

## ‘MyTech’ Student Loan Device Agreement

There may be times when a student’s device is damaged or not functioning properly. In order to ensure that students do not miss out on important learning opportunities, the College has a limited number of loan devices that students may borrow. In order for a student to borrow a device the following agreement needs to be signed by both a parent/caregiver and the student. This agreement then needs to be presented at student reception where, if available, a device will be loaned for a maximum period of one week.

I require my child \_\_\_\_\_ to borrow a loan device from the College. His/her device (describe the problem) \_\_\_\_\_

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The following agreement covers student use and responsibility in borrowing a device from Wollondilly Anglican College (WAC). By signing this Agreement, as a parent/caregiver of a child to whom a device has been loaned, you confirm that you have read and that you agree to the following terms and conditions that apply while the device is in your child’s possession.

1. The device, and any accessories provided with it, remains the property of WAC and is to be used strictly for educational purposes.
2. The device will be treated with due care and kept in good condition, that it will be transported in its carry case, will not be left unattended without being secured and food and drink will be kept away from it.
3. The College will not accept responsibility for the loss of work in the event of the device malfunctioning.
4. Any files created by a student must be saved to a flash drive or emailed to themselves. At the end of the loan period the device will be completely wiped of all files.
5. No additional software or programs may be added to the machine without the pre-approval of WAC IT staff.
6. Should any faults occur, I agree to notify the College as soon as possible so that they may undertake any necessary repairs. Under no circumstances will I, or anyone other than College staff, attempt to fix suspected faults (hardware or software).
7. I agree to monitor my child’s use of the device outside of College hours whilst using the internet and take full responsibility for ensuring that appropriate filtering/parent control is enforced and the content they access is for educational purposes.
8. Any damage incurred while in the possession of the student is the responsibility of the student and therefore the parent/caregiver will be charged for any necessary repairs. Where the laptop is not able to be repaired the cost of a replacement machine (maximum \$400) will be charged to the parent/caregiver. Damage to the device may also mean that the student will also not be able to borrow any additional devices in the future.
9. Copyright of materials from electronic resources is to be observed at all times.
10. If any of the above conditions are not met, then the College reserves the right to withdraw the loan device at any time. Breaches or infringements of the WAC ICT Guidelines while using the ‘loan device’ will be dealt with according to the College’s ICT Guidelines.

Please Print (Student) Name: \_\_\_\_\_ Class: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Print Parent’s Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_