

STUDENT DEVICE BORROWING POLICY

RATIONALE:

To provide guidelines on the borrowing of devices for students and provide them with learning devices.

AIMS:

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

RULES FOR BORROWING:

STAFF

- Staff may book a set of 5 laptops for use in general classrooms
- It is an expectation that staff are responsible for the collection of the laptops and the return of the laptops at the end of the session
- Staff will be required to complete the Record of student use document provided with the set of laptops
- If a larger set of laptops (30 machines) is required please see the IT department to organise. This set of laptops are unavailable on the general booking system.

STUDENTS

- For the purposes of identification, students must have one of the following:
 - Provide an up-to-date form of Photo ID, with their full name and photo. Eg. Student ID Card
 - Have an up-to-date school photo on Compass
 - Otherwise prove their identity to the staff member lending the device
- Devices can be borrowed at the following times:
 - Before school
 - During Recess
 - During Lunch
 - During the first 15 minutes of standard class time, provided:
 - They have an out of class permission note
 - Do not disturb or otherwise interact with active classes in the Resource Centre
- Laptops must be returned by 3:30PM on the day they are borrowed
- Laptops must be returned in the same condition in which they were initially provided; they will be checked by Resource Centre Staff:
 - Before being borrowed
 - After being returned

CONSEQUENCES:

- Failure to return the device by the cutoff time will result in the following, or as otherwise decided by Resource Centre Staff:
 - *1st incident*: Five-day restriction on future borrowing
 - *2nd incident*: Ten-day restriction on future borrowing
 - *3rd incident*: Restricted for remainder of the current or future School Term
 - *4th incident*: Restricted for remainder of the current School Year, of future School Years
- Failure to return the device in the condition it was provided in will result in the following, or other decided by Resource Centre Staff:

- An account of damages and their costs will be sent to the responsible Guardian for the student
- The student will be restricted from borrowing future devices at the discretion of Resource Centre Staff

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2023
Approved by	Principal – Jessica Sargeant
Next scheduled review date	This policy will be reviewed as part of the school’s three-year review cycle.