

Loan Laptop Policy

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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, Warragul Regional 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

Faulty Laptop (purchased through the school)

- Students may organise a loan laptop in the event IT must retain their device for the duration of a repair or diagnosis.

Forgotten Laptop

- Students may organise a loan laptop between 8:30am to 9:00am for the school day.
- If a student fails to organise a loan laptop before 9:00am, then their class teacher will be responsible for organising the student to share with another student. The teacher should later follow up with the student for not bringing equipment to class.
- Loaned laptops **must be returned** by the end of the school day.

Damaged equipment

- IT records the condition of all loaned equipment. If a laptop is damaged while on loan, the family will be charged for any associated repair or replacement costs.