ST GREGORY'S COLLEGE
CAMPBELLTOWN

Learning Technology Program

Year 9

Information and Policy Booklet 2014
Table of Contents

Section 1  OVERVIEW

Section 2  THE LEARNING TECHNOLOGY PROGRAM

  2.1 The Laptops
  2.2 Programs and Resources
  2.3 Ownership and Cost
  2.4 Buy-out cost and Warranty

Section 3  LAPTOP CARE

  3.1 Student Responsibilities
  3.2 Loss, Damage and Repair

Section 4  MAINTAINING A SAFE ENVIRONMENT

Section 5  CYBER BULLYING

Section 6  COMMONLY ASKED QUESTIONS

Section 7  USER AGREEMENTS AND FORMS
SECTION 1 / OVERVIEW

St Gregory’s College Campbelltown is a technology rich school which integrates ICT into many aspects of learning and teaching as we believe our students should be equipped to deal with the digital world in which we live.

To achieve this, St Gregory’s has implemented a Learning Technology program for Year 9 Students in 2014. Each student will receive a school supplied Laptop that they will use for their Year 9 studies. The laptop will remain the property of the College and will be returned to the College at the end of the year in good working order.

In 2015, it will switch to years 7 and 10, with year 9 to receive school owned laptops which will once again be returned at the end of the school year.

This is a compulsory program that all students and parents will be expected to support. The College is introducing this program to prepare students for a world that demands they address and manage information, communication and collaboration in many areas of the work place and their personal life.

The Learning Technology Program equips each Year 9 student with an HP SpectreXT Pro Laptop to use at school and at home, enabling communication and collaboration amongst Teachers and peers. This is a high quality tool for creative and engaging learning. Students will also have around the clock access to resources and learning support material that assists them in their learning journey.

The adoption of the Learning Technology Program at St Gregory’s has extended the learning environment from the physical constraints of the classroom to give our students the capability to collaborate, share information and experiences, work across disciplines and take control of their learning. Students and Teachers, now have access to a range of tools that assist in making learning richer and more engaging.

This is one of the main focuses of our Learning Technology Program - to develop lifelong learning that will prepare students for their role in the digital world. Additionally, the program will enable Teachers to deliver lessons in more innovative ways to support and enhance student learning.

The 2011 Horizon Report (http://wp.nmc.org/horizon2011/) on emerging technologies notes that “Technology has had an impact in almost every aspect of our lives. The impacts are indicative of the changing nature of the way we communicate, access information, connect with peers and colleagues, learn, and even socialize”.

Learning is a social activity and students should have more time discussing and debating questions on concepts. Technology enhances this ability.

The College staff are committed to developing Teaching and Learning Programs that reflect the need to integrate these ICT skills into our student’s everyday life, enabling them to meet the challenges of 21st century living in a capable, safe and responsible manner. Current educational research from around the world and in Australia supports this view.

We look forward to a year of creative and innovative learning alongside our students.
SECTION 2 / THE LEARNING TECHNOLOGY PROGRAM

2.1 THE LAPTOPS

The College will supply a new HP Spectre XT Pro computer, powerpack, protective case and paperwork for each student in Year 9 as part of their enrolment at St Gregory’s College Campbelltown. The Laptops are purchased by the College and fully maintained by the ICT Department over a period of three years. Students will use the Laptop at school and take it home each evening, in the protective bag provided.

2.2 PROGRAMS AND RESOURCES

All Laptops are equipped with a very broad suite of software. This includes software such as Sophos Antivirus, Microsoft Office 2013 Suite (Word, Excel, Outlook, Powerpoint etc..), Adobe Master Collection (Illustrator, Photoshop, Premiere Pro etc..), Camtasia (for screen capturing), Creo for technical drawing and design.

The School will provide an Online Student Portal called “Sky Blue” which will be accessible from School and at home provided there is a broadband Internet connection available. Various student resources will be available through this portal. These include, secure cloud based file storage for all student data, Subject resources, distributed content such as newsletters and daily notices, school forms. Storage on Sky Blue is for Educational purposes only and the storing of any illegal or offensive electronic media or content that breaches copyright laws is strictly prohibited.

2.3 OWNERSHIP AND COST

The Laptop remains the property of the College. Students are expected to abide by the College’s technology policies and Laptop Use Agreement (please refer to Section 7).

