



## LAPTOP LOAN PROCEDURE

At Mitchell High School, 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

- Teachers will record on Millennium (failure to bring equipment to class) when a student does not have a valid reason for not bringing a laptop to class.
- With permission from teachers, students can then go to the library to collect a device.
- The library staff will borrow out the laptop on the Library system.
- If there is a problem with the borrowed device, students must inform the Teacher Librarian/Technology Support Staff immediately.
- Last period teachers will send students to return the laptop to the library 5 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.
- The teacher library staff will notify the HT Administration if the device is not returned. HT Administration will follow up with the student and/or family to inform that the device must be returned the following day.
- Failure to return a device will have a staged response from HT Administration.

### 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 school owned laptops 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 Mitchell High School BYOD and Technology User Agreement.

- Students will inform the HT Administration that their laptop was sent off for repairs and collect a device for borrowing from the library staff. Students will be issued an agreement form to be signed by parents/students and returned to the library 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 HT Administration or the Technology Support Officer (TSO).
- Upon repair of their device, students will then return the borrowed device. The laptop will be checked by Library staff on its return.

## SHORT TERM LAPTOP LOAN AGREEMENT

<b>Student's Full Name</b>	E.g. John Smith
<b>Year</b>	E.g. Year 11
<b>OFFICE USE ONLY</b> <b>Laptop Model / Serial Number</b>	

## CONDITIONS OF USE

### Section A: Loan Procedures

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

### Section B: Device Care

- Take care of the laptop. In the case of wilful damage, families will cover the cost of repairing or replacing the item.
- Faults or damage to the laptop must be reported IMMEDIATELY to Teacher Librarian/Technology Support Staff. The school will organise repairs as necessary. Under no circumstance should the user attempt repairs.
- If you need certain software on the laptop, please inform the TSO. Do not install any games/programs onto it.
- 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/Google Drive/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.
- 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

- Mitchell High School retains ownership of the laptop.
- 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:

- I agree the laptop and all accessories are the property of Mitchell High School.
- I agree not to deface or destroy this property in any way.
- I agree to protect the property from theft and/or damage.
- I agree to use the laptop and power cord safely.
- I agree to notify the Teacher Librarian/Technology Support Staff immediately if the laptop is damaged, lost, or malfunctioning.
- I understand that Mitchell High School will investigate the damage to or theft of the laptop and I will cooperate in the investigation.
- 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.
- I agree I will not use the equipment for the purpose of personal profit making or for commercial activities.
- Use of the equipment including software, email and the internet is conditional upon compliance with all Mitchell High School procedures and guidelines, including the Bring Your Own Device and Technology User Agreement.
- I agree not to make use of, or copy, software contrary to the provisions of any agreement entered into by Mitchell High School.

**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.**

\_\_\_\_\_  
*Student's First Name*

\_\_\_\_\_  
*Student's Surname*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
*Parent/Carer Name*

\_\_\_\_\_  
*Contact Number*

\_\_\_\_\_  
*Parent/Carer Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date