

A new loan agreement form should be signed each time equipment is loaned, and prior to the commencement of loan.

DETAILS OF PERSON TO WHOM EQUIPMENT IS ON LOAN			
Student Name:		Address:	Telephone:
Parent/Guardian name:			
Reason for Request <i>(please complete a separate form for each request)</i>		<div style="border: 1px solid black; padding: 5px;"> <p>*The end date is the last school day of the year. For Year 10, 11 and 12 students this date will be the final school day for the relevant year level, including the external exam block for Year 12 students.</p> </div>	
Student Resource Scheme (SRS) Temporary Laptop hire - One Year*			
SRS Instrumental Music - One Year*. Instrument(s) requested: _____			

Temporary laptop hire only - Levels of Web Filtering
As per page 10 in the BYOD Student Charter , all BBSC loan devices will be defaulted to a high (more restrictive) level of filtering. By signing below, I would like to request that my child's device is set to a medium (less restrictive) level of filtering.
Parent/Guardian Signature: _____ Date: _____

ACKNOWLEDGEMENT
<p>The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:</p> <ul style="list-style-type: none"> The equipment should be used only by the student to whom it is lent and by no other person. The student and their parent/guardian have read and understood the BYOD Student Charter and Student Code of Conduct. The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause. Loss or damage of any equipment on loan must be immediately reported to the school. <p>(For ICT equipment only) Windows Defender software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.</p> <p>Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.</p> <p>If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.</p> <p>Equipment must be returned by the student to the school by the date* specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.</p>

INDEMNITY and LOAN AGREEMENT APPROVAL
<p>Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.</p> <p>We understand the requirements and costs of the SRS Laptop Hire and/or SRS Instrument Hire, and have completed the SRS Parent Agreement Form (PAF). We acknowledge that all equipment and accessories will remain the property of Education Queensland and that we will be liable for any loss or damage. We agree to return the equipment to the College by the due date, and acknowledge that failure to do so may result in commencement of recovery action.</p> <p>I have read and understood the terms of the BYOD Student Charter and Student Code of Conduct regarding the student's use of the equipment. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.</p>
<p>Parent/Guardian Signature _____ Date _____</p> <p>I have read and understood the terms of the BYOD Student Charter and Student Code of Conduct regarding my use of the equipment. I acknowledge my responsibility to use the equipment in accordance with the above terms.</p> <p>Student Signature _____ Date: _____</p>

Please return form to Main Administration Office



OFFICE USE ONLY:

EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises. This form and the loan agreement to be kept on student records.

Laptop hire forms to Resource Centre

Instrumental Music Hire forms to IM Coordinator

DETAILS OF PERSON TO WHOM EQUIPMENT IS ON LOAN	
Student Name:	Year:

DETAILS OF EQUIPMENT ON LOAN					
Description / Type:		Brand:			
Serial Number		Asset Number			
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)			
Commencement loan date:		Required date of return:		Date returned:	
Pre-Booking condition	Good	Fair	Poor	Loan entered on Asset Register on OS	
Post booking condition	Good	Fair	Poor	Loan updated on Asset Register on OS	
Officer receiving returned equipment	Name:		Signature:		

STUDENT RECEIVED LAPTOP	
Student signature:	Date:
STUDENT RETURNED LAPTOP	
Student signature:	Date:

APPROVAL FOR LOAN		
I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.		
Signature of School Approving Officer: _____		
Name:	Designation:	Date:

- SRS -PAF completed by parent, signed and returned
- Copy of EQ11 sent to Finance for invoicing
- SRS – PAF sent to Finance
- IT adjusted filtering level implemented if required
- Copy of approved EQ 11 emailed to parent

Finance office:	
Student Invoiced	Ref Number: _____ Date: _____
Payment received by Due date:	Approving officer advised of non-payment
Financial approval: _____	Date: _____
Notes:	