The Laptop will be entirely school owned and supplied to the student for one school year and returned to the College at the end of that school year in good working condition and with all supplied accessories except for the protective bag which will be used for their Year 10 Laptop. The Parent will sign the enclosed Laptop Use Agreement and be charged $350 ($250 bond and $100 support levy) for the use of the device across the year. This charge will appear on the January fee account as Laptop Bond and Support Levy. The bond covers any damage to the laptop outside of normal Warranty conditions. If the Laptop is returned in good working condition, the ICT Department will advise the Finance Office and a $250 refund will be made to the family fee account at the end of Term 4.

If the student leaves before the end of Year 9, the Laptop is to be returned to the College and the $250 refunded to the family fee account by the Finance Office on advice from the ICT Department that the device is in good working condition.

2.4 WARRANTY

Laptops have a full three-year service warranty with the supplier, which includes repairs as a result of hardware failure. Please note that physical damage or unauthorised modification may void this warranty.

SECTION 3 / LAPTOP CARE

It is imperative that students use their Laptops in an acceptable manner. Programs that allow students to access the Internet, online chat and email, should also be used in a responsible manner. Students must be aware of and abide by the Laptop User Agreement (please refer to Section 7). Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to families.
• **Technical Support**

All technical support for the Laptop will be provided by the Colleges ICT Dept. The ICT Dept will only provide Technical Support for the Laptop hardware and its Operating System. For all College supplied software, application support will be provided during the appropriate lessons by the Teacher.

There are two avenues for logging a Technical support case. Via the colleges Technical Support Web portal or in person at the ICT Dept. Information will be provided to all Students on how to effectively access the Technical Support options at the commencement of the school year.

### 3.1 STUDENT RESPONSIBILITIES

• **Usage, when the Laptop can be used, by whom and for what purpose**

Laptops may only be used by the student at school or at home. The Laptop should not be used by any other student or family member, except when the parent is assisting the student.

• **Additions and deletions to software**

Students may install applications and drivers on their computer. You can only install original legally licensed copies of any software or media. If any of these installed programs or media affect the running of the computer, the school takes no responsibility for them. Support will only be provided for faults related to school supplied applications.

If a reimage of the computer is required, students will need to reinstall any applications that were not school supplied. Students will also need to backup any data that has not been stored in Sky Blue prior to reimagining as the reimagining process deletes all data and only restores school supplied applications.

Students may NOT delete school supplied applications under any circumstances.

• **Offensive content**

Students are prohibited from accessing or storing any offensive content on the Laptop or other digital storage devices used for school purposes.

• **Stickers and permanent markers**

Stickers and markers should not be used on the Laptop under any circumstances. Each laptop will have an identity sticker detailing the Students Name and Student Number. Students will need to personalise their carry case with an ID/name tag to help them identify their Laptop whilst it is in its protective case. The current marking method (White Marker) used by students on their school bags is also acceptable.

• **Food and Beverages**

Students are not permitted to eat or drink whilst using Laptops. Damage caused by fluids being spilt on a Laptop is NOT covered under warranty.

• **Charging of Battery**

It is the students' responsibility and a mandatory requirement to ensure that their Laptop battery is **fully charged** prior to coming to school. Battery chargers should not be brought to school unless specifically directed by a Teacher to do so.
• **Transport**

Laptops are to be carried at all times within the supplied protective bag. This includes transporting the Laptop between classes and to and from the College. Laptops are not to be taken out of the protective bag in buses, cars or anywhere in between the College and home.

• **Storage at home and School**

When not in use at home, Laptops should be stored within the protective bag. The Laptop should be stored in a safe place, out of reach of younger children and away from areas of excessive heat. During lunch and recess breaks or when Laptops are not required for lessons, Laptops should be left in their protective case either in the students’ school bag or in their set lockers.

• **Organisation of files**

Students are permitted to create folders on their Laptop and within Sky Blue to assist them in the organisation of their work. Only work stored within Sky Blue will be automatically backed up. All files stored locally (C Drive, Desktop etc..) are the responsibility of the student and are not backed up by the school. The school takes no responsibility for the loss of any locally stored data.

• **Laptop use**

When in use, the Laptop should be placed on a table or desk, not on laps. The Laptop should not be carried around whilst the screen is open.

