
APPLICATION FOR LONG TERM LOAN OF KHS LAPTOP – FINANCIAL HARDSHIP

Information for families

Kapunda High School is committed to educating students in a digital age. A Bring Your Own Device (BYOD) scheme is an essential element of that commitment. However, we also recognise that for some parents/caregivers, BYOD causes an excessive financial burden.

To address this issue, we will be offering long term loans of a limited number of better quality used laptops as part of a social justice program aimed at ensuring that no student's learning is disadvantaged as a result of financial issues.

The attached application must be completed for a student to be considered for a long term loan of a laptop.

Please read the long term loan conditions carefully prior to signing and returning to Kapunda High School. It is important that families understand their obligations and responsibilities should there be damage or loss.

Applications for 2019 close Friday, 23 November 2018. Shortly afterwards, you will be advised whether you have been successful in securing a long term laptop loan for 2019.

If your application is successful, then you will need to pay a \$50 deposit before the laptop is issued.

APPLICATION FOR LONG TERM LOAN OF KHS LAPTOP – FINANCIAL HARDSHIP

STUDENT NAME: _____ CURRENT HOME GROUP: _____

ARE YOU APPLYING FOR MORE THAN ONE CHILD? YES / NO (Circle)

NAME(S):

_____	_____
_____	_____

PERSONAL INFORMATION

Approved School Card Holder ☐ (✓)

Parent(s) unemployed/disability ☐ (✓)

Number of children attending school or pre-school _____

Please describe the circumstances surrounding this application for a long term loan on the basis of financial hardship.

LAPTOP LONG TERM LOAN CONDITIONS:

- Kapunda High School retains ownership of the laptop and charger.
- The student must bring the laptop to school every day and fully charged.
- The length of the loan will be for the school year.
- At the end of the school year, the laptop will be inspected by the IT staff. Depending on the condition, up to \$25 of the deposit may be refunded.
- The loan may be terminated at any stage if damage is caused by negligence or if the student does not bring the laptop to school or return it by the due date.
- If a student ceases their enrolment at Kapunda High School during the school year, the laptop must be returned to the school with the charger.
- All material on the laptop is subject to review by the school. If there is a police request, the school will provide access to the laptop.
- Loans are at the discretion of the school.

DAMAGE OR LOSS OF EQUIPMENT:

- Any problems with the laptop, regardless of the reason, must be reported immediately to the IT Help Desk at Kapunda High School.
- In the case of suspected theft, a police report must be made by the family and an incident report provided in writing to the school.
- In the case of loss or accidental damage, a witnessed statutory declaration must be signed and provided to the school.
- In the case of laptops that are stolen, lost, damaged (either accidentally or through neglect, abuse or malicious act), parents/caregivers will be invoiced for the cost of replacement/repair up to the value of \$500.
- In the case of lost or damaged chargers, parents will be invoiced for the cost of replacement/repair up to the value of \$50.

LAPTOP CARE:

- The student is responsible for taking care of loan laptops in accordance with school guidelines listed above.
- The student is required to take advantage of the security arrangements at school - ie use of locker and valuables box as well as cupboards in practical classes to minimise the chance of theft or damage.
- Data must be backed up periodically.
- Use of the laptop must be in accordance with the Acceptable Use of ICT policy found on the Kapunda High School website.
- The laptop must be returned at the end of each term to the IT Help Desk for checking and maintenance.

AGREEMENT:

I, the undersigned, provide a commitment to pay for laptops that are stolen, damaged or lost by accidental damage, neglect, abuse or malicious act, whereby parents/caregivers will be invoiced for the cost of replacement/repair up to the value of \$500.

I, the undersigned, provide a commitment to pay for the cost of replacing lost or damaged chargers whereby parents/caregivers will be invoiced for the cost of replacement/repair up to the value of \$50.

PARENT SIGNATURE _____

DATE _____

PARENT NAME _____

I, the undersigned, understand the conditions of loan and agree to abide by them.

STUDENT SIGNATURE _____

DATE _____

STUDENT NAME _____