

APPLICATION FOR ACCESS TO A SCHOOL OWNED LAPTOP

Student Name: _____ Clan: _____ Date: _____

Summary:

- 1) The school's Equity Policy supports all students to have access to a device for learning.
- 2) Approvals for access to a school device are at the discretion of the Principal or delegate.
- 3) Where a loan 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.
- 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 up to **one term** when extra time is needed to purchase a personal laptop. The hire rates are \$80 for a school term. A new application will need to be submitted beyond the specified school term in this form. Please return the laptop **prior to the last week of term** to avoid hire payment for another term.
 - 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. You will be contacted to provide update to your circumstances (if any) at the end of each term.
 - C)** If your student's personal laptop could not be accessed due to one-off events such as repair, a day-loan school laptop (arrangement can be made if the device is needed after school) is available free of charge for up to 2 weeks. 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.
- 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.
- 5) Full details on the MacGregor SHS BYOx program can be found on the school website.

<p>Please write Term Number for loan duration</p>	<p>Term: _____</p>
<p><i>Office use only:</i></p> <p>Year Level Deputy Principal Approval</p> <p><i>Not applicable under 4C</i></p>	<p>Name:</p> <p>Signature:</p> <p>Date: / /</p>

Parent/Caregiver Name: _____

Signature: _____

How to Submit Your Application:

- Fill out relevant form(s), and include all documents to support this application in a sealed envelope marked attention to the relevant Year Level Deputy Principal. Submit to school Admin.

Office Use Only:

Administration:

Date Received:

Year Level Deputy Principal Authorisation:

Parent phoned with outcome (as applicable):

Updated List- MacNet>Learning>BYOx Equity:

Form passed on to Tech Connect:

Accounts Receivable (temporary hire only):

Receipt Number:

Updated List- MacNet>Learning>BYOx Equity:

Tech Connect:

Issue Date:

Returned Date:

Laptop condition: Acceptable / Not acceptable (circle)

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:
