturer's warranty nor Acer Education Plus+ provides insurance against loss or theft.

Families remain responsible for the security of the School Managed Laptop while it is assigned to the student. We strongly recommend that families include the laptop in their home contents or other personal insurance policy and confirm that the policy provides appropriate cover while the device is at school, at home and in transit.

Detailed participation, warranty, AEP+, ownership and repair conditions are contained in **Section 3 — School Managed Laptop Program Terms**.



2.3 Bring Your Own Device (BYOD)

BYOD allows a family to provide an existing or newly purchased laptop for the student's use at school.

Families may purchase through the school's nominated BYOD portal or from another supplier. Devices purchased through the school BYOD portal have been selected for compatibility with the school's requirements, but participation is not limited to devices purchased through the portal.

All BYOD devices must meet the school's minimum requirements. Some subjects and applications place greater demands on a laptop. Families purchasing a new device are therefore encouraged to consider the recommended specifications, particularly where the laptop is intended to remain in use for several years.

2027 BYOD device requirements		
	MINIMUM REQUIREMENT	RECOMMENDED FOR A NEW PURCHASE
Platform	Windows laptop or 2-in-1, or Apple MacBook	Windows laptop or 2-in-1
Screen	11 inches or larger	13–14 inch touchscreen
Processor	Intel or AMD quad-core processor	Intel Core Ultra Series or AMD Ryzen AI 300 Series
Memory	8 GB	16 GB
Storage	256 GB SSD	
Operating system	Windows 11 or macOS Sequoia 15 or later	Windows 11
Wireless	5 GHz capable dual-band Wi-Fi	
Battery	At least 8 hours of standard use	

Meeting the minimum requirements allows a device to participate in the program, but does not guarantee that every subject-specific application will be compatible with the device.

🚫 Incompatible devices

- Chromebooks
- Android tablets and laptops

⚠️ Devices with application compatibility limitations

- Apple MacBook — Autodesk applications used by some subjects are not available for macOS
- Windows devices using Snapdragon/ARM processors — Autodesk software is not supported, and applications not developed specifically for ARM may rely on compatibility modes that can affect functionality or performance

Families should consider the student's current and likely future subject requirements before purchasing one of these devices.

2.4 BYOD is a family-managed option

Choosing BYOD also means accepting responsibility for managing the device. The student and family are responsible for:

- initial setup of the laptop;
- completing school MDM enrolment using the documentation provided;
- maintaining the operating system and applications;
- maintaining antivirus or malware protection;
- troubleshooting and maintaining the personal device; and
- maintaining administrator access to the device;
- installing required school and subject software;
- applying updates;
- backing up data;
- arranging and paying for hardware repairs, warranty claims and other servicing.

The IT Department provides documentation and reasonable assistance with school enrolment, connectivity and required school software.

The IT Department does not provide an initial setup or ongoing device-management service for privately owned laptops. Families should not bring a new BYOD laptop to the IT Helpdesk expecting staff to configure the device, complete routine software installation or maintain the device on their behalf.

Detailed BYOD responsibilities and enrolment requirements are contained in **Section 4 — BYOD Program Terms**.

2.5 Warranty, damage cover and insurance for BYOD

BYOD laptops are transported and used in the same school environment as School Managed laptops, but their warranty, damage cover and repair arrangements are the responsibility of the family.

Families are strongly encouraged to choose a device with:

- a three-year manufacturer warranty;
- appropriate accidental damage cover; and
- insurance that provides suitable protection against loss or theft.

Families should check the conditions and exclusions of any warranty, damage-cover or insurance product before purchasing a laptop.

A laptop may meet the school's technical specifications but still be poorly suited to long-term school use if it has limited warranty support, expensive repair arrangements or no protection against accidental damage. Families should consider both the potential cost of repair and the disruption to learning if the student's device becomes unavailable.

LOAN LAPTOPS

BYOD students can access a daily loan laptop at school when their own device is unavailable. Daily BYOD loan laptops are intended to minimise disruption to learning at school and are not take-home loan devices.

This differs from the School Managed Program, where a guaranteed take-home loan device is provided whenever required while the student's assigned device is undergoing repair.

