

# APPLICATION FORM (LAPTOP) 2024 YEAR 7 & YEAR 10

\*\*\*\*\* Please complete and return to Student Services \*\*\*\*\*



CHARLES  
CAMPBELL  
COLLEGE

3 Campbell Road  
Paradise 5075  
South Australia

T 8165 4700

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[www.ccc.sa.edu.au](http://www.ccc.sa.edu.au)

T/A South Australian  
Government Schools

CRICOS Provider  
Number: 00018A

Dear Parent/Caregiver,

Charles Campbell College is committed to providing appropriate resources and equipment including computers for students to support their education.

If families are experiencing financial hardship and have applied for 2024 School Card, you may be able to borrow one of the College's laptops, at no cost:

### DAILY-USE LAPTOP: ISSUED PENDING APPROVAL OF 2024 SCHOOL CARD

Please tick as appropriate:

I have applied for 2024 School Card

I was approved for School Card in 2023

### SCHOOL CARD LAPTOP: ISSUED ONLY UPON APPROVAL OF 2024 SCHOOL CARD

Please tick as appropriate:

When my application for 2024 School Card has been approved ...

I would like to borrow a School Card Laptop and charger.

I/We ..... have read and agree to use the laptop and charger borrowing services according to the related procedures on Page 2.

I/We ..... accept responsibility for the laptop and charger borrowed by my child, I/we understand that the laptop must be returned in good condition by the end of the school day.

I/we understand that if the laptop and charger is not returned, or it is damaged or lost:

- I/we will be financially responsible for the replacement cost/s of the laptop and charger, and that
- Charles Campbell College may seek to recover the monetary amount through the Government of South Australia Fines Enforcement and Recovery Unit and/or the services of a debt collection agency if necessary.

Student's Name: ..... Mentor Group: .....

Parent/Guardian Signature/s: ..... Date: .....

### School Use Only

#### Daily-Use Laptop

Application Approved: Y / N      Finance Manager Signature: .....

Date:.....

#### School Card Laptop

Application Approved: Y / N      Finance Manager Signature: .....

Date:.....

#### Borrowing Register

Student Added: ..... Y / N      ICT Officer Signature: .....

Date:.....      Serial Number: .....

Laptop and charger Name: .....



Government  
of South Australia  
Department for Education

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### DAILY-USE LAPTOP: ISSUED PENDING APPROVAL OF 2024 SCHOOL CARD

#### 1. Laptop pick-up

Place: IT Hub

Time: Between 8:20am and 8:35am

- Laptops will only be loaned to students who have this application/agreement approved
- Laptops are borrowed on a daily basis only and need to be returned by the end of the school day, or within 10 minutes of final lesson
- Laptops will be inspected for damage (missing keys etc) at time of borrowing and upon return

*Students who arrive late to school must present their late note on arrival to be issued a laptop. Students who arrive late without a note will need to wait until recess (10:40am) to borrow their laptop for the remainder of the day.*

#### 2. Laptop use during the day

The borrower acknowledges that the equipment:

- is the property of Charles Campbell College
- was borrowed from the College in good condition
- is not covered by the College's insurance policy for any damage or damage caused by improper use and handling whilst in the borrower's care. If damage or loss does occur, it is the responsibility of the parent/caregiver for any associated repairs or replacement costs as per the agreement

During the period the laptop is in their care, the borrower agrees to:

- keep the laptop in good order, ensuring no physical damage occurs
- use the laptop only for the completion of school tasks
- not install any other programs or games onto the laptop
- return the laptop to the College in good condition by the end of the school day
- use the laptop in ways that are appropriate, meet College's expectations, are educational, and always abiding by copyright and communication laws

Inappropriate use of the laptop will be addressed by the College disciplinary procedures.

Inappropriate use includes but is not limited to:

- visiting inappropriate websites
- possessing inappropriate material including pictures, music and videos
- using inappropriate apps
- unauthorised use of the device
- using the camera to take pictures or videos without the teacher's permission

#### 3. Laptop return

Place: IT Hub

Time: Immediately following your last lesson for the day or after school

- If a laptop is not returned on time by the end of the school day, students may not have access to the laptop on the following day, to allow time for re-charging.
- If an accident occurs or there is a problem with the laptop, please return the laptop to the IT Hub as soon as possible.

### SCHOOL CARD LAPTOP: ISSUED ONLY UPON APPROVAL OF 2024 SCHOOL CARD

- As a recipient of 2024 School Card, I am able to borrow a School Card Laptop and charger from the College for my child to use whilst at school and at home.
- The School Card Laptop and charger remains the property of the College.
- Students are required to return the School Card Laptop and charger at the end of the school year, or if they leave throughout the year, prior to exiting the College.
- School Card Laptops and chargers are collected and returned only at the IT Hub, located in the Resource Centre.



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