

## Application for Access to a School Owned Laptop Device

Student Name: \_\_\_\_\_ Clan: \_\_\_\_\_ Date: \_\_\_\_\_

**Guidelines:**

- Approvals for access to a school device are at the discretion of the Principal or delegate.
- Access to school devices are part of the school's Equity Policy so all students can access a BYOx device.
- Access to school devices caters for families in genuine hardship situations and can be in form of a hiring agreement for one term.
- Hire rates are \$50/term or pro-rata. This cost is inclusive of the IT Resource Levy.
- Full details around the MacGregor SHS BYOx program can be found on the school website.

Application:	Term 1 2 3 4 <i>(please circle which term)</i>	Approved by Deputy Principal, IT <i>Office use only:</i>
Short time hire agreement until a personal device is purchased	From :  To:	Name: ..... Signature:..... Date: .....

**Parent/Caregiver Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**How to Submit Your Application:**

- **Submit this form with a letter briefly outlining the family circumstances that require access to a school device.**
- Place this letter and application form in a sealed envelope marked "Confidential" and attention "Deputy Principal, IT"

<i>Office Use Only:</i>	
<b>Administration:</b> Date Received: ..... Copied and Filed: <input type="checkbox"/> Deputy Principal, IT Authorisation <input type="checkbox"/> Parent phoned with outcome (if applicable): <input type="checkbox"/> <b>Accounts Receivable:</b> Receipt Number:.....	<b>Technology Hub:</b> Issue Date:..... Returned Date:..... Laptop condition: acceptable / not acceptable