



BRING YOUR OWN DEVICE LIBRARY LAPTOP LOAN FORM

This service is only offered to students who have their BYOD out for repairs and require a laptop for school activities. These laptops can be collected from the Library at the **beginning of each day**.

Application for the Library Laptop Loan is to be submitted to Mr Mark Fahey, HOD of Learning Technology.

We wish to apply to be part of the Equity Program (please complete one form per student and use BLOCK PRINT):

Parent First and Surname:			
Student First and Surname:			
Year Level (circle):	7 8 9 10 11 12	MIS Username:	
Reason for Loan:			
Duration of Loan:			

When participating in the PRSHS Library Laptop Loan we understand and agree to the following:

- The laptop is only used for school activities and assessments.
- Any issues with the laptop will be reported to the Information Services ASAP.
- It is the responsibility of the student to ensure that the laptop is secured when not in use. Theft, loss, vandalism or unauthorised access to the laptop must be reported to Information Services ASAP.
- It is the responsibility of the student to back up files on the laptop eg. Save to network, external hard drive or USB.
- The laptop must be **returned at the end of each day**.

Please return this form completed and signed to Mr Mark Fahey, HOD Learning Technology.
Any BYOD questions should be sent to 2102_BYOD@eq.edu.au

Parent Signature:		Date:	
Student Signature:		Date:	

School Authorisation:

HOD Learning Technology:		Date:	
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