

DAY HIRE LAPTOP RESPONSIBILITIES

Students

Collection times, requirements and special circumstances relating to collecting a “Day Laptop” are as follows:

- To borrow a day hire laptop, your parent must have completed our digital Laptop Consent Agreement.
- Generally, you are not permitted to borrow a laptop in class time – there are a few exceptions, listed below in these rules (late bus, late pass, time in lieu spare in period 1).
- You can collect a day laptop before school **up to 9:00 am** (to allow for a late bus). If this happens, go to class or year level parade first, then before 9am, ask your teacher’s permission for you to go to S205 and hire a laptop.
- You can also collect a day hire laptop at first and second lunch breaks.
- Laptops can be collected with a **late pass** that is **relevant to the lesson** you are wanting a laptop for (e.g. 10 am late pass doesn’t count for lesson 3 or 4 because you would be present 1st lunch).
- Same applies (above point) for a senior student on a spare for lesson 1 - you can collect as soon as you get here but must present your timetable or TOIL card to prove you have a spare.
- If you have an annual school hire laptop that is in for repair, you should borrow a day hire laptop until it is fixed. Otherwise, annual school hire laptop students cannot borrow a day hire laptop.
- Laptops can be returned at any break, but you **must return it by 3:30 pm** each day. These laptops **MUST NOT be taken home**. (The only exception is for night class students who MUST tell us this when they hire and then return it the next morning).
- No student is permitted to leave the last class of the day early to return their day hire laptop.
- Early bus students issued with an early bus ID card, can return their laptop to just inside the door of the Sports Office on their way to the bus bays on Tuesday through to Friday. NOTE: We do not offer this service on a Monday as school finishes at 2:15pm – well before the buses arrive.
- **CONSEQUENCES:** For students who continually fail to return laptops on time (without a legitimate reason), only two warnings will be given via direct email before a 2 week ban on borrowing will be put in place (at the 3rd non-return). Parents and teachers will be notified along the way in this process. This is on a semester basis – i.e. each semester is a fresh start.

Teachers

- There should be an expectation set that students know they should be bringing a laptop to class each day, just as they would be expected to be prepared with other resources, especially for classes where they are used intermittently.
- However, in classes where laptops are not used on a regular basis, to be fair, **teachers should notify students in advance** that they will be needing a laptop in the next lesson.
- **N.B.** Students who are sent for a laptop with a teacher note in class time, **WILL NOT** be given a laptop, they will be turned away, as we are following the rules that have been endorsed by the Principal.
- It is by the Principal’s decree that students **ARE NOT** to leave the last class of the day early to return their day hire laptop.
- Students who do not bring laptops to class should be issued with a consequence in line with any other consequence for lack of preparedness to commence classwork.