



LOGANLEA STATE HIGH SCHOOL

Permission Pack 2024

NOTE:

Please read and sign permissions within this Pack.
Once completed return to the Loganlea SHS Administration Building



Neridah Street, Loganlea, QLD 4131



(07) 3451 8777



enrolments@loganleashs.eq.edu.au

PERMISSIONS PACK



Loganlea State High School Permissions Pack is a annual package of materials and permissions sent to all parents/carers, where Department of Education guidelines require these permissions to be complete annually.

Please read and sign all relevant areas within this Permissions Pack and return to the Loganlea State High School Administration Building.

If you have any questions please contact the School on (07) 3451 8777.



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ANTI-BULLYING PLEDGE



We at Loganlea State High School believe that everybody should enjoy our school equally and feel safe, secure and accepted regardless of colour, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Harassment and bullying is unacceptable in our community.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing” or “mucking around”. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Student Signature: _____

Print Name: _____

Date: _____

THIRD PARTY WEBSITE CONSENT FORM JUNIOR STUDENTS 2024



Please complete and return. Each student requires their own individual permission form.

Student's name:	
Student's ID:	
Year level:	
Roll Class:	

Please complete only one of the options provided below.

Option 1

I give consent for all of the listed Online Website Services

I have read the terms of use and privacy policy of each of the websites listed. I understand that my child's personal information – as described in this information letter - will be provided to these third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

Parent name:		
Parent signature:		
Date:		

Option 2

I don't give consent for all of the listed Online Website Services

I have read the terms of use and privacy policy of each of the websites listed. I understand that my child's personal information – as described in this information letter - will be provided to these third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

Parent name:		
Parent signature:		
Date:		

THIRD PARTY WEBSITE CONSENT FORM



Option 2

CONSENT FOR ONLINE SERVICES

If you are wanting to provide individual consent for each online service listed below, please indicate your choice to **give consent** or **not give consent**

Year 07 – Year 09

Service name:	Newsela	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://newsela.com/		
Purpose of use:	Inspire a generation of learners. Support and empower teachers. Shape the future of K-12 education.		
Terms of use:	https://newsela.com/about/terms/		
Privacy policy:	https://newsela.com/about/privacy-policy/		
Service name:	Woolworths	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.woolworths.com.au		
Purpose of use:	Enter purpose of service		
Terms of use:	https://www.woolworths.com.au/shop/page/about-us/terms-and-conditions		
Privacy policy:	https://www.woolworths.com.au/shop/discover/about-us/privacy		
Service name:	Coles	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.coles.com.au/		
Purpose of use:	Enter purpose of service		
Terms of use:	https://www.coles.com.au/terms-and-conditions		
Privacy policy:	https://www.coles.com.au/privacy		
Service name:	Tynker	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.tynker.com		
Purpose of use:	Access free courses, programming projects, professional development, and more! You can even connect with other CS educators on our forums.		
Terms of use:	https://www.tynker.com/terms/		
Privacy policy:	https://www.tynker.com/privacy/student		
Service name:	App Shed	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	appshed.com		
Purpose of use:	AppShed Academy delivers key organisational tools that enable teachers to turn app development into a compelling teaching methodology. Anchor students' creativity into the heart of your lessons and manage and channel their aspirations with confidence		
Terms of use:	Hyperlink terms of use		
Privacy policy:	http://appshed.com/privacy		
Service name:	Education Minecraft	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://education.minecraft.net		
Purpose of use:	Minecraft: Education Edition has features built specifically for learning environments to support collaboration, assessment, coding, and more.		
Terms of use:	https://www.microsoft.com/en-au/servicesagreement		
Privacy policy:	https://privacy.microsoft.com/en-gb/privacystatement		
Service name:	Media Literacy Lab	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://medialiteracylab.org.au		
Purpose of use:	The Lab is designed to help alleviate these barriers, with its dynamic learning platform and curriculum alignment-mapping. The learning environment is safe and secure, with clear flags for sensitive topics (and recommended outreach support). Teachers can deliver via blended or remote learning and module-based sessions are built to support flexible teacher use in a single or series of lessons.		
Terms of use:	https://medialiteracylab.org.au/terms-conditions/		
Privacy policy:	https://medialiteracylab.org.au/privacy-policy/		
Service name:	Bubbl	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	bubbl.us		
Purpose of use:	Bubbl.us makes it easy to <i>organize your ideas</i> visually in a way that makes sense to you and others. Our editor is designed to help you <i>stay on task</i> and capture your thoughts quickly.		
Terms of use:	https://help.bubbl.us/article/44-terms-of-service		
Privacy policy:	https://help.bubbl.us/article/45-privacy-policy		
Service name:	Canva	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.canva.com/education		
Purpose of use:	Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version..		
Terms of use:	https://support.canva.com/account-basics/canva-for-education/canva-education-terms-conditions/		
Privacy policy:	https://about.canva.com/privacy-policy/		