• **Backup**

It is the Students responsibility to ensure the safety and integrity of their Data. The College will provide a cloud based file storage system within “Sky Blue” for all school related data files which will be accessible at school and from home provided there is a broadband internet connection in place. Any data stored within Sky Blue will be automatically backed up.

• **Cleaning and care responsibility**

Students are responsible for ensuring their Laptop is kept in a clean state. It is imperative that the student maintains a clean Laptop by regularly wiping down the outside case with a damp (not wet) cloth. The Laptop screen can be gently wiped with a clean damp cloth. *Windex* sprayed on a cloth may be used to clean the screen and case of the Laptop. Cleaning agents other than standard window cleaners should not be used. All Laptops will be checked regularly by staff. Full details of how to care for the Laptop can be found at [http://www8.hp.com/us/en/support-drivers/total-care/totalcare-for-Laptops.html](http://www8.hp.com/us/en/support-drivers/total-care/totalcare-for-Laptops.html)

### 3.2 DAMAGE, LOSS AND REPAIR

• **Loss or damage**

If the Laptop is lost, stolen or damaged the student must report it to the ICT Department as soon as practical during school hours. An *ICT Equipment Incident Report Form* (please refer Section 7) is to be completed and will also be available from the ICT Department and the College website (www.stregs.nsw.edu.au). If loss or theft occurs outside of the College, parents should inform the Police immediately. The *Police Event Number* will be required to complete the *ICT Equipment Incident Report Form*. Action in response to damage or loss will then be determined by the College.

• **Repair and turnaround time**

St Gregory’s strives to achieve a fast turn-around time for repair of Laptops. However, this will depend on the extent of the problem. The Schools ICT Dept will diagnose and repair all Hardware faults. Turnaround times will
depend on the availability of parts. Hardware Faults (not damage) do not require an ICT incident report form to be filled out unless the fault occurred as part of the laptop not being used in the correct manner as stipulated in Student Responsibilities (please refer section 3.1). Students will be given if available a replacement loan Laptop whilst waiting for repairs and this will be noted in the ICT Helpdesk System.

- **Accidental Damage and Non-Accidental Damage**

  There are two types of damage as defined by the College:
  - Accidental Damage
  - Non-Accidental Damage

  **Accidental Damage:** Where a Laptop is damaged or stolen and the student and parent have met all the requirements as outlined in Student Responsibilities (please refer Section 3.1).

  **Non-Accidental Damage:** Where a Laptop is lost, stolen or damaged and the requirements stated in Student Responsibilities have NOT been adequately observed.

  The following are examples of NON-Accidental damage or loss:
  - Damage as a result of not carrying the Laptop in the appropriate protective bag.
  - Theft from an unlocked and unattended vehicle.
  - Theft from a vehicle when the Laptop was left clearly visible.
  - Theft while left unattended and out of view of the student. This includes leaving the Laptop outside a shop, on a sport field, school bus shelter/train station, or unattended in a classroom outside of normal school hours.
  - Theft from an unlocked locker.
  - Laptop placed in baggage in the hold of an airplane (Laptops must be taken as carry-on luggage).
  - Scratching of the casing and/or bruising/cracking of the screen as a result of misuse.
  - Theft or loss of an adaptor, power or network cords.
  - Theft of Laptop left on College premises during weekends or pupil vacation periods.

  **Who is responsible for covering the cost of a lost or damaged Laptop?**

  **Accidental Damage**

  The College will cover 50% of the repair costs in the case of accidental damage. Parents will be expected to cover the remaining 50%. The ICT Department will advise the Finance Office of the amount (including GST) and this will appear on the family’s next fee invoice.

  **Non Accidental Damage**

  The College will not cover the cost of repairs when a Laptop is damaged as a result of misuse or where user guidelines have not been followed as outlined in Student Responsibilities (please refer Section 3.1). The parent will in this case bear the full cost of repairs. The ICT Department will advise the Finance Office of the amount (including GST) and this will appear on the family’s next fee invoice.
Estimated Repair Costs:

The estimated repair cost as quoted by the laptop supplier is shown in the table below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Charge Incl GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Replacement</td>
<td>$476</td>
</tr>
<tr>
<td>Replacement Battery</td>
<td>$210</td>
</tr>
<tr>
<td>Top Cover</td>
<td>$161</td>
</tr>
<tr>
<td>Bottom Cover</td>
<td>$116</td>
</tr>
<tr>
<td>AC Adapter</td>
<td>$110</td>
</tr>
<tr>
<td>Keyboard</td>
<td>$103</td>
</tr>
<tr>
<td>Display Hinge Kit</td>
<td>$78</td>
</tr>
</tbody>
</table>

The College reserves the right to increase these recharges in line with movements in the suppliers charge.

