

APPLICATION FOR ACCESS TO A SCHOOL OWNED LAPTOP

Student Name: _____ Clan: _____ Date: _____

- 1) We are a BYOx school. The school's Equity Policy supports all students to have access to learning device.
- 2) Approvals for access to a school device are at the discretion of the Principal or delegate.
- 3) Where a loan laptop is damaged / lost due to negligence or not returned, the parent/caregiver will be contacted and may be issued an invoice and required to pay the repair or replacement cost.
- 4) You can apply to access a school owned device under one of the below provisions (please tick):
 - A)** Temporarily hire a school device for **\$80 per school term/10 weeks** when extra time is needed to purchase a personal laptop. Please return the laptop **on the last day of loan period** to avoid hire payment for another term. If the loan period extends into school holiday, please contact the school in advance to make arrangement.
 - B)** Cost-free arrangement allows student from families in financial hardship to access a laptop until circumstances improve and a personal laptop is purchased. **Please fill out the additional form in the appendix (Appendix Pages. A -B of this document)**. You will be contacted to provide update to your circumstances (if any) at the predetermined time.
 - C)** If your student's BYOx/personal laptop could not be accessed due to occasional events such as flat battery, a day-loan school laptop is available free of charge. In order to foster student responsibility, students are allowed to borrow **up to 3 times per school term**. Students are responsible for **collecting** their laptop from Tech Connect before the start of every school day 8:20am – 8:35am and **returning** the device in the afternoon 2:30pm – 2:50pm to either Tech Connect or Student Services. Tick this box to apply for a 2-week loan, if a device is needed for homework during one-off events such as repair.
- 5) Your take-home school owned laptop must be delivered to Tech Connect during **first week of every month** and **prior to the last week of term** for updates and maintenance.
- 6) Full details on the MacGregor SHS BYOx program can be found on the school website.

INDEMNITY – Please also complete Page 2 if the device is needed outside of school premises.

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify the Department of Education against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to the Department of Education, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Name of parent/guardian: _____ Signature: _____ Date: ___ / ___ / ___

How to Submit Your Application:

- Fill out relevant form(s), and submit to **Tech Connect**. If you ticked B above, please also include all documents to support your application in a sealed envelope marked attention to the Year Level Deputy Principal. Tech Connect will forward it on your behalf.

Office use only:

Principal or Delegate Approval

Please enter details of this form into the BYOx Equity List and inform **Accounts** (*Provision 4A only*)

Approver Name:

Signature:

Date Approved: / /

Date Received: / /

Office use only:

Accounts Receivable (4A - temporary hire only):

Receipt Number:

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use **outside the school premises**.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

The equipment should be used only by the student to whom it is lent and by no other person.

The student and their parent/guardian have read and understood the school's behaviour and educational requirements (attached).

Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.

Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.

The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.

Loss or damage of any equipment on loan must be immediately reported to the school.

If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.

Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____ **Date:** / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____ **Date:** / /

Appendix - APPLICATION FOR FINANCIAL HARDSHIP

Equity Laptop Program

Under this hardship provision you may apply for loaning a school laptop for you student, if you can provide evidence of financial circumstances that have impacted your ability to purchase a BYOx device. You will need to provide evidence of the unforeseen circumstance and how this has impacted your capacity to provide a BYOx device.

Use of an equity device may be provided when an unforeseen change to your financial circumstance has reduced your capacity to purchase or replace a BYOx device. An unforeseen circumstance may include illness, unemployment, changed employment conditions, family breakdown or death.

The following financial circumstances ARE NOT considered to be unforeseen:

- The requirement to purchase a device or other school fees
- Family living expenses, such as rent, health insurance or loan repayments; or
- Paying for the education of other children or an adult student

By completing this application form you are agreeing to the following processes:

- Approvals for access to a school device are at the discretion of the Principal or delegate.
- Any successful equity application will only apply for the period where you do not have the capacity to supply a BYOx device. It is not ongoing.
- During the setup and allocation process the laptop will be verified by Tech Connect to ensure the device is in good condition. The school laptop must be delivered to Tech Connect during the **first week of every month** for updates and maintenance.
- Return the laptop prior to the last week of term.
- While in possession of laptop students are solely responsible for its care and protection at all times. The device is not to be loaned or shared with other students.
- Any physical or software issues with the laptop need to be reported to Tech Connect during break times.
- Please note, if accepted a laptop will be provided for temporary student use and will remain the property of the school. Where a laptop is damaged due to negligence or not returned, the parent/caregiver will be contacted and may be issued an invoice and required to pay the repair or replacement cost.

Applications will be considered on a case by case basis and must be accompanied by evidence to support your claims. You will be notified of the outcome of your financial hardship application between two and four weeks after all required documentation has been provided to the school.

Please select the event that describes your situation:

- Illness
- Changed employment condition
- Unemployment
- Family breakdown
- Other

Examples of evidence required to support applications:

Circumstance	Example documentation required <i>(please attach)</i>
Illness	<ul style="list-style-type: none"> • Letter from employer describing financial impact • Medical Certificates • Out of pocket medical/and/or/dental expenses (actual cost after insurance or health claims)
Changed Employment Condition	<ul style="list-style-type: none"> • Letter from the employer confirming changes to employment conditions
Unemployment	<ul style="list-style-type: none"> • Employment termination notice • Centrelink evidence • Letter from employer
Family Breakdown	<ul style="list-style-type: none"> • Separate residential address • Parenting agreement • Support payments • Relevant documents such as court orders
Other	<ul style="list-style-type: none"> • Relevant documents as appropriate

Please describe how your circumstances have affected your financial ability to provide BYOx device:

OFFICE USE ONLY:

DETAILS OF EQUIPMENT ON LOAN					
Description / Type:		Brand:			
Serial Number:		Asset Number:			
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)			
Commencement loan date:		Expected date of return:		Date returned:	
Officer receiving returned equipment:	Name: _____ Signature: _____				
Laptop condition:	Acceptable / Not acceptable (circle)				