2.6 Technical support comparison

	SCHOOL MANAGED LAPTOP	BYOD
Initial device setup	Completed by school IT	Family responsibility
School network enrolment	Preconfigured	Family completes enrolment using school documentation
Operating system management	School managed	Family responsibility
Required software installation	School managed	Family responsibility, with documentation and assistance available
Software maintenance and updates	School managed	Family responsibility
Antivirus / security software	School managed	Family responsibility; built-in operating-system protection recommended
Hardware fault diagnosis	IT Helpdesk	Family responsibility; IT may assist with identifying the likely issue
Hardware repairs	Managed by school	Family / supplier responsibility
Warranty claims	Managed by school	Family responsibility
Damage cover	Acer Education Plus+ included	Family responsibility
Loss / theft insurance	Not included — family insurance recommended	Family responsibility
Protective case	Included	Family responsibility
Take-home loan device during repair	Guaranteed when required	Not provided
Daily loan device at school	Available as required	Available
School software / connectivity assistance	Full support	Documentation and reasonable assistance

2.7 Internet filtering

All student devices connected to the school network are subject to Department of Education internet filtering.

For School Managed laptops, filtering is also applied when the laptop is used away from school. Parents/caregivers may select either the High or Medium home filtering level when joining the program and may request a change later through the IT Department.

For BYOD devices, internet access and filtering outside the school network are the responsibility of the family. Further details are provided in the relevant Program Terms.



2.8 End of the School Managed Laptop Program

At the conclusion of the three-year School Managed Laptop Program, and provided the relevant participation conditions have been met, the laptop will normally be reset to its factory configuration and transferred to the student or parent/caregiver's ownership.

The reset removes school management, restrictions and school-licensed software from the device. Families are responsible for ensuring that any required student files are backed up before the device is reset.

For eligible students continuing at Mansfield State High School, the school may also offer an opportunity to trade in the laptop for a credit towards school fees. Any offer is subject to the conditions of the relevant year's trade-in program and completion of the separate Laptop Trade-in Form.



3 School Managed Laptop Program Terms

2027 School Managed Laptop Program

These terms apply to families joining the 2027 School Managed Laptop Program.

They should be read together with **Section 1 — Student Charter & Responsible Use**. By signing the School Managed Laptop Participation Form, the student and parent/caregiver agree to comply with both the Student Charter and these Program Terms.

3.1 Terms of participation

Under the School Managed Laptop Program, Mansfield State High School purchases, configures and manages a laptop for the student's use for the duration of the program.

The device is purchased by the school using applicable Department of Education purchasing procedures and education-sector pricing arrangements.

The program is not a hire, lease or rental arrangement. The school retains ownership of the laptop during the participation period for the purposes of device management, software licensing, warranty support and administration of Acer Education Plus+.

The laptop is assigned for the sole use of the participating student and must not be routinely shared with other family members or other students.

3.2 Participation period and cooling-off period

Participation is for a period of up to three years, commencing from the start of the applicable School Managed Laptop Program.

A 10-business-day cooling-off period applies from the date the School Managed Laptop Participation Form is signed. The cooling-off period ends when either:

- 10 business days have elapsed from the date the form was signed; or
- the laptop is issued to the student,

whichever occurs first. Once the laptop has been issued, the family has taken possession of the device and the cooling-off period has ended.

Participation continues for the agreed program period unless it ends earlier under these Program Terms.

3.3 Participation fee and device issue

The participation fee for the 2027 School Managed Laptop Program is **\$1,800 including GST**. The full participation fee must be paid before the laptop is collected.



Invoices are generated once each week on Thursdays. An invoice will be issued after the School Managed Laptop Participation Form has been received, so families should not expect an invoice immediately after returning the form.

The laptop will be issued once:

- the relevant Participation Form has been completed and signed;
- the full participation fee has been paid; and
- the device is ready for collection.

3.4 Ownership of the laptop

Mansfield State High School retains ownership of the laptop and supplied accessories during the three-year participation period. School ownership enables the school to:

- configure and manage the device;
- maintain required security and filtering controls;
- manage Acer Education Plus+ claims; and
- install and maintain school-licensed software;
- manage manufacturer warranty claims;
- provide hardware servicing and technical support.