SECTION 4

MAINTAINING A SAFE ENVIRONMENT

The College has a shared responsibility with parents, the Government and the Community to protect our children from the impact of inappropriate material on the Internet. This protection at St Gregory’s comes in the form of a number of mechanisms to block inappropriate content. St Gregory’s has activated web and email filters to ensure the safety of your child whilst working within the College’s network.

The College also encourages active supervision of your child at home. The Internet is a fantastic learning tool and enables access to information that supports all areas of the school curriculum. However, it can also be a real time waster if misused.

Whilst using the Laptop at home, we recommend the following guidelines be employed:

- Supervise your child in a public room like the lounge room.
- Avoid your child accessing computers in their bedroom or rooms that they can close off to other members of the family.
- Don’t be afraid to demand to know your child’s password for particular websites e.g. Instagram, Twitter, Facebook, etc. It can be a condition of them being able to use the Internet.
- Most Internet browsers have a History menu that you can access to allow you to see the sites that they have visited recently.
- Never provide personal information on a global system or to identify friends or themselves in photos.

Whilst we would all like to simply trust in our children’s good judgement, it is important to be aware of what they are doing and take an interest in what they are accessing on the Internet. Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Good advice is available from the Commonwealth Government website: http://cybersmartkids.com.au/

SECTION 5

CYBERBULLYING

Cyberbullying refers to bullying through information and communication technologies. Mediums such as mobile phone text messages, mails, phone calls, Internet chat rooms, instant messaging and social networking websites such as Instagram, Facebook and Twitter can be forum for cyberbullying. Cyberbullying is a fast growing trend that experts believe is more harmful than typical schoolyard bullying.
Today nearly all of us can be contacted 24/7 via the Internet or our mobile phones. Victims can be reached anytime and anyplace. For many children, home is no longer a refuge from the bullies. It has been said that children can escape threats and abuse in the classroom, only to find text messages and emails from the same tormentors when they arrive home.

The College sees this as no different to any other form of bullying and is not acceptable. The College’s position on bullying, including cyber-bullying, is contained in the student diary under College Regulations - Bullying and Harassment Guidelines. Students and parents need to familiarise themselves with this policy.

SECTION 6
COMMONLY ASKED QUESTIONS

What is included in the Laptop Program?

Students receive the following equipment as part of the Laptop Program:

- **HP SpectreXT Pro** Laptop and power adapter
- Protective case
- Paperwork

Each device will be configured with the St Gregory’s approved licensed suite of software. Software support and maintenance will be built into the retained portion of the Laptop bond.

Why the HP SpectreXT Pro Laptop?

The **HP SpectreXT Pro** is hard wearing and reliable model that provides a suite of built-in software that works together very well (even with Office and Adobe). The long battery life and the fact that most printers, cameras and Bluetooth devices will work with this Laptop easily makes an ideal learning tool for students.

What about recharging the Laptop during the day?

To preserve battery power while at school, students should not use the Laptop for unnecessary web browsing, gaming, listening to music or watching videos. HD video especially can drain the battery more quickly than viewing in lower resolutions. The Laptops will have a battery life of **up to 7 hours**, subject to normal usage. Over time, it is normal for the battery life to slowly decline and on occasion a battery may need to be replaced. Battery replacement is covered for 1 year under normal warranty conditions.

Does my child have to bring the Laptop to school every day?

Yes they will. It will be compulsory for students to bring the Laptop fully charged to school every day in its carry case, as the Laptop will become an integral tool for student learning.

Where will my child store their Laptop during the day?

Students are expected to store the Laptop in the carry case provided and either keep it safely with them or stored in a designated area.

Will my child still need exercise books?

Yes they will. It is important to note that the Laptop will become an integral part of your child’s comprehensive education, alongside printed and handwritten materials such as textbooks and exercise books.

