

JAMISON HIGH SCHOOL

LOAN LAPTOP USER AGREEMENT



To

The Principal
Jamison High School
South Penrith NSW 2570

Subject: Loan of a laptop for BYOD

Dear Sir

This is to say that I am a parent/guardian of _____ in Year _____.

I wish to loan a laptop from the school for my child. I understand that:

- this loan will be for a 4 week period after which it will have to be renewed.
- I accept full responsibility of taking care of this laptop and will ensure that it is charged overnight at home. I accept and abide by the Jamison High School ICT and BYOD Policy (<http://www.jamison-h.schools.nsw.edu.au/useful-links>) and will be responsible for any damage that occurs to the laptop.
- I will return the loan laptop to the school during the school holiday times, and periods of extended leave.
- I will backup all data securely. This should be on online storage (google Drive or One Drive) or on an external storage device. All files saved on the hard drive will be lost in the reformatting of the laptop.
- Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school. I agree to the consequences which might see my loan permissions revoked and/or a bill for repairs sent to me.

Yours sincerely

Student signature Student name Parent signature Parent name

For office use only:

Please provide the following:

Laptop

Charger

Case

Approved by:

Date of loan: _____

Date of review of loan: _____