Participation in the program does not transfer ownership of the laptop to the student or parent/caregiver during the participation period. At the normal conclusion of the program, ownership may be transferred as described in Section 3.12 — Ending participation and end of the Program.

3.5 Manufacturer warranty and battery coverage

The 2027 School Managed Laptop includes a three-year manufacturer warranty, including warranty coverage for the battery. The IT Department manages manufacturer warranty claims on behalf of participating families.

Students and families must report faults or abnormal device behaviour to the IT Helpdesk as soon as reasonably possible. Early reporting allows faults to be assessed before they cause further disruption or damage.

Battery warranty eligibility remains subject to the manufacturer's warranty assessment criteria. Where battery performance becomes insufficient for normal school-day use, the IT Department will assess the device and pursue an appropriate warranty claim with Acer where applicable.

Families should not arrange repairs directly with an external service provider without prior written approval from the school.

3.6 Acer Education Plus+ warranty support

The 2027 School Managed Laptop includes Acer Education Plus+ (AEP+) warranty support for the three-year School Managed Laptop Program, commencing from the program start date. AEP+ supplements the manufacturer's standard warranty by providing enhanced repair and replacement support for eligible damage.

Covered incident types include:

- ✓ impact damage;
- ✓ liquid damage; and
- ✓ electrical surge damage.

AEP+ may also provide one device replacement where Acer determines that replacement is appropriate under the AEP+ entitlement. A replacement is not an automatic entitlement following damage. Acer assesses each claim and determines whether the appropriate outcome is repair or replacement.

Where Acer determines that a device is beyond economical repair, it may provide the same model or a device of equivalent performance or specifications, subject to availability and the applicable AEP+ terms.

Only one replacement can be provided under the AEP+ entitlement. If Acer provides a replacement under AEP+, the enhanced AEP+ damage entitlement is considered used and no further claims for impact, liquid or electrical-surge damage can be made under the original AEP+ entitlement. Applicable manufacturer warranty support continues for the remainder of the original program term.

SCHOOL REPAIR CHARGE

A **\$50 school repair charge** applies to each eligible AEP+ damage claim. This is a charge applied by Mansfield State High School and is separate from Acer's published AEP+ warranty terms.

Manufacturer warranty repairs for eligible faults are not AEP+ damage claims and do not attract the AEP+ school repair charge.

3.7 AEP+ exclusions and limitations

Acer Education Plus+ provides significant protection against accidental damage but does not provide unlimited cover. AEP+ does not cover circumstances including:

- ✗ loss or theft of the laptop;
- ✗ intentional, fraudulent or dishonest damage;
- ✗ normal wear and tear or cosmetic damage that does not affect operation;
- ✗ damage caused by misuse, abuse or unauthorised modifications;
- ✗ repairs attempted by unauthorised persons;
- ✗ loss, corruption or recovery of data;
- ✗ software or licences; or
- ✗ damage outside the covered incident types.

AEP+ also does not cover accessories and consumable items such as:

- ✗ chargers and charging cables;
- ✗ carrying cases;
- ✗ stylus pens or stylus nibs;
- ✗ external mice, keyboards or monitors; and
- ✗ other externally attached accessories.

All AEP+ claims remain subject to Acer's applicable Terms and Conditions.

NON-TRANSFERABLE COVER

AEP+ is attached to the eligible school-owned Acer laptop and is non-transferable. If participation in the School Managed Laptop Program ends early and ownership of the laptop is transferred, any remaining AEP+ entitlement does not transfer to the student or parent/caregiver.

3.8 Repairs and claim management

All faults, damage and repair requests for School Managed laptops must be reported to the IT Helpdesk. The school will:

- assess the reported problem;
- determine whether the issue is likely to be covered by the manufacturer's warranty, AEP+ or another repair arrangement;
- complete appropriate onsite diagnosis or servicing;
- lodge and manage claims with Acer where required;
- arrange return-to-base servicing on the family's behalf where necessary; and
- keep the student informed of the repair process.

Families are not required to arrange Acer warranty or AEP+ repairs themselves. Students and parents/caregivers must not:

- ✗ open or modify the laptop hardware;
- ✗ attempt significant repairs themselves; or
- ✗ arrange servicing through an external repairer without written approval from the school.

