

## **Wirreanda Secondary School Daily Laptop Loan Policy**

**It is an expectation that all students who attend Wirreanda Secondary School have a fully charged device for their classes. All students are issued a 1-1 device as part of the school's device program. For students that may need a daily loan, a device can be borrowed from Student Services. Please see information about the daily loan process below.**

The device must be returned at the end of each school day. A fee of \$550 will be charged if the device is not returned to site or is damaged beyond repair. Any loss or damage caused by students while the device is in their possession, will also lead to liability of repair by parent/guardian.

**Failure to comply with the Borrowing Policy will result in the below actions.**

The student will receive reminders via Daymap. Reminders will be sent each day that the device goes unreturned, these reminders will be sent as a message/email to the student as well as their homegroup teacher.

### **First reminder**

The student will not be able to borrow another device until the device is returned. A reminder will be sent to the student as well as the homegroup teacher.

### **Second reminder**

The student is still unable to borrow until the device has been returned. A reminder will again be sent to the student and homegroup teacher.

If the device doesn't get returned for a third time, their account will be disabled.

### **Third reminder**

The student's account has been restricted at this time. A final reminder will be sent to the student and homegroup teacher, and also to the students house leader and the parent/guardian of the student.

### **Multiple reminders**

We will continue to send reminders to the student, homegroup teacher, parent/guardian and house leader until the device is returned. The student's account will remain locked as long as they have the device.

Please understand, if the device remains unreturned, we will be prompted to send an invoice to cover the costs associated with the device.

School owned laptop not returned or returned damaged beyond repair	\$550
Charger not returned or returned damaged beyond repair	\$50
Screen damage	\$150
Keyboard damage	\$100
Port (USB/HDMI) or power button damage	\$50
Structural damage to the laptop case	\$150