



Laptop Hire Form

AUTHORISED SCHOOL OFFICER USE ONLY

DUE DATE

RESERVATION DATE (IF APPLICABLE): ___/___/___

ASSET ID: _____

LOAN COMMENCEMENT DATE: ___/___/___

SN: _____

COST OF HIRE

- \$350 - YEAR
- OTHER (INC. REASON): _____

TEX No.: _____

APPROVAL: _____

ACCIDENTAL DAMAGE PROTECTION

- ONE CLAIM*, THEN USER PAYS
- NOT INCLUDED

***THIS IS NOT AN INSURANCE PRODUCT AND DOES NOT COVER THEFT, LOSS OR DELIBERATE DAMAGE**

LAPTOP MODEL – NON-RETURN COST

- HP G10 (\$1000)
- Dell 3420 (\$1,000)
- Fujitsu Lifebook (\$1000)
- Lenovo 13w (\$1000)

ADDITIONAL ITEMS PROVIDED

- CHARGER (\$40)
- CASE (\$40)
- BAG (\$100)
- OTHER: _____

ITEM CONDITION NOTES: _____

<p>DISTRIBUTION</p> <p><i>I am an authorised officer of the Department of Education and have performed all required tasks to approve the loan of the equipment to the parent/carer for, and on behalf of, the student.</i></p> <p>STAFF: _____ DESIGNATION: _____</p> <p>SIGNATURE: _____ DATE: ___/___/___</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HIRE FORM EQ11 <input type="checkbox"/> PARENT COPY <input type="checkbox"/> ONESCHOOL <input type="checkbox"/> Oliver <input type="checkbox"/> Excel Hire Records
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<p>RETURN</p> <p><i>I am an authorised officer of the Department of Education and have performed all required checks upon the return of the equipment to be satisfied the item is in good working order and all items have either been returned or charged to the parent.</i></p> <p>STAFF: _____ DESIGNATION: _____</p> <p>SIGNATURE: _____ DATE: ___/___/___</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ONESCHOOL <input type="checkbox"/> Oliver <input type="checkbox"/> CONDITION/ITEMS <input type="checkbox"/> PARENT COPY <input type="checkbox"/> Excel Hire Records <p>COMMENT: _____</p>
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**STUDENT AND PARENT TO COMPLETE
FOR ALL HIRE TYPES**

**External Request for Equipment
EDQUIP EQ11**

LOAN AGREEMENT		
To be completed by the parent/carer and student when school-owned equipment is on loan for use outside school premises.		
EQ11 External Request for Equipment is to be completed when loaning Department of Education equipment to for use after hours, during school holidays on, or away, from official premises.		
DETAILS OF <u>STUDENT</u> TO WHOM EQUIPMENT IS ON LOAN		
First Name	Address	Telephone:
Surname		
Student Year Level		
Location and Use of Equipment (if different from above)		
Reason for Request		

ACKNOWLEDGEMENT
<p>The equipment described always remains the property of the Department of Education and is issued on loan to the parent/carer for the benefit of the student subject to the following conditions: <i>(Please tick)</i></p> <p><input type="checkbox"/> The equipment should be used only by the student to whom it is lent and by no other person.</p> <p><input type="checkbox"/> The student and their parent/carer have read and understood the school's behaviour and educational requirements.</p> <p><input type="checkbox"/> 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><input type="checkbox"/> Equipment is returnable on demand from the school at any time for inspection, repair, adjustment, or other cause.</p> <p><input type="checkbox"/> Loss or damage of any equipment on loan must be immediately reported to the school.</p> <p><input type="checkbox"/> If, in the opinion of the 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><input type="checkbox"/> 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, then the date of the termination of this loan agreement.</p> <p><input type="checkbox"/> Late or non-return of equipment will result in non-refundable fees for hire or equipment replacement to the parent/carer.</p>

INDEMNITY / LOAN AGREEMENT <i>(PARENT TO SIGN)</i>
<p>Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify the Department of Education against loss or damage from any cause whatsoever, to the equipment supplied.</p> <p>In the event of damage, I understand my obligation to restore and deliver such equipment to the Department of Education, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.</p> <p>I have been provided with a copy of the school's hire device requirements regarding the student's use of the equipment and I have read and understood its terms.</p> <p>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>Name: _____ Sign: _____ Date: / /</p>

LOAN AGREEMENT <i>(STUDENT TO SIGN)</i>
<p>I have read and understood the above terms. I have been provided with a copy of the school's hire device requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.</p> <p>Name: _____ Sign: _____ Date: / /</p>