Unauthorised repairs or modifications may affect warranty or AEP+ eligibility.

LOAN DEVICE DURING REPAIR

When a School Managed Laptop requires repair and the student needs another device, the school will provide a take-home loan device whenever required. The purpose of the loan device is to minimise disruption to learning while the assigned device is unavailable.

3.9 Loss and theft

Neither the Acer manufacturer warranty nor Acer Education Plus+ provides cover for a laptop that is lost or stolen. Families are responsible for the security of the laptop while it is assigned to the student.

The school strongly recommends that families include the laptop in their home contents or other appropriate personal insurance policy and confirm that the policy provides suitable protection while the device is at home, at school, and being transported between locations.

A lost or stolen laptop must be reported to the school immediately. Where theft is suspected, the family may also be required to report the matter to Queensland Police and provide the relevant report details to the school.

Responsibility for costs arising from a lost or stolen device will be considered in accordance with the circumstances, applicable Department of Education requirements and these Program Terms.

3.10 Supplied accessories

The School Managed Laptop is supplied with the accessories identified in the 2027 program package, including a protective case and approved charger. Students are responsible for keeping supplied accessories in reasonable working condition.

Laptop chargers should be kept at home and should not be brought to school as part of normal daily use. **A replacement charger can be purchased from the school for \$50 if required.**

Problems with supplied accessories should be reported to the IT Helpdesk. Accessories are not covered by Acer Education Plus+ unless Acer expressly confirms otherwise under the applicable warranty arrangements.

3.11 Internet access and home filtering

School Managed laptops retain Department of Education internet filtering both at school and when used away from the school network. Parents/caregivers select one of two filtering levels for use away from school:

☐ High filtering

The more restrictive option. Generally blocks access to social media and streaming services, as well as categories of unsafe or inappropriate content including pornography, gambling, malicious and phishing sites, hacking and filtering-bypass services, violence and weapons, and generative AI services.

☐ Medium filtering

Broader internet access while retaining the core safety and security filtering above. Access to social media and streaming services is partially restricted and may vary as Department of Education filtering categories and policies are updated.

The selected home filtering level applies only when the laptop is used away from school. The standard Department of Education student filtering profile applies while the laptop is connected to the school network. Parents/caregivers may request a change to the selected home filtering level by contacting the IT Department.

3.12 Ending participation and end of the Program

EARLY END TO PARTICIPATION

The school may end a student's participation in the School Managed Laptop Program before the end of the three-year period where there is a serious or ongoing failure to meet the requirements of:

- the Student Charter;
- these Program Terms;
- applicable school behaviour expectations; or
- reasonable device-care requirements.

Participation may also end if the student leaves Mansfield State High School or where another arrangement is agreed between the school and parent/caregiver.

If participation ends early, the school will determine the appropriate arrangements for the laptop in accordance with Department of Education requirements and the circumstances of the individual case. Any ownership transfer before the normal conclusion of the program does not transfer the Acer Education Plus+ entitlement.

NORMAL END OF THE THREE-YEAR PROGRAM

At the conclusion of the three-year School Managed Laptop Program, and provided the applicable participation conditions have been met, the school will normally reset the laptop and transfer ownership of the laptop and its supplied accessories to the student or parent/caregiver. Before ownership is transferred:

- families must ensure that required student data has been backed up;
- the school will remove its device-management configuration and school restrictions;
- school-licensed software will be removed; and
- the laptop will be reset to its standard factory configuration.

After transfer, ongoing software installation, security, maintenance, repairs and support become the responsibility of the new owner.

For eligible students continuing at Mansfield State High School, the school may also offer an opportunity to trade in the laptop for a credit towards school fees. Any offer is subject to the conditions of the relevant year's trade-in program and completion of the separate Laptop Trade-in Form.



4 BYOD Program Terms

Bring Your Own Device · renewed each school year

These terms apply to students participating in the Bring Your Own Device (BYOD) Program.

They should be read together with **Section 1 — Student Charter & Responsible Use** and the device requirements in **Section 2 — Choosing a Laptop Program**. By signing the BYOD Participation Form, the student and parent/caregiver agree to comply with both the Student Charter and these Program Terms.

