



CAIRNS SCHOOL OF DISTANCE EDUCATION

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PO Box 7092 Cairns Qld 4870 (Hoare Street Manunda, Cairns Qld)

Telephone and Headset Loan Agreement For all limited choice enrolments to complete

Family Details	
Family Name:	
Family Number (if known):	
Home address at the commencement of the family's acceptance of the equipment:	<div></div> <div></div> <div></div> <div></div>

Agreement	
Equipment to be loaned:	<input checked="" type="checkbox"/> Leader Telephone Handset <input checked="" type="checkbox"/> Plantronics Headset

Conditions of Loan:			
<ul style="list-style-type: none">A commitment must be made to ensure that students attend scheduled phone lessons regularly.Where a student is to be absent from a class lesson for any reason, prior advice should be given to the class teacher or the school, if possible.Where a student does not attend 75% of scheduled lessons, school-owned phone equipment may be recalled by the school.The equipment shall be under the care and the control of the user from the time that it is given to the user and until it is returned to the school. The equipment must stay in the user's own possession and will not be removed or borrowed.There is no insurance on school-owned equipment borrowed by families. The user is responsible for replacement or repairs due to faults resulting from negligence.In the event of a malfunction, no repairs are to be attempted by the user. Immediate contact should be made with the school technician with details of the problem.All equipment borrowed must be returned complete when enrolment is finalised or at any time as requested by the school.A refundable security deposit must also be paid before the equipment can be issued. The \$100 will be withheld if the equipment is not returned in a satisfactory condition at the end of the loan period.This cleaning deposit will be withheld if the equipment is not returned in a satisfactory condition at the end of the loan period.Equipment returned for maintenance in an unacceptable condition during the loan period will incur a cleaning charge.The handset may be used for private use but private headset use should be avoided.			
<ul style="list-style-type: none">I understand and accept these conditions			
Name:			
Signature:		Date:	/ /

Please return agreement to CSDE admin and retain a copy for you records				
ADMIN USE ONLY				
Amount Paid	Receipt No.	Date Dispatched	Notes	Initials

Memo to: Limited Choice of Schooling Families

From: Andrew Oliver, Principal

Re: Phone Equipment Loan

This letter is to provide you with important information relating to student participation in our daily *scheduled phone* lessons and the costs associated.

1. **The value of scheduled phone lessons.** In our experience students benefit enormously from daily participation in scheduled lessons for a range of reasons:
 - Direct daily contact with their teacher
 - Direct daily contact with their classmates
 - The opportunity to participate in classroom discussion, debate and group work
 - The opportunity to discuss their learning challenges with peers and their teacher
 - The opportunity to listen to and learn from conversations their peers have with the teachers
 - Establishing and maintaining social skills
 - Establishing and maintaining a sense of belonging to their class and their school.

We therefore strongly recommend that all students actively participate in daily scheduled phone lessons.

2. **To allow your child to participate in scheduled phone lessons,** you need to enter into a loan agreement with the school. You may not use other phone equipment.

Q1 Why can't I use my own speaker phone?

Sorry, but we won't let you do that. The equipment we are using has been specifically designed for our purposes and has features that are unique. You'll only be able to have your child participate in scheduled phone lessons if you choose to use the school provided equipment. Otherwise, the quality and effectiveness of lessons diminishes.

- The phone is a fully duplexed conference phone with a mute button.
- The headset has a PTT (press to talk) and comes with interchangeable and replacement voice tubes, and, because it's a headset, allows the student to have both hands free.
- The phone and headset are designed so that both can operate together, so that the home tutor can fully participate as well as the student.

A refundable cleaning deposit of \$100 must be paid in full before the loan can be processed.

Q2 What if the equipment fails?

The school will accept responsibility unless the damage or fault was as a result of negligence. If you have a problem, you simply need to contact the school technician.

Q3 Can I use the phone for private phone calls?

Yes, but avoid using the headset, because the more you use it, the more voice tubes will need to be replaced and the headset is the really expensive part of the equipment.

Finally, I cannot stress strongly enough the importance and value of a child's participation in regular scheduled phone lessons.



Andrew Oliver
Principal