REDCLIFFE STATE HIGH SCHOOL

LAPTOP BORROWING AGREEMENT

Introduction

The following agreement covers student’s use and responsibility in borrowing a Laptop from Redcliffe State High School. Parents and students need to read the conditions carefully before signing and ensure they are willing to abide by all conditions and terms set down in the following agreement.

Terms and Conditions

1. The laptop is available for overnight use. The student must collect the laptop, at the end of the day (2.45pm) from the Library. The laptop will be returned before school on the following day (8.15 am).

2. Details of the intended use and teacher verification must be completed before the laptop can be borrowed. See below.

3. The details of the laptop will be recorded via the school’s borrowing system.

4. The student must use the laptop machine for the Education Purposes only.

5. No additional devices or software programs may be added to the machine without the pre-approval of the HOD of Business/IT.

6. Any damage incurred while in the possession of the student is the responsibility of the student and therefore the parent/guardian will be charged for any necessary repairs. Where the laptop is not able to be repaired the cost of a replacement machine (currently $1300) will be charged to the Parent/Guardian. Failure to pay these costs will result in the student not being able outside non-curriculum events organised by the school. The student will also not be able to borrow any additional laptops.

7. Copyright of materials from electronic resources is to be observed at all times.

By signing this agreement and using the equipment and resources of Redcliffe State High School, the student and parent agrees to abide by these conditions.

Student Statement

I am borrowing the school laptop to complete work for my __________________________ class. To complete these tasks I will need to access the following programs __________________________.

I understand the Conditions under which the laptops are made available and agree to these conditions.

I understand that the school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstance relating to the borrowing of laptops by students.

Please Print (Student) Name: ____________________________ Form Class: __________

Signature: ____________________________

Teacher Statement

I agree that the student is using the school's laptop for the purpose listed below.

Purpose: ______________________________________________________________________________

Please Print (Teacher) Name: ____________________________

Signature: ____________________________ Date: __________

Parent Statement

I agree that my child is using the school's laptop for the purpose listed below.

Purpose: ______________________________________________________________________________

Please Print Parent's Name: ____________________________

Signature: ____________________________ Date: __________