4.1 Period of participation

BYOD participation applies for the current school year only. A new BYOD Participation Form must be completed each year that the student continues in the BYOD Program.

Participation is conditional on the device continuing to meet the school's technical, security and compatibility requirements.

4.2 Device requirements and compatibility

The BYOD device must meet the minimum device requirements listed in Section 2. Families purchasing a new device are strongly encouraged to consider the recommended specifications, particularly where the device is intended to remain in use for several years or the student may undertake subjects requiring more demanding software.

Devices that do not meet the minimum requirements may not be able to connect to school services.

Some devices that meet the general minimum requirements may still have application limitations. Families should consider the compatibility information in Section 2 before purchasing a device. The family is responsible for confirming that a BYOD device is suitable for the student's intended subjects and software requirements.

4.3 BYOD is family managed

A BYOD laptop is privately owned and managed by the student and family. The student and family are responsible for:

- completing the initial setup of the device;
- enrolling the device in the school's Mobile Device Management system using the documentation provided;
- maintaining the operating system and installed applications;
- maintaining appropriate antivirus or malware protection;
- maintaining the device in a secure and reliable working condition; and
- maintaining administrator access;
- installing required school and curriculum software;
- applying required software and security updates;
- backing up student data;
- arranging warranty, repair and servicing where required.





The school does not provide an initial setup or ongoing management service for privately owned laptops.

4.4 Mobile Device Management and school network access

BYOD devices connect to school services through the Department of Education's Mobile Device Management (MDM) environment.

Families are provided with instructions to complete enrolment. Enrolment should normally be completed at home before the device is brought to school.

The student must have administrator access to the device so that required certificates, applications and configuration settings can be installed.

MDM enrolment allows the device to securely access applicable school services and may provide the school with technical information required to establish and troubleshoot connectivity, such as device specifications, available storage and network configuration.

Students and families must not remove, disable or interfere with required MDM settings or other school security configurations while the device is being used to access school services.

4.5 Software, antivirus and malware protection

Families are responsible for installing and maintaining the software required for the student's subjects. Microsoft 365 is available to Queensland state school students and may be installed on compatible BYOD devices. All software must be appropriately licensed and supported by the device.

Some subjects require specialist applications that are not covered by the school's student software licensing. Where this applies, the family is responsible for obtaining and, if necessary, purchasing that software for the BYOD device. Families should check subject requirements before purchasing a device or enrolling in a subject.

ANTIVIRUS AND MALWARE PROTECTION

BYOD devices must have active antivirus or malware protection. Mansfield State High School recommends using the built-in security protection provided by the operating system:

- **Windows:** Microsoft Defender Antivirus; and
- **macOS:** Apple's built-in malware protection, including XProtect and Gatekeeper.

These protections should remain enabled and the operating system should be kept up to date.

Third-party antivirus and internet-security products, including products such as McAfee and Norton, can cause compatibility problems with the school's network, internet filtering, security certificates or device-management configuration. Where a family chooses to use third-party security software, the family is responsible for configuring and maintaining that software and resolving compatibility problems it may cause.



4.6 IT Helpdesk support

The IT Department provides documentation and reasonable assistance to BYOD students for school-related connectivity and software issues. Assistance may include:

- ✓ school network and login problems;
- ✓ MDM enrolment issues;
- ✓ troubleshooting access to school services;
- ✓ assistance where required school software does not install or operate as documented; and
- ✓ advice about likely next steps when a hardware problem is identified.

The IT Department does not provide a full setup or maintenance service for privately owned devices. This means IT staff do not normally:

- ✗ configure a new BYOD laptop on behalf of the family;
- ✗ create or manage personal user accounts;
- ✗ perform routine operating-system or application maintenance;
- ✗ complete routine software installations that can be performed using the provided documentation;
- ✗ manage third-party antivirus or filtering products;
- ✗ perform hardware repairs; or
- ✗ manage manufacturer warranty or insurance claims.

Where a problem relates to the student's privately owned hardware, operating system or other family-managed software, the family may be referred to the device manufacturer, retailer, repair provider or other appropriate support service.