THIRD PARTY WEBSITE CONSENT FORM



Service name:	Padlet	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://padlet.com		
Purpose of use:	Padlet celebrates creativity. We want you to express yourself freely and use Padlet to reflect who you are, and what you love, think, witness, and believe.		
Terms of use:	https://padlet.com/about/terms		
Privacy policy:	https://padlet.com/about/privacy		
Service name:	Raspberri Pi	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.raspberrypi.org/		
Purpose of use:	The Raspberry Pi Foundation is a UK-based charity that works to put the power of computing and digital making into the hands of people all over the world. We do this so that more people are able to harness the power of computing and digital technologies for work, to solve problems that matter to them, and to express themselves creatively.		
Terms of use:			
Privacy policy:	https://www.raspberrypi.org/privacy/		
Service name:	Thingiverse	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.thingiverse.com/		
Purpose of use:	MakerBot's Thingiverse is a thriving design community for discovering, making, and sharing 3D printable things. As the world's largest 3D printing community, we believe that everyone should be encouraged to create and remix 3D things, no matter their technical expertise or previous experience. In the spirit of maintaining an open platform, all designs are encouraged to be licensed under a Creative Commons license , meaning that anyone can use or alter any design.		
Terms of use:	https://www.makerbot.com/legal/terms/		
Privacy policy:	https://www.makerbot.com/legal/privacy/		
Service name:	ABC Media	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.abcmmedia.akamaized.net		
Purpose of use:	Information website		
Terms of use:	https://help.abc.net.au/hc/en-us/articles/360001548096		
Privacy policy:	https://help.abc.net.au/hc/en-us/articles/360001154976		
Service name:	Pexels	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.pexels.com/		
Purpose of use:	Create unique ads, banners and marketing campaigns with photos from Pexels and promote your product.		
Terms of use:	https://www.pexels.com/privacy-policy/		
Privacy policy:	https://www.pexels.com/privacy-policy/		
Service name:	Quizizz	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	quizizz.com		
Purpose of use:	Introduce concepts, check for understanding, get instant insights, and more.		
Terms of use:	https://quizizz.com/tos		
Privacy policy:	https://quizizz.com/privacy		
Service name:	Sense-lang	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	games.sense-lang.org		
Purpose of use:	Typing test		
Terms of use:			
Privacy policy:			
Service name:	Office	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	mix.office.com		
Purpose of use:	Microsoft offers a wide range of products, including server products used to help operate enterprises worldwide, devices you use in your home, software that students use at school, and services developers use to create and host what's next. References to Microsoft products in this statement include Microsoft services, websites, apps, software, servers, and devices.		
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use		
Privacy policy:	https://privacy.microsoft.com/en-gb/privacystatement		
Service name:	Technology Student	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.technologystudent.com		
Purpose of use:	This website contains numerous information sheets and exercises to enhance the study, understanding and teaching of DESIGN and TECHNOLOGY. ENGINEERING is a major aspect of this website.		
Terms of use:	Hyperlink terms of use		
Privacy policy:	https://technologystudent.com/gener/disclaim1.htm		

