



Student Laptop Charter Device Hire Application & Agreement

All devices used in the Annual School Laptop Hire program and Student technology equity partnership (STEP) program are the property of Pacific Paradise State School. They must be treated with care and respect at all times and returned in the same state that they were supplied (no intentional damage or markings made to the device).

If it is found that the student has not respected a school owned device, immediate cancellation of their participation in the program will occur. Accidental damage to a school owned Laptop will incur a \$55 repair fee. Any loss of a school owned Laptop which is unrecoverable will incur a \$200 fee towards its replacement. This also applies for malicious/deliberate damage. Students that damage laptops in this way will be removed from the program immediately.

The programs only support school-procured and owned ICT assets, being provided to students for educational use. If your child wishes to bring their own device instead, it will be deemed that they are participating in the BYOD program and will be required to return this laptop to the school. Students cannot be in both programs due to the limited resources available to the school that could be used for other students in need.

The school has limited hire devices available and so will be in touch with you regarding availability. If we are unable to offer a device, we will let you know and you will be able to request to go onto a waiting list.

If applying for use of a Student Technology Equity Partnership (STEP) Device, a representative from the school will be in touch to discuss and determine financial capabilities and eligibility.

Annual School Laptop Hire Devices will be issued on a first in, first served basis.

The equipment, referred to in this agreement, consists of a laptop computer and power pack; carry case; and the department's standard suite of software, this includes Microsoft Office.

At the end of each year (or earlier if they no longer need it), all laptops are to be returned to the school and will be reimaged and made ready for other students. The laptops will have all licensed software and data removed and will be restored to their original factory state upon each return. If the student still requires access to a school owned device, the parent will have to apply again to be part of the program each year.

If the student leaves Pacific Paradise State School, the laptop must be returned to the school.

It is a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.

The student is responsible for taking care of and securing the laptop and accessories in accordance with school laptop program charter policy and guidelines.

This Student Laptop Charter Hire Application & Agreement form must be signed and returned to the school before a laptop is able to be assigned and issued to the student.

The student and parent/guardian must carefully read the School Laptop Program Charter before signing this form. Any questions should be addressed to the school and clarification obtained before the agreement is signed.

In signing below, I acknowledge that I,

- Accept all policies and guidelines as per the Laptop Program Charter.
- Understand my responsibilities regarding the use of the laptop and the internet.
- Acknowledge that I understand and agree with all the conditions detailed in the Laptop Program Charter.
- Understand that failure to comply with the Laptop Program Charter could result in recall of the device.

STUDENT NAME _____ **YEAR LEVEL IN 2026** _____

PARENT/GUARDIANS NAME _____ **DATE** _____

SIGNATURE _____

TYPE OF DEVICE APPLYING FOR ☐ **Annual School Laptop Hire Device - \$275.00 per year**

☐ **Student Technology Equity Partnership (STEP) Device**

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE

If further information is required, please contact the school at admin@pacificparadisess.eq.edu.au.

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OFFICE ONLY

☐ **APPROVED FOR ANNUAL LAPTOP HIRE DEVICE** **ASSET ID** _____

☐ **APPROVED FOR STEP LAPTOP DEVICE** **ASSET ID** _____

APPROVED BY _____ **DATE** _____

SIGNATURE _____