

## LAPTOP BORROWING POLICY

---

**RATIONALE:**

To make Laptops available to students to use in classes.

**AIMS:**

To provide all students with access to technology and a device to ensure they can participate in all aspects of the curriculum and a planned lesson.

**IMPLEMENTATION:**

- Students must produce their Student ID card before they can borrow a laptop
- Laptops can be borrowed from the library before school or at lunchtime
- Laptops must be returned at the end of each day to the library or during lunch if the library is open
- Laptops returned late or not returned on the day will result in Laptop borrowing rights being removed for;
  - 3 days on the first instance,
  - 5 days for the second time and
  - Removed for the term for the third instance
  
- Laptops will be checked upon return and any damage will be noted and an account sent to parents – Laptop borrowing rights will be removed for a week or until payment of account.

**EVALUATION:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

4<sup>th</sup> June 2015