

# BYOx Equity Device Application Form

External Request for Equipment EDQUIP EQ11

DETAILS OF PERSON TO WHOM EQUIPMENT WILL BE ON LOAN		
<b>Name</b>	<b>Address</b>	<b>Telephone:</b>
<b>Year Level</b>		
<b>Reason requesting equity device:</b>		
<b>Period of time requested:</b>		

ACKNOWLEDGEMENT
<p>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:</p> <ul style="list-style-type: none"> <li>✓ The equipment should be used only by the student to whom it is lent and by no other person.</li> <li>✓ The student and their parent/guardian has read and understood the BYOx Equity Device Policy available on the school website.</li> <li>✓ 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.</li> <li>✓ The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.</li> <li>✓ Loss or damage of any equipment on loan must be immediately reported to the school.</li> <li>✓ 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.</li> <li>✓ Equipment must be returned to the school by the date specified in this loan agreement, or on termination of this loan agreement.</li> </ul>

INDEMNITY
<p>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.</p> <p><b>Signature of parent/guardian</b> _____ <b>Date</b> ___/___/___</p>

LOAN AGREEMENT APPROVAL
<p>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.</p> <p><b>Signature of parent/guardian:</b> _____</p> <p><b>Name:</b> _____ <b>Date</b> ___/___/___</p>
<p>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.</p> <p><b>Signature of student:</b> _____</p> <p><b>Name:</b> _____ <b>Date</b> ___/___/___</p>

**THIS SECTION IS FOR SCHOOL ADMINISTRATION ONLY**

DETAILS OF EQUIPMENT ON LOAN					
Description / Type:	Laptop	Brand:			
WS Number		Equity device number			
Accessories: (if applicable)	<ul style="list-style-type: none"> <li>• Bag</li> <li>• Charging cable</li> </ul>	For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	MOE		
Commencement loan date:		Expected date of return:		Date returned:	
Officer receiving returned equipment	Name: _____ Signature: _____				

APPROVAL FOR LOAN		
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:

NOTES

LOAN AGREEMENT
To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.
<b>Note:</b> <ul style="list-style-type: none"> <li>• A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;</li> <li>• This form and the loan agreement should be held in the students' records.</li> </ul>