

APPLICATION FOR TEMPORARY USE OF SCHOOL LAPTOP



To be eligible to access a school managed device, please complete the following form and return to the IT Department in person or email to School_Laptops@chancellorsc.eq.edu.au

Student Name: _____

Year Level: _____

Chancellor State College is a BYOx school. The school's Equity Policy supports all students to have access to a learning device. Approvals for access to a school device are at the discretion of the Principal or delegate. Full details on the Chancellor Secondary Campus BYOx program can be found on the school website.

Access to a school owned device can be granted under the following provisions (please tick):

Extenuating Circumstances

Cost-free arrangement allows student from families with extenuating circumstances access a laptop until circumstances improve and a personal laptop is purchased. Examples include financial hardship, illness, changed employment or living conditions, family issues or any other issue preventing access to a device. You will be contacted by a Year Level representative to discuss potential support

Broken/Unusable BYOx

If your student's BYOx laptop is damaged and requires repair or replacement, a day-loan school laptop may be available free of charge. Availability is not guaranteed due to a limited number of spare devices.

INDEMNITY

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.

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: ___ / ___ / ___

Office use only:

Principal or Delegate Approval

Please enter details of this form into the BYOx Equity List and inform **Accounts**

Approver Name:

Signature:

Date Approved: / /

Review Date: / /

Appendix - APPLICATION FOR EXTENUATING CIRCUMSTANCES

Equity Laptop Program



Under this provision you may apply use of a school device if a student is otherwise unable to access one due to extenuating circumstances. Extenuating circumstances may include financial hardship, illness, changed employment or living conditions, family issues or any other issue preventing access to a device. A representative from the year level team (Year Coordinator, HOD, Deputy Principal) will contact you to discuss this application so that the best support can be offered.

The following financial circumstances ARE NOT considered to be extenuating:

- BYOx device is left at home
- Personal preference for a different device
- Minor software issues or routine maintenance/updates that can be resolved
- Battery not holding charge

These situations are generally considered manageable and do not typically qualify for the loan of a school device under the Equity Policy. We would, however recommend getting in touch with the IT Department for assistance with these situations.

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 the IT Department to ensure the device is in good condition
- Return the laptop at the end of the school day
- 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 IT straight away
- 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