4.7 Repairs, warranty and insurance

Families are responsible for all maintenance, repairs and servicing of BYOD devices. The school strongly recommends that BYOD laptops have:

- a three-year manufacturer warranty;
- appropriate accidental damage cover; and
- suitable insurance against loss or theft.

Families should consider the likely cost of repairs, the warranty service available and how quickly the device can be returned to service if a problem occurs.

The school is not responsible for the repair or replacement cost of a privately owned device that is damaged, lost or stolen. If a BYOD laptop is unavailable, the student should notify the IT Helpdesk so that appropriate short-term arrangements can be made.

4.8 Loan laptops

BYOD students may access a daily loan laptop at school when their own device is unavailable. Daily loan laptops are intended to minimise disruption to classroom learning and must be returned in accordance with the school's loan procedures.

Daily loan laptops cannot be taken home. This differs from the School Managed Laptop Program, where students are provided with a guaranteed take-home loan device whenever required while their assigned device is undergoing repair.

4.9 Internet access and home filtering

While at school, BYOD devices must use the school's authorised wireless network and are subject to Department of Education internet filtering. Personal mobile-data connections, including SIM/eSIM-based 4G or 5G connections and personal hotspots, must not be used at school unless specifically authorised by a staff member.

Internet filtering when the device is used away from school is the responsibility of the family. Families choosing to apply additional home internet filtering should be aware that some device-installed filtering or security products can interfere with school network access or MDM configuration.

Where possible, router-based or network-based home filtering may provide fewer compatibility issues than software installed directly on the laptop. The school cannot guarantee compatibility with third-party filtering or security products.

4.10 Renewal or ending BYOD participation

A new BYOD Participation Form must be completed for each school year. Before renewal, families should ensure that the device:

- continues to meet the current minimum device requirements;
- remains supported by its operating-system provider;
- is in reliable working condition;
- has sufficient battery life for a normal school day; and
- remains compatible with the student's learning requirements.

A student may change from BYOD to the School Managed Laptop Program where an appropriate School Managed intake or other arrangement is available.

The school may suspend or end a device's access to school services where the device:

- ✗ no longer meets required technical or security standards;
- ✗ is not correctly enrolled in required device-management systems;
- ✗ presents a security risk to school or Department systems; or
- ✗ is used in breach of the Student Charter or applicable school requirements.

5 Support, Cybersafety & Further Information

Helpdesk hours, reporting and public resources

5.1 IT Helpdesk

The Mansfield State High School IT Helpdesk provides technical support for students participating in the 1-to-1 Laptop Program. Students can visit the IT Helpdesk:

- before school from 8:00 am;
- during morning tea; and
- during lunch.

School Managed Laptop students receive full hardware and software support in accordance with Section 3. BYOD students receive documentation and reasonable assistance with school connectivity, enrolment and required school software in accordance with Section 4.

FURTHER INFORMATION

IT Helpdesk

itsupport@mansfieldshs.eq.edu.au
(07) 3452 5333

RETURNING A PARTICIPATION FORM

Participation Forms (Form A or Form B)

1to1forms@mansfieldshs.eq.edu.au
or return to Administration

5.2 Online safety and cyberbullying

Students who experience or witness cyberbullying, harmful online behaviour or inappropriate online content are encouraged to seek assistance from a parent/caregiver, teacher or another trusted adult.

Students can also use the Report Cyberbullying link available on school devices to access information and reporting assistance. Where appropriate, harmful content or behaviour can also be reported directly to the online service involved or to the Australian eSafety Commissioner.



5.3 Further information

The following resources provide current advice for students and families:

- **Queensland Government — Cybersafety in Queensland state schools.** Information for students, parents and caregivers about online safety, digital identity, cyberbullying, reporting concerns and supporting safe online behaviour.
qld.gov.au/education/schools/health/cybersafety
- **Australian eSafety Commissioner.** National online-safety information and reporting services covering cyberbullying, online abuse, image-based abuse, illegal and restricted content, privacy and emerging online risks.
esafety.gov.au

These external resources are updated independently and should be consulted for current advice.

5.4 Related school requirements

This handbook should be read together with the current:

- Mansfield State High School Student Code of Conduct;
- relevant Department of Education policies and requirements; and
- subject or assessment requirements provided to students by the school.

