

Student Borrowing School Equipment Policy – Laptops & ICT equipment

Overview

It is the policy of the College that Mount Clear College students are permitted to borrow school equipment for private purposes from time to time, on the understanding that the priority is that the equipment is available in good condition for the main purpose of teaching students.

Purpose:

The purpose of this policy is to set out the policies and procedures in relation to the borrowing of equipment by students.

Scope

The policy covers all property belonging to the school, the procedures for borrowing and the responsibilities of the borrower.

Definitions

‘Equipment’ refers to all school property, including, but not limited to, electronic equipment, audio-visual equipment.

Equipment condition

All equipment is maintained by the College and meets Occupational Health and Safety requirements.

If the school equipment is damaged whilst on loan by a student, all repair costs will be borne by the borrower.

If the school equipment is lost or stolen whilst on loan by the student, the cost to replace the item with equipment of the same standard will be borne by the borrower.

This deposit fee will be waived during the COVID-19 pandemic period.

~~A \$200 deposit will be placed on the family account and drawn upon in the event of loss or damage. This will be removed in full from the account when the equipment is returned, provided it is returned in similar condition to the condition it was in before it was borrowed.~~

Borrower acknowledgements

1. The borrower agrees to use the equipment in a safe manner and follow the operating guidelines for that item.
2. Under no circumstances may College equipment be borrowed for commercial use or for paid services.
3. That borrowing is a privilege and requests may be refused.

Procedure:

Students wishing to borrow school equipment are required to follow the procedures outlined below:

1. Submit an “Equipment Borrowing Request Form” (Appendix A) upon which the Principal confirms permission to borrow school equipment. This form must be completed and provided prior to the date the equipment is borrowed. Special arrangements must be made with the Principal for borrowing during the school holidays or during other extenuating circumstances.

2. All equipment to be taken for home use must be 'signed out' by the borrower in the Borrowed Equipment Register.
3. By signing out equipment, the borrower accepts the following:
 - that when using the borrowed equipment, all operational instructions will be adhered to;
 - that damage to borrowed equipment is the responsibility of the borrower and all repair/replacement costs will be borne by the borrower;
 - that the equipment will be returned with a fully charged battery (if applicable); and
 - that the equipment will be returned on the due date specified in the Equipment Borrowing Request Form. Late penalties may apply should there be any delay in returning the equipment.

All equipment is to be returned to the College Front Office. Return must be acknowledged by both the borrower and the Front Office on the Borrowed Equipment Register.

Evaluation and review cycle

This policy will also be reviewed as part of the College's regular policy review process.

Date Created	March 2020
Approved By	School Council
Approval Date	16.4.2020
Author	Principal
Responsible for Review	Assistant Principal – Policy Reviews
Next Review Date	April 2022
References	Nil

Appendix A

Equipment Borrowing Request Form

Please complete and sign this form and submit it to the College Principal.

Student name					
Item of equipment requested for borrowing					
Item identification/serial number					
Dates borrowed	From	/	/	To	/ /
Primary Use	Home learning online				
<p>Borrower's Agreement In borrowing this item, I:</p> <ul style="list-style-type: none"> • acknowledge that I understand the Borrowing Policy and the terms and conditions stated in the policy; • agree to follow all safety rules and accompanying instructions with respect to the operation of the item; • agree to use the equipment only for the purpose for which it is designed; • will take responsibility for the secure storage and general 'looking after' of the equipment and accessories whilst it is signed out in my name; • will be responsible for any damage costs or replacement costs should the item be lost or stolen whilst in my care; • acknowledge that I will return the item in the same order and in the same condition as it was at the commencement of my borrowing the item; and • understand that I will be responsible for full reimbursement of the cost of the equipment should the equipment not be returned on the due date above (eg. \$807.00 for a laptop) 					

I hereby understand and agree to the above conditions and the policy referred to.

Name of Student				
Student's signature		Date	/	/
Name of Parent/Guardian				
Parent/Guardian's signature			/	/

Principal's approval		Date	/	/
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