Students will still need exercise books as not all work can be completed on the Laptop. Some textbooks will also be available online. As more companies provide their textbooks in electronic format, it is expected the need for physical textbooks will decline. Wherever possible, electronic texts will be used.

Handwriting will remain a focus for all subjects
Do I need to get my own internet connection?

This will allow for the use of the computer at home to access information on the web but is not mandated by the College.

How will the students transfer their Laptop between home and school?

St Gregory’s will supply a carry case with the device to help protect the Laptop. Students will need to manage the textbooks and resources that are required for each day. The standard College schoolbag will accommodate this.

How will my child be able to identify their Laptop?

Each Laptop will have a student ID label. Students are not to remove or vandalise these labels or the carry cases and are not to add any stickers or markings to the Laptop. The carry case may be identified by a label, tag or white marker as per the current school bag method.

Can my child use the Laptop at recess and lunchtime?

Laptops will not be permitted to be used during College hours except for class use. Students can access their laptops before and after a school day.

Will there be consequences for incorrect uses of the Laptop?

Consequences will apply if a student misuses the Laptop or any other piece of equipment. It is important for your child’s development that they learn to use information communication technologies appropriately and understand the consequences of inappropriate use. (see Student Management Guidelines)

What will happen if my child’s Laptop crashes and they lose their work?

Provided the student has stored their Data on Sky Blue, their data will be secure. Students will be taught how to store their data on Sky Blue in the Laptop Bootcamp sessions they will attend at the start of the school year. In the event of a crash, any Data locally stored on the hard drive of the laptop will be lost. The College will not accept any responsibility for the loss of any locally stored data. As part of the repair process, the Laptop will be restored with all school supplied applications.

What happens if there is a problem with the Laptop?

St Gregory’s will provide ICT support between 8.30am and 4.30pm from Monday to Friday across the year, including pupil vacation periods (please note the ICT office is closed between Christmas and New Year). All ICT support requests must be made either in person at the ICT Dept or via the IT Helpdesk Portal on SKY Blue. Some problems may be software related and can be remedied by re-imaging the Laptop to return it back to its original state. Depending on the issue, St Gregory’s ICT Department will diagnose and repair the Laptop. This may take some time, depending on the part’s availability. In such cases, the student may receive a loan Laptop for the duration of the repair.

Will my child be able to access inappropriate sites or material?

Student Laptop use at St Gregory’s is protected through the College filtering system. The College will take every precaution to block inappropriate material at school. However, at home there is no filtering so it is the responsibility of the Parent and the Student to follow the College guidelines on appropriate use of technology and good digital citizenship.

It is equally important parents supervise student use of the Internet at home.
What happens if the Laptop is stolen?

The parent or student is responsible for informing the ICT Department immediately in case of damage, theft or loss of the device. In the cases of theft or loss, a Police report will be required and the ICT Equipment Incident Report Form will need to be completed.

If my child damages their Laptop, how will they do their work?

Students will be provided with a loan Laptop by the ICT Department at the discretion of the College (it may or may not be taken home) until the repairs are completed. Any damage to the loan Laptop as a result of misuse, vandalism, theft or loss will be charged to the family on their next fee account.

What if a child already has a Laptop, why do we need to purchase another one?

All students are part of the Learning Technology Program, and are required to have the same Laptop with the standard College image which incorporates the College’s licensed software and electronic textbooks.

What are my options with the Laptop if my child leaves the College before the end of year 9?

Students that leave before the end of Year 9 must return the Laptop and all supplied accessories. The Laptop condition will be assessed and a portion of the Bond will be returned to the Parent.

Will there be consequences for inappropriate use of the Laptop?

Yes. It is considered the same as other inappropriate behavior. Students are expected to use the Laptop in accordance with the College’s Laptop User Agreement (please refer Section 7) at all times. Normal disciplinary measures will be applied as a result of student breaches of the technology guidelines.

SECTION 7

LAPTOP USE AGREEMENT AND INCIDENT REPORT FORM

These documents follow on pages 12 to 14.
ST GREGORY'S COLLEGE CAMPBELLTOWN
STUDENT/PARENT LAPTOP USER AGREEMENT

This agreement is between St Gregory’s College Campbelltown, the Student and the Parent/Guardian of the Student receiving the Laptop.

Learning technologies resources are available to all St Gregory’s students. The smooth operation of the College computer network relies on the proper conduct of the users who must adhere to this agreement.

