



SCHOOL LAPTOP LOAN AGREEMENT – Distance Learning Plan (Primary)

The School has a limited number of laptops available for students to use at home for the Distance Learning Plan if they do not have access to a suitable device. **One laptop is available per two Primary students per family.** Families are expected to adhere to the following requirements of the School Laptop Loan Agreement. Please email the completed form to Mrs Ghali sghali@rjas.nsw.edu.au for consideration.

REQUIREMENTS

1. The laptop will remain the property of the School.
2. Only the RJ students noted below can use the RJ laptop.
3. The RJ laptop will only be used for School related activities.
4. Password security must be respected.
5. The student/s will be responsible for the care and security of the RJ laptop while it is in their possession.
6. The cost of repairing damage and/or replacement due to loss will be covered by the student's family, as specified by the School.
7. Any technical issues with the laptop, beyond normal parameters, must be addressed only by the School's ICT Staff. No other person should attempt to alter settings, modify software or tamper with hardware etc.
8. No inappropriate material may be accessed or downloaded onto the laptop, nor is it permissible to use any material in any way that may breach copyright regulations or the School's Computer and Internet Policies.
9. The RJ laptop is not to be used for accessing Facebook or any other social networking sites, nor for the collection and sending of private emails or messages.
10. The RJ laptop will be returned once normal class-based learning resumes.
11. The School's *Computer and Internet Policy* applies with regard to all other matters involving the RJ laptop.

AGREEMENT

Student Name: _____ of Year _____

Student Name: _____ of Year _____

Parent Name: _____

I confirm that I do not have a suitable device at home for my child/ren to use.

I accept full responsibility for the proper use of a School laptop as described in the School Laptop Loan Agreement. Should my child/ren not use the RJ laptop properly I understand that this Agreement may be terminated immediately. Should the RJ laptop be damaged/lost whilst in my child's care I could reasonably expect that the cost of repairs/replacement would be paid by me and the Agreement may be terminated.

Signed: _____ (Parent) Date: _____

Signed: _____ (Operations Manager) Date: _____