

REQUEST FOR A LOAN DEVICE



In some circumstances (as outlined in the information booklet), students may be provided with a loan device. These devices and all accessories remain the property of the school. The 'BYOD Usage Agreement', and requirements detailed in the BYOD Information Booklet, must be followed by students at all times while using loan devices.

Please note that while they meet the minimum requirements for the BYOD program, loan devices are several years old and will not be as fast as newer devices.

Any damage to, or loss of, these devices must be paid for by the borrower. The costs are as follows:

REPAIR COSTS FOR LOAN DEVICES (Long-term and Daily)	
DAMAGE	PRICE
Lost case	\$30
Lost power adapter	\$30
Individual broken key (where whole keyboard replacement is not required)	Gold coin donation to State Schools Relief charity
Multiple broken keys, or where whole keyboard replacement is required	\$30
Screen damage (cracking, etc)	\$50
Case damage (cracking, bending, etc)	\$50
Complete loss/theft	\$100, and must complete statutory declaration to attest that the device has been stolen. <i>NOTE: If the student refuses to return the device to the school, they will be required to pay the full replacement cost of \$500.</i>

DAILY LOAN DEVICES are available when:

- A student's own device (which was not purchased through the Purchasing Portal) is unusable due to technical problems, OR
- A student does not have a device due to financial hardship.

These devices can only be used at school. They must be collected from the Library before the first class of each day, and must be returned to the Library by 4PM each day.

If a student does not return a Daily Loan device to the Library by 4PM, their user account will be disabled and they will be unable to use any technology until the device is returned. They will also receive an after-school detention.

LONG-TERM LOAN DEVICES are only available when:

- The device which the student purchased through the Purchasing Portal is unusable due to technical problems.

Long Term Loan devices can be taken home by the student. However, they cannot collect their own device until the loan and all accessories are returned in good working order.

REQUEST FOR LOAN

Student Name:

Home-Group:

Which type of loan do you require (select one only)?

REASON	LOAN TYPE	TICK HERE
A student's own device (which was not purchased through the Purchasing Portal) is unusable due to technical problems.	Daily	
A student does not have a device due to financial hardship.	Daily	
The device which the student purchased through the Purchasing Portal is unusable due to technical problems.	Long-Term	

Briefly explain the reason for needing a loan device:

NOTE: If you require a loan due to financial hardship, you may just write 'Financial hardship'

When do you expect to no longer require the loan device?

NOTE: If awaiting repair of another device, write "When own device is repaired"

Parent/Carer Name:

Parent/Carer Signature:

Date:

Parent Phone No.:

WHAT STUDENTS DO NEXT

DAILY LOANS:

- Take this form to the Library.
- Borrow the Daily Loan before the first lesson each day, and return it by 4PM each day.
- Keep the device safe and use it in accordance with the Usage Agreement.

LONG-TERM LOANS (while device is repaired):

- You should have already lodged a warranty claim with LWT, and left your device and warranty claim details at the IT Office.
- Bring this form to the IT Office. You will be provided with the Long-Term Loan device and accessories.
- Keep the device safe and use it in accordance with the Usage Agreement.
- Check your school email regularly, as the IT Technicians will advise you when the warranty repairs are complete.
- Return the device and all accessories to the IT Office. You can then collect your own device.