Where requirements change during the period covered by this handbook, students are expected to follow the current school and Department of Education requirements.



FORM A · 2027 · PAGE 1 OF 2

School Managed Laptop Participation Form

Return this form to Administration
or email to 1to1forms@mansfieldshs.eq.edu.au

Complete this form after reading **Section 1 — Student Charter & Responsible Use** and **Section 3 — School Managed Laptop Program Terms**. Both declarations on page 2 must be signed, and both pages returned to Administration or emailed to 1to1forms@mansfieldshs.eq.edu.au.

A1 Student details

FIRST NAME	LAST NAME	YEAR LEVEL IN 2027

A2 2027 School Managed Laptop

Acer TravelMate P2 Spin 14

\$1,800 incl. GST

- | | |
|---|---|
| ✓ 14-inch WUXGA touchscreen | ✓ Intel Core 5-320 processor |
| ✓ 16 GB DDR5 RAM | ✓ 256 GB SSD |
| ✓ Wi-Fi 7 and Bluetooth | ✓ Rugged protective case |
| ✓ Three-year manufacturer warranty, including battery | ✓ Three-year Acer Education Plus+ (AEP+) warranty support |
| ✓ Full School Managed Laptop support as described in the Handbook | ✓ MIL-STD 810H tested; selected for daily school use |

A \$50 school repair charge applies to each eligible AEP+ damage claim. AEP+ and the manufacturer's warranty do not cover loss or theft — families are strongly encouraged to include the laptop in their home contents or other appropriate personal insurance policy.

A3 Home internet filtering

Please select the filtering level to apply when the School Managed Laptop is used away from the school network.

- ☐ **High filtering**
The more restrictive option. Generally blocks social media and streaming services, as well as categories of unsafe or inappropriate content.

- ☐ **Medium filtering**
A less restrictive option providing broader internet access at home while retaining core safety and security filtering.

Filtering categories and policies are managed by the Department of Education and may change over time.





A4 Responsible use statement

By signing this form, the student and parent/caregiver acknowledge that:

- the laptop is provided primarily for learning, must be used responsibly at all times, and students must follow all teacher instructions regarding device use in and out of class;
- the right to use a school-managed device and access the school network is conditional on responsible behaviour and compliance with the Student Charter, the School Managed Laptop Program Terms and the device rules set out in the school handbook; and
- inappropriate use may result in temporary or permanent loss of device access, restricted network privileges or other disciplinary action consistent with the school's Student Code of Conduct.

BREACH OF RESPONSIBLE USE

Students are responsible for all actions taken using their account or device, including misuse by others with their knowledge. The school reserves the right to limit, monitor or restrict network access to maintain safety and system security, and misuse may result in disciplinary action including withdrawal of device access or school network services.

A5 Parent/caregiver declaration

Please tick each box.

- ☐ I have read and understood **Section 1 — Student Charter & Responsible Use** and **Section 3 — School Managed Laptop Program Terms** in the 2027 1-to-1 Laptop Program Handbook.
- ☐ I agree for my child to participate in the three-year School Managed Laptop Program and agree to pay the **\$1,800 participation fee** in full before the laptop is issued.
- ☐ I understand that Mansfield State High School **retains ownership of the laptop** during the participation period and that the normal end-of-program arrangements are described in Section 3.
- ☐ I understand that Acer Education Plus+ is subject to its applicable terms and exclusions, is non-transferable, and that a **\$50 school repair charge** applies to each eligible AEP+ damage claim.
- ☐ I understand that neither the manufacturer's warranty nor AEP+ covers a **lost or stolen** laptop and that the school recommends appropriate personal or home contents insurance.

PARENT/CAREGIVER FIRST NAME

PARENT/CAREGIVER LAST NAME

SIGNATURE

DATE

A6 Student declaration

- ☐ I have read and understood the **Student Charter & Responsible Use** and agree to follow its requirements and the School Managed Laptop Program Terms.
- ☐ I am aware that breaching this agreement may result in restricted or withdrawn device or network access, or other consequences under the Student Code of Conduct and Program Terms.

