

DETAILS OF EQUIPMENT ON LOAN			
Description/Type:		Brand:	
Serial Number:		Asset Number:	
Accessories: (if applicable)		Commencement Loan Date:	
Expected date of return:		Date Returned:	
Officer receiving returned equipment:	Name: _____ Signature: _____		
APPROVAL FOR LOAN (EQUITY COMMITTEE)			
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: ___/___/___			
STUDENT ACKNOWLEDGEMENT			
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:			
<input type="checkbox"/> The equipment should be used only by myself to who it is lent and by no other person.			
<input type="checkbox"/> I, the student, and my parent/guardian has read and understood the school's student code of conduct and the school's acceptable ICT use policy.			
<input type="checkbox"/> Every care and attention should be given to the equipment during the period of the loan and I will fully comply with the school's behaviour and educational requirements when using the equipment.			
<input type="checkbox"/> All software is installed and maintained on the machine and I will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.			
<input type="checkbox"/> The equipment is returnable upon demand from the school at any time for inspection, repair, and adjustment or for any other cause.			
<input type="checkbox"/> Loss or damage of any equipment on loan must be immediately reported to the school.			
<input type="checkbox"/> If, in the opinion of the school teacher or staff member, I am not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.			
<input type="checkbox"/> Equipment must be returned by the student to the school by the dates specified below in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment returns, then the date of the termination of this loan agreement.			
This agreement is subject to the above and needs to be renewed each term.			
<input type="checkbox"/> Term 1, 2025 _____ <input type="checkbox"/> Term 2, 2025 _____			
<input type="checkbox"/> Term 3, 2025 _____ <input type="checkbox"/> Term 4, 2025 _____			
I have read and understood the above acknowledgement. I have been provided with a copy of the school's behaviour and educational 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.			
Student Name: _____			
Student Signature: _____ Date: ___/___/___			