

Oakbank School requires all students from Year 7-12 to have a laptop computer each day at school to access the curriculum. To support eligible students with access to relevant technologies and to enable participation in the best teaching and learning practices Oakbank provides access to qualifying students with long and short-term loan devices for a nominal fee.

We also encourage parents and carers to visit our recommended supplier, LWT, who offer payment plans for laptops which may make purchasing a laptop an affordable option for many families.

[oakbank.orderportal.com.au](http://oakbank.orderportal.com.au)



### Day Loans (no cost – this form not required)

Day Loans are available for students to use a laptop for the day. Laptops (if one is available) can be borrowed and approved by **Oakbank IT services**. Laptops must be returned at the end of the day. Day Loans are intended only for once-off emergency situations.



### Short Term Loans (up to 4 weeks) - \$50 refundable deposit\*

Available due to damage or loss while repairs/replacement occur, awaiting delivery of machine etc. Requests can be approved by **Subschool leaders**, then borrowed after the receipt of the deposit.



### Long Term Loans (4 weeks to end of the year) - \$100 refundable deposit\*

Available to eligible families on school card or under extenuating circumstances who are unable to source a laptop for financial or equity reasons. Requests can be approved by the **Principal & Deputy Principal**. Please apply in writing with your circumstances and complete this form with authority to pay.

**All devices remain the property of Oakbank School. Laptops will be borrowed out only once this form has been signed and deposit has been received. Day loan laptops may be available in the interim.**

## By signing this Equipment Loan Agreement

### Students agree:

- To follow our **Oakbank Cybersafety ICT Policy Agreement** both onsite and offsite, and practice good digital citizenship.
- To use the device for school use only
- To treat the device with respect and reasonable care & report any problems or damage to the school as soon as possible

### Parents / Caregivers agree:

- To provide adequate supervision for your child when using this device, and understand that the school internet filter **does not** apply at home, and that you will be responsible for your child's e-safety.
- To pay the applicable refundable deposit for the provision of a loan laptop before a laptop can be provided.
- That any willful or negligent damage of Oakbank property will be investigated and parents may be liable for repair costs.

If any of the above agreements are not met, access to the device may be removed at the discretion of School Leadership. Please note that the school is not responsible for any data loss due to the failure of any loan devices.

Short Term Loan (up to 4 wks) \$50 deposit\*

Long Term Loan (up to 1 Year) \$100 deposit\*

Student Name

Year / Form

Student Signature

Date

Parent / Guardian Name

Signature

Date

\*Deposit will be refunded when the device is returned at the end of the loan period. Damages may result in the deposit being retained by the school to go towards any repair costs. Parents may be invoiced for the difference at Leadership's discretion.



## To be filled out by Parent / Carer

Current School Card

Best contact number

Please describe your reasons / circumstances for applying for a loan laptop. This will remain confidential and viewed only by Leadership & Administration Staff.

Please contact one of our Leadership team if you have any questions or would like to talk to someone directly.

Signature

Date

### Remember:



**Before leaving the school, log in to the device with your student username and password.** Students can then log in at home with these details.



**Devices remain the property of Oakbank School** and must be returned at the school's request or when the student is no longer enrolled at the school, at the end of the loan period, or the end of the school year.

## Office Use Only (To be filled out by Oakbank School)

Loan Approved by

Date

Loan Type / Period

School Card

Laptop Provided

Borrowed

Returned

Entered into Daymap

### Payment Details



Payment confirmed with Finance

Date

Deposit Returned

### Incidents

Incident Details

Date

Actions



Cost Associated?

Amount



Paid

