



LAPTOP PAYMENT AGREEMENT

The following is to be read and understood by both the STUDENT and PARENT/CARER in conjunction with the Terms and Conditions as per this Payment Agreement and the EQ11 form attached.

TO HIRE LAPTOP COST

- Bond Fee: \$200 may be refunded at the end of the year when handed back in the same condition and no other outstanding on account. Laptop bond must be paid in before laptop is issued.
- Hire Fee: \$200 per school year (no Pro-rata).

Please select your preferred payment option

- Option A** - Payment of Hire Fee paid in full or **Option B** - Instalments (\$50 per term)

Conditions > School Fees...

- Previous School Years' Fees to be Paid in Full
- Current years either paid in full **OR** to be on an agreed Payment Plan with the Finance Department to cover fees by the end of Week 9 in Term 2, being: **Friday, 20 June 2025**

AGREEMENT: I understand that if instalment payments are not made my child will need to return the laptop.

STUDENT **I have read and initialled the Terms and Conditions form attached.**

Name: _____ Year Level: _____

Signature: _____ Dated: _____ / _____ / _____

PARENT/CARER **I have read and initialled the Terms and Conditions form attached.**

Name: _____

Signature: _____ Dated: _____ / _____ / _____

BANK ACCOUNT Please provide account details for the purpose of refunding bond payment

Account Name: _____ BSB: _____ Account # _____

Office Use Only

Start of Agreement...	Previous School Fees Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No Current School Fees Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No Current School Fees Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, payment plan in place?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Owing \$ _____ Amount Owing \$ _____ Amount Owing \$ _____ Amount Owing \$ _____
Laptop Hire...	Bond Fee Paid in full <input type="checkbox"/> Yes OPTION A - Full Hire Fee Paid \$200 <input type="checkbox"/> Yes OPTION B - \$50 per Term Paid <input type="checkbox"/> Yes Term 1 <input type="checkbox"/> Yes Term 2 <input type="checkbox"/> Yes Term 3 <input type="checkbox"/> Yes Term 4	Invoice No. _____ Invoice No. _____ Invoice No. _____ Invoice No. _____ Invoice No. _____
End of Agreement... 5 December 2025	Returned in the same Condition? <input type="checkbox"/> Yes <input type="checkbox"/> No Refund Bond? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ _____ CA No. _____



TERMS AND CONDITIONS

PAYMENT

The Customer shall pay the full hire charge as well as any other related charges as noted on the section *Payment Agreement*.

Initials: _____

SPRINGWOOD STATE HIGH SCHOOL (SHS)

The laptop and associated chords etc shall all remain the property of SPRINGWOOD STATE HIGH SCHOOL

Initials: _____

RESPONSIBILITIES

The Student...

- (a) is solely responsible for the use and care of the laptop and accessories
- (b) is to ensure their laptop is fully charged for use each school day.
- (c) is to ensure the laptop is stored safely when not in use
- (d) shall keep the laptop clean at all times – use of only soft dry, clean anti-static cloth.
- (e) shall keep food and drink away in case of an accident
- (e) shall not sell, exchange, or offer the Equipment as security, nor give possession to anyone else.
- (f) shall not service or repair the equipment nor deface or remove any identification from the equipment.
- (g) shall not allow other students to use laptop
- (h) shall not leave laptop unattended
- (i) shall not change any system settings
- (j) shall only use software that is used at Springwood SHS and must not be compromised
- (k) shall notify Springwood SHS immediately of any loss or damage to the equipment.

Initials: _____

Parent/Carer

- (a) Shall ensure the Student adheres to all the Terms and Conditions listed.
- (b) Shall agree to supervise student to care for their laptop.
- (c) in the event of Student transferring to another school the laptop is to be handed back to the school.
- (d) in the event of going overseas the laptop will be handed back until I return back to school
- (e) Maybe financially responsible for repair or replacement of the damaged good or loss of equipment and costs involved is at the sole discretion of Springwood SHS and will be charged via invoice with payment due accordingly.

Initials: _____

PASSWORDS

- (a) Must not be obvious or easily guessed eg Date of Birth
- (b) Must choose one acceptable to be able to be told to IT when required

- (c) Must be kept confidential at all times
- (d) Must be changed when prompted to do so
- (e) Must log off at the end of each session

Initials: _____

TERMINATION OF AGREEMENT

The Student shall be in default of the Agreement and Springwood SHS shall be entitled to repossess the equipment regardless of Students request to retrieve documents saved etc where:

- (a) The equipment has been damaged or
- (b) is in danger of being damaged or
- (c) The Student has breached the terms of this Agreement and/ or Student Criteria and/ or School Code of Conduct.

Initials: _____

DELIVERY & RETURN OF EQUIPMENT

- (a) Delivery and return of the equipment shall occur on said date without fail.
- (b) If the laptop cannot be returned in reasonable condition because of damage **or** theft the hire period will finish on the date the equipment is replaced by the customer **or** an invoice for FULL replacement is paid.
- (c) Failure to return a laptop will result in commencement of a process to recoup the cost of the item which could include referral for debt recovery.

Initials: _____

THEFT AND LOSS

Both incidences shall be reported to the school within 24 hours and incident report completed.

- (a) Theft you will lodge a report with the nearest police station
 - (b) Shall notify Springwood SHS of lodgement with Police including contact details and phone number
- Statutory Declaration must be provided to the school

Initials: _____

FEE and BOND REFUND

Once paid, fees are non-refundable. Bond may be refunded when equipment is returned and inspected.

Initials: _____



EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Reason for Request		

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	Date returned:
Officer receiving returned equipment	Name:		Signature:

INDEMNITY

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.

Signature _____ **Date** ___ / ___ / ___

APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.

(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

Name: _____ **Designation:** _____ **Date:** / /



LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

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:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- 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.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- 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.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. 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.

Signature of parent/guardian: _____

Name: _____ **Date:** / /

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.

Signature of student: _____

Name: _____ **Date:** / /