



Cavendish Road State High School Costs _____
Schools 1 – 1 Laptop Program

Software: Revit Inventor

Other software required: _____

Laptop Incident Report

This form must be completed by students when reporting an incident relating to a school owned laptop/device.



Attach any further documentation completed by parent or care giver.

Name: _____ **Grade:** _____

Spare device: _____ **MIS ID:** _____

Nature of incident: Malfunction Damage Theft Loss

Date of incident: / / **Time:** : **Location:** _____

Description of Incident:

Include details of where the laptop was at the time and full details of what occurred.

If the laptop is not working, describe what the problem is and if you know what may have caused the problem.

If damaged, describe the incident and the damage sustained.

If loss or theft describe the incident (A completed Police Report needs to be attached).

Student's Name

Signature of Student

Date

Parent / Guardian Name

**Signature of Parent /
Guardian**

Date





CAVENDISH ROAD

State High School

Dear Parent/Caregiver

Damage to student laptop

In accordance with the *Student Resource Scheme: Student 1-to-1 Learning Program Participant's Agreement 2019* (Section 16: p10), and the *2019 Student BYOD Charter Agreement* parents/guardians will be responsible for partial or full payment in cases where the laptop is damaged.

The first stage of damage assessment involves the student and parent completing the attached incident report form which provides us with the necessary information to categorise damage as either warranty, malfunction, damage, theft or loss.

If your child's laptop/spare laptop is damaged or malfunctioning, please ask them to bring the laptop to the D10 I.T. room where the damage/issue can be assessed. If this can be fixed by the Cavendish Road Technicians, it will be done as soon as possible. If the Cavendish Road technicians cannot fix the laptop, or replacement parts are required, your child will be asked to complete this incident form. This form has to be signed by you, your child, and returned to D10 before the repair process can begin.

For all spare laptops you will be charged for the cost of parts and a \$50 labour fee per job. All repairs MUST be carried out through the school IT department. For all Dell laptops the first repair each calendar year will be \$100. Second and subsequent repairs each calendar year will be at the full retail price to be determined by Dell.

Once the form is returned, the repair job will be logged and a replacement device can be issued while repairs to the student's laptop are being carried out. On finalisation of the repairs, the cost of the repair, as outlined above, will be invoiced to you and the laptop returned to your child.

If you have any questions please don't hesitate to call the school on 3394 0717.

Yours sincerely

K McFarlane

Karen McFarlane
Head of Department – Information Services

Richard Usher
Principal

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