



## Equipment Loan Agreement for remote learning Term 2, 2020

### COURTENAY GARDENS PRIMARY SCHOOL

Please fill in the below information and return to the school office, either through the school email: [courtenay.gardens.ps@edumail.vic.gov.au](mailto:courtenay.gardens.ps@edumail.vic.gov.au) or drop off at the school office.

You will then be contacted by the school when your device is ready to be picked up from the school. **The box below must be completed.** The parent signature (at the end of this letter) will need to be signed by the parent when the pick-up occurs.

<b>Name of the student:</b>	
<b>Grade of the student:</b>	
<b>Parent Name for contact:</b>	
<b>Parent phone number to notify of pick up date from the school:</b>	

**If the student is in Prep-Grade 2- an ipad will be provided. If the student is in Grade 3-6- a laptop will be provided. At this stage, only 1 device will be provided per family.**

In consideration of the School, at the request of the Recipient, making available the Device to the Student for educational purposes during the Remote Learning Period, the Recipient agrees to the following terms and conditions:

The Parent agrees to:

1. Supervise the Student's use of the Device at all times during the remote Learning Period
2. Ensure that the Device is only used for self-education purposes
3. Maintain the Device in good working order and ensure that the Student uses the Device in accordance with the Device manufacturer's instructions
4. Ensure the Device is not misused or tampered with by any person
5. All times keep the Device under his or her personal control both during and outside school hours
6. Notify the School Representative immediately following any loss or damage to the Device
7. Ensure the Device is returned to the School at the end of the Remote Learning Period or within 5 business days of the School requesting the Device be returned.

The Parent agrees that:

1. The School can request the return of the Device at any time.
2. In the event the Device is lost or damaged (e.g. if loss is caused by leaving the Device in an unlocked or unattended vehicle, except in a locked boot or a locked vehicle, or some other negligent act), then the Recipient may not be eligible to borrow a replacement Device from the School.
3. On the completion of the Remote Learning Period the Device will be returned to the School in good repair, condition and working order, ordinary wear and tear excepted.

<b>Device details (school use only)</b>	
<b>Signed by Parent (on pick up of device)</b>	<b>Signed on behalf of School</b>
<b>Date:</b>	<b>Date:</b>