

# Day Loan Laptop Policy



The Student Day Loan Laptop Policy provides currently enrolled students with short-term access to laptops for academic use. Designed to support students who may face unexpected technology needs, this service allows laptops to be borrowed for one day only, with same-day return required. This policy aims to promote equitable access to essential digital tools and help students stay on track with their coursework.

## Eligibility:

To be eligible to access a loan device, a student must:

- Have their device in for IT for repair due to a manufacturer fault, or
- Be awaiting repair of a device with any outstanding invoices for related charges paid
- Not have left their laptop at home
- Not have bought their laptop to school without charge

## Loan Duration:

Loan devices are provided on a day-by-day basis. Each device is to be collected from the IT window by the student during morning prior to the start of the school day between 8:00am and 8:25am. Should the student be unable to make that time frame, the device will be made available during Lunch break 1 starting at 11am. Day loan laptop devices that are supplied to students must have the laptop returned to IT by the end of the school day, no later than 3pm

## Responsibilities of Borrower:

- The device is for school use only, and not to be used for any personal or non-school use
- The borrower is responsible for the device during the entire loan period
- The device must be returned to IT in the same condition it was issued
- Any loss or damage must be reported immediately to the IT Department
- If loss or damages occur, cost to repair or replace the device will be passed on to the borrower

## Collection of Device:

Students collecting loan devices will be required to sign the laptops loan receipt acknowledging their understanding of their responsibilities outlined in this policy.

## Return of Device:

Students returning their device will be required to sign off on the laptop's loan receipt. The laptop will be inspected at this time for any damages incurred since original collection. To prevent impact on students making their way to the Bus services, we ask students to come to IT as soon as possible after school.

## Enforcement:

Students failing to adhere to this policy may result in the following actions:

- Suspension of borrowing privileges
- Disciplinary action as per the school's code of conduct
- Liability for repair or replacement costs if damage or loss occurs