



Edithvale Primary School – Loan of Assets Agreement

Edithvale Primary School (EPS) is providing school owned Laptops and iPads for students to borrow, where families have no other access to these devices for Remote Learning @ Home. Students added to this 'event' on Compass have had a parent request access to a device to use at home from 15th April until 26th June (or until such time as Remote Learning requirements are no longer in place in Victorian Schools).

With Parent Permission, students from Foundation to Year 6 can borrow a digital device (Laptops or iPad) from EPS owned resources.

Parents are expected to discuss the following with their children using school owned devices:

- No social media usage is to occur using school devices
- Students must adhere to previously signed Acceptable Use Agreement 2020
- Students must not attempt to change any of the computer or iPad settings, as changes to the school account will affect all devices. This will have an impact on other students' remote learning.
- If connecting the device to the internet at home, it is the parent's responsibility to filter content (DET and EPS filtering software would be reduced when devices are connected to networks other than the school)

Additional information & guidelines:

1. Laptops or iPads MUST be signed out by a parent. Devices will not be handed over to students without a parent present under any circumstances. They are to be returned to the office for checking-in by parents and staff when no longer required at home. Students are not permitted to return devices to the office without a parent present.
2. School insurance does not cover any broken screens, keys, lost plugs etc. This will be charged to families.
3. School devices are only to be used for school work and not personal use e.g. no downloading games or any other apps etc.
4. School devices are only to be used under the supervision of parents.
5. Where any damage occurs to the device whilst on loan, the school will add the cost or repairs, or replacement of device, to the family's school account (so that the device is returned and available to future students in the condition it was borrowed).

In accordance with the Department of Education and Training Policies and Guidelines, the Loan of Assets Agreement is a receipt and record for the school to ensure the following has been documented prior to the loaning of equipment:

1. Record of the items being borrowed, along with serial number and asset number.
2. Signature of student/family borrowing the equipment, acknowledging its current condition as well as acceptance of taking possession of the equipment.



3. Ticking the box to acknowledge that any loss or further damage (if applicable) to the equipment falls under the insurance by the borrower or their own personal out of pocket expenses.

Items & Equipment borrowed

<i>Item</i>	<i>Serial Number</i>	<i>Asset Number</i>

Any noticeable condition to the equipment to be taken note of for return purposes:

Please read and tick the boxes below

- By ticking this box, the borrower acknowledges and understands that all liability to any loss or damage from the time of possession falls directly to the borrower, either through their own insurance purposes or out of pocket expenses. We strongly encourage you, as per DET guidelines and policies, to ensure the equipment is noted in your home and contents insurance policy.
- By ticking this box, the borrower understands that the existing Edithvale PS Internet User Agreement Form still applies to the use of this school equipment. Along with this, no social media sites are to be used on school equipment and responsibility to filtering of content in its use falls directly on parents.

Signature accepting condition and acceptance to taking possession of equipment

Parent: _____

Date: _____

Signature on return of equipment

Principal: _____

Date: _____

**return dates will be communicated to you via Compass when more information comes to hand around schools reopening.*