STUDENTS

As a responsible user I agree that:

- The College email accounts, blogs, personal web pages, Moodle or any other computer based material are not private and may be viewed by staff at any time.
- Whilst at school, I will ONLY log on to the St Gregory’s network, Moodle or any other digital device using ONLY my username and password provided by the College.
- I will only use learning technologies at St Gregory’s (including the Internet) for learning related activities.
- I will take care to check the credentials and reliability of any information obtained from the Internet.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action.
- I will not access or store offensive video, still images or audio on the Laptops or other digital storage devices used at school.
- I will abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works.
- I will not use digital technologies to harass or bully another student.
- I will abide by conventions of etiquette and be respectful of others.
- I will not reveal personal addresses or contact numbers over the Internet including my own.
- I will not knowingly introduce a virus, Trojan or other malicious programs or use them for inappropriate purposes.
- I will fully charge my Laptop each evening in preparation for the next school day. I will ensure that all my school related data is saved in Sky Blue.
- My parents will be aware of and monitor my use of computers and the Internet at home as this is not the responsibility of the College.
- I will promptly report to staff any inappropriate material that is accidentally accessed.
- I will promptly report any damage to the hardware and/or software to the ICT Department.
- I will transport my Laptop in the supplied protective bag at all times.
- I will keep my Laptop clean and free of graffiti and stickers.
- I will take all reasonable precautions to ensure that my Laptop is not lost or damaged.

I have read and understood the expectations listed above and agree to abide by them at all times.
I acknowledge that I have received a **HP SpectreXT Pro** computer ("the Laptop, protective case, powerpack"), which is the property of St Gregory’s College Campbelltown, for use by the student whose name appears below.

I understand that the Laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.

I acknowledge the Laptop remains the property of the College at all times.

In the case where the student leave before the end of the year, I agree to return the Laptop to the College’s ICT Department immediately.

In the case of damage, I agree to return the Laptop to the College immediately and complete a *ICT Equipment Incident Report Form*.

In the case of *Accidental* damage to the Laptop, I will share **50%** of the repair costs with the College.

In the case of *Non-Accidental* loss or damage to the Laptop, I will cover **100%** of the repair cost.

In the event that the Laptop is lost or stolen I will advise the College immediately and complete an *ICT Equipment Incident Report Form* with a *Police Event Number*. An assessment will then be made by the College in light of the details on the form.

I agree to supervise the student in his care of the Laptop and operate it in accordance with the policies and procedures laid down by the College.

I have read and understood the policy relating to the use and misuse of the Laptop and have read and understood the terms of this agreement and hereby agree to the conditions listed.

Laptop Serial Number: ____________________________________________

Student Name: ___________________________________________________

Student Signature: ___________________________ Date: _________________

Parent/Guardian Name: ___________________________________________

Parent/Guardian Signature: ___________________________ Date: __________
ST GREGORY'S COLLEGE CAMPBELLTOWN

ICT EQUIPMENT INCIDENT REPORT FORM

Equipment Serial Number: ___________________________  Student Name: ___________________________

Username: ___________________________  Password: ___________________________

Date Reported: ___________________________

Please indicate which of the following applies:

☐ Laptop Failure  ☐ Protective Case
☐ Power Supply Failure  ☐ Laptop Damaged  ☐ Software
☐ Battery Failure  ☐ Laptop Lost/Stolen  ☐ Other: ___________________________

Details of the problem or incident:
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

I have backed up my data:  ☐ YES  ☐ NO

Student Signature: ___________________________  Date: ___________________________

Parent/Guardian Signature: ___________________________  Date: ___________________________
(required for lost, stolen or damaged equipment)

Police Event Number: (if stolen) ___________________________

OFFICE USE ONLY

Date/time received: ___________________________  Received by: ___________________________

Items of note from technician's inspection: ___________________________

Action Taken:
☐ Warranty  ☐ Accidental Damage  ☐ Lost/Stolen
☐ Non-Accidental Damage  ☐ Sent to HP for repair/quote  ☐ Other: ___________________________

Referred to:
☐ ICT Coordinator  ☐ Year Coordinator  ☐ Deputy Headmaster

Serial Number of LOAN Laptop passed to the student: ___________________________

Date returned: ___________________________  Received by: ___________________________

14