**Technology Loan Agreement**

By signing this document, you are verifying that you have read and agree to the following points.

* I am responsible for caring for my loaned device including:
  + - Maintaining the software and security of my device by not downloading or installing any unauthorised software.
    - Maintaining the devices standard school settings including, the departmental passwords and backgrounds.
* I am responsible for reporting all damages and faults to my classroom teacher in a timely manner.
  + - Any lost or damaged devices whether by neglect, abuse or by any means will require reimbursement.
    - The principal will determine whether the student is responsible for the repair and replacement costs.
* Devices should be used in a safe and responsible manner including:
  + - Away from foods and liquids
    - As directed by classroom teachers

*Stage 6 students who are transporting their devices to and from school are required to use the laptop case supplied by the school.*

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing you are verifying that you understand that you are responsible for paying replacement and repair costs in the instance your child damages their device.*

Name of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Requirement** | **YES** | **NO** |
| Parent Signature |  |  |
| Student Signature |  |  |
| Loan Register completed |  |  |
| Student can access device |  |  |

*Please return note to the front office. To be completed by Technology Support Officer (TSO)*

TSO signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_