THIRD PARTY WEBSITE CONSENT FORM



Service name:	Taste	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.taste.com.au		
Purpose of use:	Taste.com.au is Australia's #1 food site and is home to more than 50,000 recipes. Meet the team behind the nation's most-cooked, most-loved dishes.		
Terms of use:			
Privacy policy:	https://preferences.news.com.au/privacy		
Service name:	Visual Studio Code	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://code.visualstudio.com/		
Purpose of use:	Visual Studio Code is a lightweight but powerful source code editor which runs on your desktop and is available for Windows, macOS and Linux. It comes with built-in support for JavaScript, TypeScript and Node.js and has a rich ecosystem of extensions for other languages (such as C++, C#, Java, Python, PHP, Go) and runtimes (such as .NET and Unity).		
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use		
Privacy policy:	https://privacy.microsoft.com/en-GB/privacystatement		
Service name:	Microsoft Teams	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.teams.microsoft.com		
Purpose of use:	Online Collaboration		
Terms of use:	https://www.microsoft.com/en-au/servicesagreement		
Privacy policy:	https://privacy.microsoft.com/en-gb/privacystatement		
Service name:	Microsoft Forms	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://forms.microsoft.com		
Purpose of use:	Surveys		
Terms of use:	https://www.microsoft.com/en-au/servicesagreement		
Privacy policy:	https://privacy.microsoft.com/en-gb/privacystatement		
Service name:	Survey Monkey	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.surveymonkey.com		
Purpose of use:	Surveys		
Terms of use:	https://www.surveymonkey.com/mp/legal/terms-of-use/		
Privacy policy:	https://www.surveymonkey.com/mp/legal/privacy/		
Service name:	Tinkercad	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.tinkercad.com/		
Purpose of use:	3D designs		
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad		
Privacy policy:	https://www.tinkercad.com/privacy		

**PUBLICITY CONSENT FORM****State School Consent Form****1****IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES**

- **Parent/carer to complete**
- **Mature/independent students may complete on their own behalf** (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

**Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

2**PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM**(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3**APPROVED PURPOSE**

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

4

TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

5

LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6

CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Signature or mark of student (if applicable).....

Date

Print name of parent/carer.....

Signature or mark of parent/carer.....

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consentor is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consentor. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consentor, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consentor have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consentor.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

ENROLMENT AGREEMENT



By signing this agreement, students, parents and the school are making a commitment to each other that they will fulfil their roles and responsibilities for achieving the best possible learning outcomes for students.

SCHOOL'S AGREEMENT

The staff at Loganlea State High School commit to making a difference for every student to help them to achieve the best possible results.

In signing this agreement, I agree that the staff at this school will:

- Provide quality teaching that is based on principles of effective learning and teaching
- Prioritise resources in the most effective way to advance each student's achievement
- Provide learning experiences and expectations that match each student's needs
- Implement fair and supportive behaviour management strategies aligned to the Student Code of Conduct
- Inform parents about their child's progress and behaviour
- Be available to talk with parents and be open and receptive to their issues and ideas
- Communicate both positive and negative feedback to parents about their child
- Consistently reflect on our practices and ensure we are doing all we can to meet the needs of each individual student.

Principal Name: Brenton Farleigh

Principal Signature:

Date: 11/03/2021

STUDENT'S AGREEMENT

In signing this agreement, I agree to:

- Wear the correct school uniform every day with pride
- Arrive at school on time
- Arrive at my classes on time
- Behave in a way that aligns with the Student Code of Conduct demonstrating the school values of Respect, Integrity and Resilience
- Being organised for every lesson as this is essential to my success; further, I will follow the school's WICOR Framework as presented to me by my teachers (and outlined in the enrolment pack). This includes using focussed note-taking and collaborative strategies, as well as having a positive attitude that is learning and life ready.
- Always do my best and ask for help when I need it
- Use the internet respectfully at school under the conditions set by the school
- Follow the Information Technology Acceptable Use Policy and accept that access to these services entails personal responsibility
- Establish a good study routine so that I can complete schoolwork on time
- Complete any home learning tasks set by my teacher
- Work with my teachers and parents to achieve my goals

I have thoroughly read and understood the information above and will abide by it.

Student's Name: _____

Student's Signature: _____ **Date:** _____

ENROLMENT AGREEMENT



PARENT'S AGREEMENT

In signing this agreement, I agree to:

- Provide my child with all of the necessary uniform items to be able to attend school every day in the correct uniform
- Send my child to school every day, unless he/she is unwell
- Make sure my child arrives at school on time (school starts at 8.40am)
- Encourage my child to arrive at school ready to learn
- My child using the internet at school under the conditions set by the school
- Help my child to establish a good study routine so that he/she can complete schoolwork on time
- Encourage my child to complete any set home learning tasks and to ask for help if needed
- Talk with teachers about any problems that may affect my child's learning
- Be open and responsive to communication from my child's teachers or other school staff
- Reinforce the importance of education and that school is a place for learning
- Give at least two days' notice, return all school resources and/or loaned uniform items and finalise any outstanding Student Resource Scheme payments before transferring to a new school or workplace

Parent's/Guardian Name: _____

Parent's/Guardian Signature: _____ Date: _____

BYODx Equity Device Application Form



BYODx Equity Device Application Form

Dear Parents / Caregivers

At Loganlea State High School, we are committed to incorporating digital technology into the classroom to support and enhance learning experiences. We recognise that the BYODx program raises a financial cost on students and their families in supplying a device. At the same time, the program can only function if all students have access to appropriate technological resources in all of their classes. Loganlea State High School takes the role of public education seriously in ensuring all students have access to the same learning outcomes. The purpose of the BYODx Equity Policy is to establish the framework for the BYODx program to provide this for all students, irrespective of their families' financial circumstances.

