



## LAPTOP HIRE AGREEMENT

 Microsoft 365



Access Microsoft 365

**CAMPION**  
EDUCATION

Textbooks Online included in

 Adobe Creative Cloud

Supports access to Adobe CC

Trinity Bay State High School's Yearly Laptop Hire program has been developed to acknowledge the integral role of technology in education. This program empowers students by allowing them to hire devices which are taken home daily facilitating a seamless transition between the school and home learning environments.

The Trinity Bay State High School laptop hire program, is for the duration of the school calendar year or part thereof at a cost of \$200.00 per annum. The laptop will need to be returned to the IT department twice yearly for inspections (dates to be advised). Upon conclusion of the school year or your enrolment at school, the laptop is to be returned to the IT department to be checked over and cleaned. If continuing students wish to keep their device over the end of year break, the agreement must be entered into for the following year and payment received in advance.

### What's Included?

By signing this agreement, your student will receive:

- Laptop
- Protective carry case
- Charger
- Champion Education – Online Textbooks and Digital Resources
- QLearn Learning Management Software
- Suite of software that includes Microsoft 365

### Laptop Hire Program Contacts

#### Technical Issues

School Based IT Staff - [hirelaptops@trinitybayshs.eq.edu.au](mailto:hirelaptops@trinitybayshs.eq.edu.au) – (07) 4037 5272

#### Finance Enquiries

Account Receivable Officer - [Payments@trinitybayshs.eq.edu.au](mailto:Payments@trinitybayshs.eq.edu.au) – (07) 4037 5258

[trinitybayshs.eq.edu.au](http://trinitybayshs.eq.edu.au)

Hoare Street, Manunda, Cairns Queensland Australia | PO Box 5071, Cairns Queensland Australia  
4870 T: +61 7 4037 5222 F: +61 7 4051 5754 Email: [hirelaptops@trinitybayshs.eq.edu.au](mailto:hirelaptops@trinitybayshs.eq.edu.au)

CRICOS Provider No. 00608A

G:\Coredatal\Common\QCAA SATE Uploads\Loan Device Program\Laptop Hire Agreement - Final Copy V2024.docx





## LAPTOP HIRE PROGRAM

### KEY INFORMATION

*\*\*If any damage or faults occur, or the laptop is lost or stolen, please report this issue to IT Department immediately\*\**

Trinity Bay State High School is dedicated to delivering a high level of services and support to its students. As part of this agreement, we provide computer service and repairs. Services and repairs can only be carried out by the school with approved supplier. Student/Caregivers cannot have the repairs done by an outside organisation. Timeframes for servicing or repairing a laptop is on an individual basis. Additionally, the cost estimates provided below are intended to give you an idea of the potential expenses in the event of loss or damages. The total costs may vary, this is a guide only.

### Repair Costs

APPROXIMATE COSTS FOR REPAIRS:

	Acer Laptops Repairs	HP Laptop Repairs
Cracked/Smashed Screen	\$300.00	\$965.00
Keys picked off/missing – Replace of Keyboard	\$130.00	\$130.00
Loss of charger	\$40.00	\$40.00
Loss of stylus *If issued by the school*	\$30.00	\$30.00
Loss of Laptop	\$1,000.00	\$1,300.00

### Payment Terms

Payment in full is required prior to collection of the laptop or completion of repairs. Trinity Bay State High School does not offer a payment plan option for laptop hire agreement fees or repairs. Your prompt payment ensures a smooth and efficient process.

### Terms and Conditions

By signing this agreement, I hereby confirm that I have thoroughly reviewed and comprehended the terms and conditions stated above. I willingly accept the loan of the laptop on the specified terms and conditions, and I pledge to actively encourage the student to adhere to the provisions outlined in this laptop agreement. Every care and attention should be given to the laptop during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the laptop. With the exception of reasonable wear and tear, I/we agree to indemnify the Department of Education against any loss or damage incurred by the laptop described herein, regardless of the cause. In the event of any damage, I undertake to restore and return the laptop to the Department of Education in its original condition, or alternatively, replace the damaged laptop with another laptop possessing equivalent functionality.

Parent/Caregiver please initial in box that you understand the information above.





## LAPTOP HIRE AGREEMENT

STUDENT NAME:		YEAR LEVEL:	
---------------	--	-------------	--

PARENT/CARER NAME:	
--------------------	--

PHONE NUMBER:	
---------------	--

EMAIL ADDRESS:	
----------------	--

HOME ADDRESS:	
---------------	--

### Acknowledgement by Student and Parent/Caregiver:

- The laptop should be used only by the student to whom it is lent and by no other person.
- 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.
- I understand the device will be blocked to certain non-educational sites.
- The laptop is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- By signing this agreement, I confirm that I have read and understood the terms and conditions and I accept the loan of the laptop on the terms and conditions and agree to encourage my child to comply with the terms of this loan agreement.

### Laptop Agreement Approval

--

Student's Full Name

--

Signature of Student

--

Date

--

Parent/Caregiver Full Name

--

Signature of Parent/Caregiver

--

Date





**\*OFFICE USE ONLY\***

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: _____		

<input type="checkbox"/> Paid in Full	<input type="checkbox"/> OneSchool Updated
Administration Signature: _____	Date: ____/____/____

