

## STUDENT LAPTOP HIRE AGREEMENT AND APPLICATION FORM

The following is to be read and completed by both the STUDENT and PARENT/CARER and emailed to [accounts@woodcrestsc.eq.edu.au](mailto:accounts@woodcrestsc.eq.edu.au).

<b>STUDENT AGREEMENT</b>	<b>STUDENT PARTICIPATION</b>		
	<ul style="list-style-type: none"> <li>I have read and understood the Laptop Hire Program information and the college Student Code of Conduct</li> <li>I agree to abide by the guidelines outlined in both documents</li> <li>I am aware that non-compliance or irresponsible behaviour, as per the intent of the Laptop Hire Program and the Student Code of Conduct, may result in consequences.</li> </ul>		
	Student Name:		
	Year Level:		
	Username/Log On (if known):		
Student Signature:		Date:	

<b>PARENT/CARER AGREEMENT</b>	<b>PARENT/CARER PARTICIPATION</b>		
	<ul style="list-style-type: none"> <li>I have read and understood the Laptop Hire Program and the college Student Code of Conduct</li> <li>I agree to abide by the guidelines outlined in both documents</li> <li>I am aware that non-compliance or irresponsible behaviour, as per the intent of the Laptop Loan Hire and the Student Code of Conduct, may result in consequences.</li> </ul>		
	<input type="checkbox"/>	<b>HIRE DEVICE - \$200 Please tick your preferred payment option below:</b>	
	<input type="checkbox"/>	<b>OPTION 1 - FULL PAYMENT - \$200 on picking up laptop</b>	
	<input type="checkbox"/>	<b>OPTION 2 - INITIAL PAYMENT - \$50 on picking up laptop &amp; \$150 prior to end of Term 2</b>	
	<input type="checkbox"/>	<b>OPTION 3 - HIRE PAYMENT PLAN - I wish to make instalment payments of \$ _____</b>	
		<input type="checkbox"/> Centrepay – fortnightly deductions <input type="checkbox"/> BPOINT Direct Debit: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	
<input type="checkbox"/>	<b>LOAN DEVICE - limited number of devices available to loan at no charge. Meeting with Business Manager required.</b>		
<input type="checkbox"/>	<b>EQ11 (External Request for Equipment – Student) form attached</b>		
I agree to make payment by the due dates, and I understand that any failure to make payments by these dates may result in the cancellation of my child's participation in the Laptop Hire Program and debt recover action being undertaken.			
Parent/Carer Name:			
Parent/Carer Signature:			

<b>Office Use Only</b>			
<input type="checkbox"/> Paid	<input type="checkbox"/> Full Payment	<input type="checkbox"/> Deposit	Date
<input type="checkbox"/> Payment Plan Arranged	<input type="checkbox"/> Centrepay	<input type="checkbox"/> BPOINT	Date

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

**DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN**

<b>First Name</b>	<b>Address</b>	<b>Telephone:</b>
<b>Surname</b>		
<b>Student's Year Level:</b>		
<b>Location and Use of Equipment (if different from above)</b>		
<b>Reason for Request</b>		

**DETAILS OF EQUIPMENT ON LOAN - OFFICE USE ONLY**

<b>Description / Type:</b>	STUDENT LAPTOP HIRE	<b>Brand:</b>	
<b>Serial Number</b>		<b>Asset Number</b>	
<b>Accessories:</b> (if applicable)		<b>For ICT equipment, Build Standard:</b> (e.g. MOE; 1.X/SOE)	
<b>Commencement loan date:</b>		<b>Expected date of return:</b>	<b>Date returned:</b>
<b>Officer receiving returned equipment</b>	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**

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: \_\_\_\_\_

### 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.
- Microsoft Defender 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:** \_\_\_\_\_