STUDENT SIGNATURE

DATE

SCHOOL OFFICE USE ONLY

DATE RECEIVED

INVOICE RAISED

ASSET / SERIAL





FORM B · 2027 · PAGE 1 OF 2

Bring Your Own Device (BYOD) Participation Form

Return this form to Administration
or email to 1to1forms@mansfieldshs.eq.edu.au

Complete this form after reading **Section 1 — Student Charter & Responsible Use** and **Section 4 — BYOD Program Terms**. Both declarations on page 2 must be signed, and both pages returned to Administration or emailed to 1to1forms@mansfieldshs.eq.edu.au.

B1 Student details

FIRST NAME	LAST NAME	YEAR LEVEL IN 2027

B2 BYOD minimum requirements

The device must meet the minimum requirements described in **Section 2 — Choosing a Laptop Program**, including:

- ✓ Windows laptop/2-in-1 or Apple MacBook;
- ✓ Intel or AMD quad-core processor;
- ✓ 256 GB SSD;
- ✓ 5 GHz capable dual-band Wi-Fi; and
- ✓ 11-inch or larger screen;
- ✓ 8 GB RAM;
- ✓ Windows 11 or macOS Sequoia 15 or later;
- ✓ at least 8 hours of standard battery use.

⊘ Not compatible with the BYOD Program

- Chromebooks
- Android devices

⚠ Application compatibility limitations

- Apple MacBook — see Section 2
- Windows devices using Snapdragon/ARM processors — see Section 2

B3 Responsible use statement

The goal of the 1-to-1 Laptop Program is to ensure the safe, responsible and educational use of technology at Mansfield State High School. Access to the school network and technology resources is a privilege based on responsible use and compliance with the Student Charter. The device is provided for learning purposes and must be used in line with school policies. At school, all device use — in class or elsewhere — must follow teacher instructions.

BREACH OF RESPONSIBLE USE

- Students are responsible for all actions taken using their account or device, including misuse by others with their knowledge.
- The school may limit, monitor or restrict network access to maintain safety and network integrity.
- Misuse of a device or network services may result in disciplinary action, including loss of access privileges or device connectivity.





B4 Parent/caregiver declaration

Please tick each box.

- ☐ I have read and understood **Section 1 — Student Charter & Responsible Use** and **Section 4 — BYOD Program Terms** in the 2027 1-to-1 Laptop Program Handbook.
- ☐ I confirm that my child's device meets the school's current minimum BYOD requirements, including **5 GHz Wi-Fi capability**, and understand that the school may be unable to connect a device that does not meet the required technical, security or compatibility requirements.
- ☐ I understand that BYOD is a **family-managed program**. The student and family are responsible for initial device setup, administrator access, MDM enrolment, required software installation, operating-system and application maintenance, security updates, antivirus or malware protection, backups and general device maintenance.
- ☐ I understand that the school provides documentation and reasonable assistance with school enrolment, connectivity and required school software, but **does not provide an initial setup or ongoing device-management service** for privately owned laptops.
- ☐ I understand that the school and the Department of Education supply limited software for BYOD devices and that **additional subject-specific software may need to be purchased by the family**.
- ☐ I consent to the device being enrolled in the Department of Education's **Mobile Device Management (MDM)** environment and authorise IT Support staff to install the software required for enrolment where assistance is requested.
- ☐ I understand that the family is responsible for hardware repairs, manufacturer warranty claims, accidental damage cover and insurance for the device.

PARENT/CAREGIVER FIRST NAME

PARENT/CAREGIVER LAST NAME

SIGNATURE

DATE

B5 Student declaration

- ☐ I have read and understood the **Student Charter & Responsible Use** and the BYOD Program Terms, and understand that breaching this agreement may result in withdrawal of network access or other disciplinary action.
- ☐ I understand that I must maintain **administrator access** to my device where required for school enrolment and software installation.

I agree to:

- ✓ use the device for educational purposes;
- ✓ keep my login details private and never share them;
- ✓ back up my work regularly;
- ✓ not bypass or disable school network security controls.
- ✓ care for and protect the device at all times;
- ✓ practise responsible and safe online behaviour;
- ✓ bring my device fully charged each school day; and

STUDENT SIGNATURE

DATE

SCHOOL OFFICE USE ONLY

DATE RECEIVED

MDM ENROLMENT CONFIRMED

NOTES

