



## Loan Laptop Policy

Originally Released: February 2019

Review Date: February 2022

All students in Year Seven - Twelve are required to provide their own working computing device as per the College guidelines for use in class. As a backup to support students with their learning, St Joseph's College IT Department maintains a set of laptop computers for student loan. All loan laptops are for use at school only and must be returned to the IT Office at the end of each school day.

If a family is not in a financial position to provide a computing device for their child, the Principal may offer a long-term loan laptop that is from a different laptop loan pool. Any recipient of a long-term loan laptop is not required to follow the procedures below and can take the laptop home for the period of the loan (typically one year). Parents must make an appointment to see the Principal where a device cannot be supplied for their child to use.

### Procedures

1. Broken Laptop
  - a. A broken laptop must be repaired as soon as possible.
  - b. A note from the student's parent or guardian with an expected repair date is to be provided to the Head of Secondary.
  - c. The Head of Secondary can approve the daily loan of a laptop until the student's laptop is repaired or for a date range at their discretion.
  - d. Loan approval is recorded as a Technology Pastoral Care note on SEQTA Teach.
  - e. If a loan is approved, the student can borrow an assigned laptop from the IT Office and must return it each school day of the approved date range.
  - f. If the student requests a loan from the IT Office outside the approved date range, they will be referred to the Head of Secondary for re-approval.
2. Forgotten Laptop
  - a. The student will visit the Head of Secondary for loan approval.
  - b. Loan approval is recorded as a Technology Pastoral Care note on SEQTA.
  - c. If a loan is approved, the student can borrow a laptop from the IT Office and must return it at the end of the school day.
  - d. All subsequent day loans for a forgotten laptop must be approved by the Head of Secondary.
  - e. When a laptop is frequently forgotten, parents will be contacted to resolve the situation by the Head of Secondary.
3. Damage to the loan laptop
  - a. IT will have a record of the condition of all loan laptops. If a laptop is damaged while on loan, the family will be charged any associated repair or replacement costs.