



# SYLVANIA HEIGHTS

## PUBLIC SCHOOL

### Digital Device Borrowing Agreement

This agreement is to be completed and signed for any digital device borrowed by a student or staff member from Sylvania Heights Public School and used for teaching and learning purposes off school premises.

Students and parents accept responsibility for the safety, security and responsible use of a digital device for learning purposes until it is returned to school, as well as liability for damages, theft or loss to the digital device.

Staff members accept responsibility for the safety, security and responsible use of a digital device for teaching purposes until it is returned to school, as well as liability for damages, theft or loss to the digital device.

#### Borrower details (student or staff member)

Name: \_\_\_\_\_

Address of primary residence where device will be kept: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

#### Device details

Type of device (please circle): iPad laptop Chromebook other (please specify): \_\_\_\_\_

Device serial number: \_\_\_\_\_

Device set (location or class name): \_\_\_\_\_

I accept responsibility for the safety, security and responsible use of this device until it is returned to Sylvania Heights Public School. I accept liability for any damages, theft or loss of this device and the costs involved in repairing or replacing the device. I agree to use this device for teaching and learning purposes only, in line with the Student Use of Digital Devices and Online Services Procedure of Sylvania Heights Public School. I accept responsibility for how the device is used and any consequences of improper or inappropriate use.

Name of borrower: \_\_\_\_\_ Name of parent or caregiver: \_\_\_\_\_

**(if applicable)**

Signature of borrower: \_\_\_\_\_ Signature of parent or caregiver: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Approved by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_