

Equity Program Device Request Form

Thank you for applying for support through our school's Equity Program. Please complete the form below to assist us in understanding your needs and providing the necessary support.

Purpose

Yass High School is committed to supporting student learning experiences within a highly functioning environment. The Technology Loan Agreement outlines the rights and responsibilities of students in relation to use of Yass High School devices in their studies.

Usage

Suitable technology has been made available for students of Yass High School. Yass High School cannot guarantee quality of service for devices not managed through regular processes by the NSW DoE.

Terms

For the purposes of this document, the following terms are defined:

Device: refers to any technology that students are loaned by Yass High School as part of their studies.

NSW DoE: refers to the New South Wales Department of Education.

Agreement

1. *Purpose*

- The device is to be loaned as resource that supports students learning. These items of equipment are assets owned by Yass High School.

2. *Ownership*

- The school retains ownership of the device. The equipment is **on loan** to you as a student of Yass High School. **The device is school property and is only to be used for school related activities. It is not to be used by family members, friends or anyone else outside the school**
- The student is responsible for ensuring the device is fully charged every day.
- Access to a device on loan may be terminated if there is damage caused by negligence or if the student does not use the device responsibly as required to access and complete schoolwork or return it by the due date.
- All material on the device is subject to review by school staff, at any time. If there is a police request, Yass High School and the NSW DoE will provide access to the device and personal network holdings associated with your use of the device.

3. **Damage or loss of equipment**

- All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss, or theft of the device must be reported immediately to Yass High School.
- In the case of suspected theft, a police report must be made by the family and an event number provided to Yass High School.
- In the case of loss or accidental damage, a witnessed statutory declaration signed by a parent/carer should be provided.
- Devices that are damaged or lost by neglect, abuse or malicious act will require reimbursement. The principal will determine:
 1. whether replacement is appropriate
 2. whether or not the student is responsible for repair or replacement costs
 3. whether or not the student retains access to device loans.
- Students will be required to replace lost or damaged chargers and accessories.

4. **Standards for device care**

- The student is responsible for:
 - Adhering to Online Communication Services Acceptable Usage for School Students policy. A link to this policy can be found on the first page of this agreement.
 - Backing up all data securely. This should be in no less than two separate locations eg to your student Google Drive provided by the NSW Department of Education

NSW DoE Policies

Students must be aware of the following NSW DoE policy:

Communication Services: Acceptable Usage for School Students

(https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml)

The Yass High School Student Technology Loan Agreement should be read in conjunction with the above policy.

Related Resources

The following resources have been provided by the NSW DoE for parents and students to understand technology use in schools:

Digital Citizenship <http://www.digitalcitizenship.nsw.edu.au>

Cyberbullying <http://www.schoolatoz.nsw.edu.au/technology/cyberbullying>

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Student Information

Student Name: _____

Year level: _____

Device Requirement

How long do you anticipate the device will be required for?

- One Term
- One semester
- Full Academic Year
- Other (please specify): _____

Reason for Request

(Briefly explain why you require access to a device through the Equity Program).

Parent/Guardian Information

Parent/Guardian Name: _____

Contact Number: _____

Email Address: _____

Acknowledgement

- I have read and understand the Yass High School Student Technology Loan Agreement.
- I have read and understand the NSW DoE Communication Services: Acceptable Usage for School Students policy.
- I understand my responsibilities regarding the use of the device.
- I understand that I accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.
- I understand that failure to comply with the Student Technology Loan Agreement could result in loss of future loan permission.
- I understand that the device provided through the Equity Program remains the property of the school and must be returned in good condition at the end of the agreed period.

Parent/Guardian Signature: _____

Date: _____