Please select your preference from the following options:

- ☐ I will provide my own device for my child
- ☐ I do not have the resources to supply a device for my child at this time and would like to apply for a device through the BYODx equity program. I have read the responsibilities listed on the following page and I have read and agree to the indemnity information.

Approval for access to a school device is at the discretion of the Principal or delegate.

Where a loan laptop is damaged due to negligence or not returned, the parent/caregiver will be contacted and issued an invoice to pay the repair or replacement cost.

This arrangement allows student from families in financial hardship to access a laptop until circumstances improve and a personal laptop is purchased. Please complete the form on page 2 and return to the school office. Once a decision has been made, you will be notified of the outcome.

BYODx Charter and additional information:



BYODx Equity Device Application Form



STUDENT DETAILS

Name			
Address			
Year Level		Telephone :	
Reason for Requesting equity device			
Period Time requested			

ACKNOWLEDGEMENT

The equipment described remains the property of the Department of Education at all times and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should only be used by the student to whom it is lent
- The student and their parent/guardian has read and understood the BYODx Equity Device Policy available on the school website
- 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
- 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.
- 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 will be terminated
- Equipment must be returned to the school by the date specified in this loan agreement, or on termination of this loan agreement

What can be done to prevent damage to the PD?

- The school will purchase a protective case for the device
- The laptop may be specified/included in household insurance
- Students can hire a school locker for \$10 a term

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Department of Education 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 Department of Education, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

If the hire PD is broken, I will organise through Loganlea State High School for the device to be repaired: Screen \$217.80, Cover \$15, Keyboard \$45, Battery \$66.67, Charger \$32.88.

If the PD is stolen or broken beyond repair, I will pay Loganlea State High school \$250.00 to replace the device, knowing my child will receive a new long-term hire agreement.

When my child departs or graduates Loganlea State High School, they will return the laptop to the school. I understand that failure to do so will result in a \$250 charge and that if payment is not received the PD will be reported stolen and referred to the Police. The device is to be returned at the end of each school year.

Signature of parent/guardian

Date __/__/__

BYODx Laptop Hire EQ11 Form



Queensland Government
Department of Education, Training and the Arts

External Request for Equipment EDQUIP EQ11



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.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name Student ID:	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Reason for Request:		
Laptop Loan on Equity Grounds		

DETAILS OF EQUIPMENT ON LOAN (Office Use Only)

Description / Type:	Laptop Folio 104063	Location:	Loganlea SHS		
Serial Number		Barcode			
Accessories: (if applicable)	Charger & Case	Asset Number			
Commencement loan date:		Expected date of return:	At end of this end of 2023 school year	Date returned:	
Officer receiving returned equipment	Name:		Signature:		

INDEMNITY

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. An example of repair costs is \$217.80 for a cracked Laptop screen and \$250.00 Laptop for a full replacement.

Signature _____ Date ____/____/____

APPROVAL FOR LOAN (Office Use Only)

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name: _____ Designation: Computer Technician Date: _____

Please Complete Page 2

BYODx Laptop Hire EQ11 Form



Queensland Government

Department of Education, Training and the Arts

**External Request for Equipment
EDQUIP EQ11**

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

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:

- ☐ 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 has read and understood the school's behaviour and educational requirements (attached).
- ☐ 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.
- ☐ Symantec Antivirus 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ I agree to cover loss or damage from any cause whatsoever.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. 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.

Signature of parent/guardian: _____

Name: _____ Date: ____/____/____

I have read and understood the above terms. 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.

Signature of student: _____

Name: _____ Date: ____/____/____



BYOx Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOx Charter and the school Responsible Behaviour Plan.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.
- I agree to complete a Cyber Safety Certificate.
- I am aware that my School Fees need to be paid or be on an approved Payment Plan to be able to participate.

Student's name: Year: ID No
(Please print)

Student's signature: Date: / /

Parent's/caregiver's name:.....
(Please print)

Parent's/caregiver's signature: Date: / /



Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS).

The information will only be accessed by school employees administering the SRS.

However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law.