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## APPLICATION FOR LONG TERM HIRE OF KHS LAPTOP – FINANCIAL HARDSHIP

### Information for families

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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 hire 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 hire of a laptop.

**Please read the long term hire 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 close on the 30th of November.** Shortly afterwards, you will be advised whether you have been successful in securing a long term laptop hire for next year.

If your application is successful, then you will need to pay a \$100 loan fee before the laptop is issued. For new families this will be issued at the beginning of the year.

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## APPLICATION FOR LONG TERM HIRE OF KHS LAPTOP – FINANCIAL HARDSHIP

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STUDENT NAME(S):

HOME GROUP (if known)

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### 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 hire on the basis of financial hardship.

### LAPTOP LONG TERM HIRE CONDITIONS:

- Kapunda High School retains ownership of the laptop and charger.
- **\$100** hire fee to be paid prior to collecting the laptop and charger.
- The student must bring the laptop to school every day and be fully charged.
- The length of the hire will be for the school year only.
- At the end of the school year, the laptop must be returned to the IT Help Desk and will be inspected.
- The hire 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.
- Hires 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 \$300.
- 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 hired laptops in accordance with school guidelines listed above.
- The student is required to take advantage of the security arrangements at school - i.e. 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 **\$300**.

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 NAME:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Office use only:****Principal Approval**

\_\_\_\_\_  
Principals Name

\_\_\_\_\_  
Principals Signature

\_\_\_\_\_  
Date

**Finance Processing**

\_\_\_\_\_  
Invoice Number(s)

\_\_\_\_\_  
Date