



St Dominic's College - Technology Loan Agreement

STUDENT NAME:
 ADP Case (HP):
 Receipt No (Vendor – where applicable, copy attached):
 WARRANTY Case: (OFFICE USE ONLY)

OTHER TECHNOLOGY (Eg. Camera):
 Make: Serial No:

In the case of an ADP claim please expect an email from HP enclosing a quote for an excess fee (where applicable). College technology can be loaned to the Student once this agreement form is signed and proof of ADP payment being paid to HP has been forwarded to the College (byod@stdominics.nsw.edu.au). It is the Student's responsibility to care for the equipment and to ensure that it is retained in a safe environment. This equipment, at all times, remains the property of St Dominic's College and is being loaned to the Student for educational purposes.

The Student may not deface or damage this property in any way. Labels are not to be removed or modified. If they become damaged or missing, a charge will be made to replace them. Additional stickers, labels, tags, or markings of any kind are not to be added to the equipment. The equipment will be returned when requested by St Dominic's College, or sooner, if the Student withdraws from St Dominic's College prior to the end of the school year. The technology may NOT be used by the Student for purposes not associated with school, in accordance with the St Dominic's College Policies (See College website - Acceptable Use of Information and Communication Technology Policy, College's BYOD User Agreement) as well as local, state, and federal statutes. Students may not install or use any software other than software owned or approved by the College's IT Department and made available to the Student in accordance with this agreement.

Students have access to an administrator user for application install rights. The Student agrees to make no attempt to change or allow others to change the privileges and capabilities of this user account. The Student may not make any attempt to add, delete, access, or modify other user accounts on the equipment.

It is the Student's responsibility to store his files via OneDrive/Externally to ensure they can be quickly migrated to his device on return and to have all files and assessments saved prior to returning the equipment. Any files that get deleted after returning the laptop cannot be recovered and the College is not responsible for loss of documents.

A Fee of up to the replacement cost (of a new equivalent) may be charged should the equipment be lost, need repair or not be returned to the College in the original condition.

Parent Signature _____ Date _____

Student Signature _____ Date _____

NO LOANS ARE ISSUED TO THE STUDENT IF HE HAS OUTSTANDING OVERDUE LOANS

STUDENT RESPONSIBILITIES:

- I will treat the equipment with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not leave my equipment in a hot/cold car.
- I will not lend the equipment to anyone and ensure that it will stay in my possession at all times.
- I will not remove programs or files from the equipment.
- I will honour my family's values when using the equipment.
- I will not give personal information when using the equipment.
- I will bring the equipment to school every day.
- I agree that any electronic communication should be used only for appropriate, legitimate, responsible, school related communication.
- I will keep all accounts and passwords secure, and will not share these with any other students.
- I will not attempt to repair, or replace any parts of the equipment.
- I will charge the equipment battery every night.
- I will return the equipment when requested.
- I will logout of all my accounts, that I have logged into, when the laptop is to be returned to the College.

PARENT RESPONSIBILITIES:

- I will supervise my child's use of the equipment at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will oversee my child's use of the Internet and email as far as possible.
- In the event that the equipment is damaged, I will not attempt to repair the equipment, nor will I attempt to clean it with anything other than a soft, dry cloth. I understand that I may be responsible for paying to repair the damages to the equipment. (See page 1)
- I will report to the school any problems with the Laptop, immediately. (byod@stdominics.nsw.edu.au)
- I will not delete any software from the equipment.
- I will make sure my child charges the equipment battery nightly.
- I will make sure my child brings the equipment to school every day.
- I understand that if my child comes to school without the equipment, I may be called to bring it to school.
- I agree to make sure that the equipment is returned to the school when requested.