



Temporary Loan Device Agreement

To ensure your child has an uninterrupted learning at Brisbane South State Secondary College, we have a limited fleet of loan devices in the event your child's device has a hardware failure or is physically damaged and is being repaired. As we have a limited number available, and all students having a device within the College, this loan is offered for 2 weeks only to ensure that devices are equitably available for all students if required.

In order to satisfy the pre-requisites for this loan, please understand and agree to the following:

- The laptop is only used for school activities and assessments;
- Any issues with the laptop will be reported to The IT Hub as soon as practical;
- It is the responsibility of the student to ensure that the laptop is secured when not in use. Theft, loss, vandalism or unauthorised access to the laptop must be reported to The IT Hub immediately, with any theft, loss, vandalism or damage being invoiced at retail value;
- It is the responsibility of the student to back up files on the laptop e.g. save to network, external hard drive or USB;
- The laptop must be returned with all accessories (bag, charger, mouse, stylus) at the end of the agreed loan period;
- Supporting documentation must be supplied, which provides evidence that the student's regular device is being repaired or replaced. Documentation examples, but not limited to:
 - Repair order receipt from a computer repair shop;
 - Repair documentation from place of purchase;
 - Approved insurance claim detailing replacement of device.

Please return this application and attached evidence completed to the IT Hub. Any enquiries regarding this form should be directed to our IT email box at it@brisbanesouthssc.eq.edu.au

School Authorisation (Office Use Only)

IT Approved	Yes	No	Date:	
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Student Name		Year	Class
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Supporting documentation supplied: Yes No Documentation Type/company



EQ11 External Request for Equipment is to be completed when loaning Department of Education equipment to for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

First Name	Address 1 Address 2	Telephone:
Surname		
Student, Year Level:		
Location and Use of Equipment Brisbane South State Secondary College only permits the loan device to be used at the above listed address. If the student is between 2 addresses, please list both in the provided boxes above.		
Reason for Request 		

DETAILS OF EQUIPMENT ON LOAN - Office Use Only

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	Windows 10 MOE
Commencement loan date:		Expected date of return:	Date returned:
Officer receiving returned equipment	Name: _____ Signature: _____		

INDEMNITY

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.

Signature _____ Date _____

APPROVAL FOR LOAN (Office Use Only)

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.

Signature of School Approving Officer:

Name:	Designation:	Date:
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LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- ☐ The equipment should be used only by the student to whom it is lent and by no other person.
- ☐ The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- ☐ Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- ☐ Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- ☐ The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- ☐ Loss or damage of any equipment on loan must be immediately reported to the school.
- ☐ If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- ☐ Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____

Date: _____

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____

Date: _____