Laptop Loan Program – Maximum two weeks

A laptop is available on loan for short periods of time while a student's own laptop is being repaired. The loan can be arranged via the IT Department.

- The laptop is for educational use only and can be used at school and at home;
- The student must ensure that the borrowed laptop will be in a secure location when unattended (e.g. in a locked locker when at school; in the boot of a car when in a parked car);
- The laptop must be maintained and returned in a similar condition to its original loan condition;
- Any damages (other than 'normal wear and tear') may require payment. For example, a failure of a hard drive is probably normal wear and tear; damage to a screen due to the laptop being dropped is not normal wear and tear;
- Reimbursement is required in the event that a laptop is lost or stolen;

NOTE
- **Each loan is for a period of up to two weeks. The laptop must be returned by the date shown on this form.**
- **The laptop must also be returned before any school holiday period, even if this is before the normal two-week maximum loan period.**
- **If necessary, a request for an extension may be made to the Director of eLearning.**

Student's Name:		Year Level:		Tutor Group:	

Student's Signature:		**Date**:	
Date Laptop expected to be returned (2 weeks from current date):			
Parent/Guardian Name:			
Parent/Guardian Signature:		**Date**:	

To be completed by the IT Department

Laptop Number:	
Date Laptop borrowed:	
Notes regarding laptop condition	

NOTE
- An appointment will be made in your (the student's) Outlook Calendar on the date that the laptop should be returned. You must accept this appointment.
- It is your responsibility to return the laptop on or before the due date.
- We understand that repairs can sometimes take a while. However, we cannot guarantee that a loan can be extended beyond the initial two-week period. This will depend on the availability of 'loaner' laptops and the nature of the repair.