

One to One Student Netbook Program

Loan agreement form

Point Cook Senior Secondary College

Loan Agreement

To be completed when the college purchased ICT equipment is on loan to students for use outside the school premises.

- **Note:**
A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the external request for equipment form should be held in the students' records.

Acknowledgment

The equipment described at all times remains the property of the Point Cook Senior Secondary College and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The Equipment should be only used by the student to whom it is lent and by no other person
- The student and their parent/carer has read and understood the schools ICT acceptable use agreement.
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the schools behavior and educational requirements when the student is using the equipment
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the College network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause
- Loss or damage of any equipment on loan must be immediately reported to the College
- If, in the opinion of the school teacher or staff member, the student is not meeting the schools ICT acceptable use agreement with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return.

Loan Agreement Approval

I have been provided with a copy of the 1 to 1 netbook program handbook and I have read and understood its terms and conditions. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of Parent/Carer: _____

Name :

Date: ___/___/_____

I have read and understood the above terms. I have been provided with a copy of the Student ICT acceptable use agreement regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name :

Date: ___/___/_____