



## ELECTRONIC DEVICE LOAN AGREEMENT

This agreement is set between <insert mother and father's name> of <insert address and confirm on Drivers Licence and MAZE> ("The Family") and Mountain View Adventist College, 41 Doonside Road, Doonside NSW 2767 ("the College". "The Device" refers to the loan of an electrical item being either an iPad, computer or laptop computer and accessories if provided.

Due to the current situation being experienced with COVID-19 and recommendations by government to keep non-essential service employees' children at home, The College has implemented online remote learning for our students. The College understands that all families may not have access to devices for their children to access all online information. As such, where possible and where resources can be allocated, the College has agreed to loan a device to The Family for a period of time. The period of time of the loan will be at the sole discretion of The College. The intent of the loan of the Device is to provide students with the ability to access remote online learning during this time of COVID 19 isolation.

In signing this Agreement and accepting receipt of a loan Device, The Family agrees to the following:

1. The ownership of the Device remains the sole property of The College.
2. The Family have accepted full responsibility of the Device and any accessories if provided and agree that all items will be returned in the same functioning state without damage.
3. That the College may recall the Device back at any time at its sole discretion. When The College recalls the Device to be returned to the College, The Family will promptly return the device and any accessories that accompanied the Device within 24 hours. Devices will be returned to the College Administration Office and will be inspected and signed in by a Mountain View Adventist College staff member.
4. The Devices are lent out at the College's sole discretion. Limits may apply and it is possible that not all families will have the ability to receive a loan Device.
5. That no additional Software Products will be installed by the Family on the Device during the time in which the Family have the loan Device.
6. All devices will be re-imaged upon the return of the Device to the College. Students should ensure that all documents, powerpoint presentations and the like are saved to their OneDrive account or externally to an external drive.
7. The College accepts no responsibility for any data lost whatsoever.

### Mountain View Adventist College

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8. The Family is responsible for internet connectivity and any costs associated with the use of the Device away from the College.
9. The Family agree to pay for the repair or replacement cost of the device where the College's insurance will not cover any loss or damage to the Device whilst in the care of the Family.
10. In the event where the loan Device is not returned to The College and The Family claims that the device has been lost or stolen, then the Family will be liable for the full replacement cost of the Device. Where the Device has been stolen, a Police Event number must be provided to The College along with the full circumstances of the theft. Any false claims of theft will be reported to the Police by the College for further investigation.
11. The Family agree to abide by the Mountain View Adventist College ICT Agreement, College policies and the direction of College staff.
12. Should any issues, damages or loss with the Device occur, the Family will contact The College immediately between 8:15am and 4:15pm or the next Business Day.
13. To clean the screen with a soft, dry or anti-static cloth.
14. To clean the keyboard regularly with a damp cloth.
15. To Never eat or drink when using the Device.
16. To clean your hands before using the Device, to avoid leaving marks on it.
17. The Family agree to pay the \$120 loan Fee per Device which is comprised of a non-refundable \$20 Admin fee and \$100 security deposit. The security deposit will be refunded to the nominated Family's bank account where the Device and all accessories have been returned in full and without damage. The College reserves the right to keep any such security deposit at its sole discretion and will advise the Family of the reasons for any such decision. Security Deposit returns will be provided within 7 business days of the return of the Device and the complete bank details are provided to the College.

## Privacy and Safety

Storage of data on the laptop is NOT guaranteed to be private or confidential.

If students inadvertently access inappropriate or offensive material on a web site, it is their responsibility to notify a teacher or the Admin Office.

Students that have knowledge of security problems are under obligation to convey that information, without discussing it with other students, to teachers or the Admin Office.

Students are under no circumstances to store illegal software (pirated) and/or files (music, movies, games) on the school Device or network folders.

## Legal propriety

Users must comply with all trademark, copyright laws and license agreements. Ignorance of the law is not immunity.





Use or possession of hacking software is strictly prohibited. The committing of Computer Crimes which violate state or federal law will result in disciplinary action by the school and will be referred to the police possibly resulting in criminal prosecution.

Releasing files, home address, personal phone numbers, passwords or other vital information to others without stated permission is a violation of the Privacy Act & as such is illegal.

We are committed to effectively preparing and equipping students for the world in which they live as adults. Wise online behaviours and effective digital citizenship are essential. We are dependent on parents to support and hold their children to account with following the school's expectations. **In short, it is our goal to have parents in charge of their children's technology.** Discipline procedures will be followed as inappropriate use of Laptops will be deemed as a significant censure.

I/We have read this Electronic Device Loan Agreement and agree to all of the terms as outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mobile Phone Number

\_\_\_\_\_  
Mobile Phone Number

Signed on behalf of The College

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name





## LOAN DEVICE DETAILS

Date Items Provided: \_\_\_\_\_

Device Type	Device Asset Number	Device Serial Number
Accessories Provided		
List any Damage		

Device Type	Device Asset Number	Device Serial Number
Accessories Provided		
List any Damage		

I/We have received the above items and agree to their condition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name





## LOAN DEVICE RETURNS DETAILS

Date Device Returned: \_\_\_\_\_

Received By: \_\_\_\_\_ (Mountain View Staff)

Device Type	Asset Number	Device Returned Without Additional Damage	All Accessories Returned

Security Deposit Return (if applicable)

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

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

