

## Laptop Loan Policy

At Greensborough College, students are encouraged to bring their own device for learning. This will provide students with opportunities to engage in contemporary learning activities that connect students with information and tools beyond the traditional classroom experience. By having 24/7 access to their own device, beyond the school day, students are empowered to manage how, when and where their learning occurs.

To support families, the school has a set of laptops available for borrowing. This is a limited fleet of devices and is only available on a first-in, first-served basis. Please see below procedures for borrowing.

### Procedures for borrowing during the day:

1. Teachers will create a COMPASS Chronicle entry when a student does not bring a laptop to class.

‘Ready to Learn’> Student attended class without a laptop.

With permission from teachers, students can then go to the library to collect a device.

2. The librarian will comment on the ‘Ready to Learn’ COMPASS Chronicle entry with the reason why the student has borrowed a laptop (laptop at home, laptop flat, laptop damaged).

3. The librarian will borrow out the laptop on the Library system.

4. If there is a problem with the borrowed device, students must inform the teacher or IT department immediately.

5. Period 5 teachers will send students to return the laptop to the library 10 minutes before the end of their session. It is the student’s responsibility to let the teacher know they have a loan device to return. Any faults with the laptop MUST be reported at this time.

6. The librarian will notify the sub-school if the device is not returned. Sub-school will follow up with the student and/or family to inform that the device must be returned the following day.

7. Failure to return a device will have a staged response from sub-school.

### Procedures for overnight/short term loan:

Families may choose to borrow a laptop in times when their personal device is being serviced or repaired.

**Please note: Only laptops purchased from the LWT portal and within the 3 year warranty period can be repaired by the school.** Other laptops must be sent back to place of purchase for repair.

To be eligible to use a Short-term Laptop Loan, students and parents must have signed an Agreement. Students must also abide by the Greensborough College User Agreement.

1. Students will bring their device for service or repair to the IT office (or inform that their laptop was sent off for repairs) and collect a device for borrowing from the librarian. Students will be issued an Agreement form to be signed by parents/students and returned to the IT Office the next day. If students do not abide by the Agreement, they will not be able to use the laptop for an appropriate period of time deemed relevant by IT staff.

2. Upon repair of device, students will then be notified via email to collect and return their borrowed device. Alternatively, students will return a borrowed device when their own device has been repaired externally.

3. The laptop will be checked by IT staff on its return.



## Short Term Laptop Loan Agreement

<b>Student Name</b>	
<b>Year Level</b>	
<b>OFFICE USE</b>	
Laptop Model/Serial Number:	Issued by:

### Conditions of Use

#### Section A: Loan Procedures

1. Ensure all borrowed items are returned (laptop, power cord, etc.)
2. Laptops will be deemed lost if not returned. Families will be invoiced for the replacement cost of the laptop and accessories.
3. In the event the student is exiting the school, the laptop must be returned to the school immediately.

#### Section B: Device Care

1. Take care of the laptop. In the case of wilful damage, families will cover the cost of repairing or replacing the item.
2. Faults or damage to the laptop must be reported IMMEDIATELY to IT staff. The school will organise repairs as necessary. Under no circumstance should the user attempt repairs.
3. If you need certain software on the laptop, please inform IT staff. Do not install any games/programmes onto it.
4. Students must return the laptops free of files they created in the course of using the laptop. Copies of school work are to be stored on OneDrive/the school network/USB. IT staff will assume that there is no data on the laptop and the student has taken appropriate measures to ensure their work is not lost.
5. As laptops are school property, transferring/copying of copyrighted material is illegal. Distributing copyrighted files without school's consent is also illegal and the school can be fined for this activity. Cost of that fine will pass on to the users distributing the copyrighted files.

#### Section C: Device Ownership

1. Greensborough College retains ownership of the laptop
2. Access to a short term laptop loan will be terminated if there is wilful damage caused by negligence

#### **Before signing, please read the following carefully:**

1. I agree the laptop and all accessories are the property of Greensborough College.
2. I agree not to deface or destroy this property in any way.
3. I agree to protect the property from theft and/or damage.
4. I agree to use the laptop and power cord safely.
5. I agree to notify IT staff immediately if the laptop is damaged, lost, or malfunctioning.
6. I understand that the college will investigate the damage to or theft of the laptop and I will cooperate in the investigation.

*As stated in the Acceptable User Agreement: 2.2 Damage or Loss of Equipment*

**2.2.1** All devices and batteries are covered by a manufacturer’s warranty. The warranty covers, for a limited time, manufacturer’s defects and normal use of the device. It does not cover negligence, abuse, or malicious damage. The length of the warranty varies based on the device and supplier.

**2.2.2** Any problems, vandalism, damage, loss or theft of the device must be reported as soon as practicable to the College’s Netbook Service Desk team.

**2.2.3** In the case of suspected theft, a police report must be made and a copy of the report provided by the family or to the family, depending on where the suspected theft has occurred.

**2.2.4** In the case of loss or accidental damage, a written statement must be made to the College by the student responsible and should be signed by a parent/guardian then returned to the College.

**2.2.5** If a device is damaged, the technicians will determine whether replacement is appropriate.

**2.2.6** If a device is damaged and said damage is not covered by the manufacturer’s warranty, or the device is lost or stolen, the parents/guardians of the student responsible must pay to the College the costs of repairing the damage or, if necessary, the costs of replacing the device.

**2.2.7** Any unauthorised “personalisation” of the device such as scribing, adding stickers, etc. is strongly discouraged and the parents/guardians of the student responsible must pay to the College the costs of repairing any cosmetic damage occurring due to such personalisation, if requested.

7. I agree that inappropriate material on the laptop may result in losing rights to use this equipment. All material on the laptop is subject to review by school staff. If there is a police request, the school will provide access to the laptop and personal network holdings associated with your use of the laptop.

8. I agree I will not use the equipment for the purpose of personal profit making or for commercial activities.

9. Use of the equipment including software, email and the internet is conditional upon compliance with all Greensborough College policies, procedures and guidelines, including the User Agreement.

10. I agree not to make use of, or copy, software contrary to the provisions of any agreement entered into by the college.

**By signing this agreement, I confirm that I have read and understood the terms and conditions as indicated above.**

**I agree to be bound by these conditions of use.**

<b>Student’s name</b>		<b>Parent /Carer’s name</b>	
<b>Signature of student</b>		<b>Signature of Parent /Carer</b>	
<b>Date</b>		<b>Date</b>	