



RANDWICK BOYS' HIGH SCHOOL POLICY ON MANAGEMENT OF STOLEN, LOST AND DAMAGED LAPTOP COMPUTERS.

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Preamble

- One Deputy (P. Gard) is responsible for the roll out of laptops. This is the process from receiving the laptops into the school to distributing them to Year 9.
- Once the laptops have been distributed, then the management of the laptop technical matters, such as repairs, is the responsibility of the relevant Deputy.
- Roll out of staff laptops is managed by the one Deputy (P. Gard). Staff who have maintenance issues with laptops go through P. Gard.
- Discipline matters in relation to laptops are managed through the School's Student Management Policy and through the School's Policy on Random Searches of Computers and Laptops.

Policy

- The school implements the NSW Digital Education Revolution Policies and Procedures.

Purpose

- This policy outlines the actions to be taken to manage damaged, stolen and lost computers in relation to Randwick Boys' High School.

Procedures

PROCEDURE – DAMAGED STUDENT LAPTOPS

1. Student reports to the TSO (Lucas Yun) to obtain Statutory Declaration (to be completed by the parent) and a Laptop Incident Report (to be completed by the student).
2. Student surrenders laptop to TSO, who enters details on database.
3. Student returns Statutory Declaration to **Principal for JP signature**.
4. Principal indicates on Statutory Declaration whether repair will be paid for by school. ***In general, this will NOT be the case.***
5. Principal passes paperwork on to DP who determines whether a substitute laptop will be issued, subject to availability, anticipated repair time, and consideration of how the student's laptop was damaged.
6. DP indicates on Laptop Incident Report if a replacement laptop is to be issued, if available. Documentation is passed to TSO for filing.
7. TSO arranges with the student for the issue of a laptop, if approved and available. Student advised that laptop is to be returned to TSO each day.



8. Where the computer requires repair, the repair is completed and funded from the Maintenance budget.
9. Where the student is determined to have damaged the computer through neglect or malice, then the laptop will be returned *only when a payment for the repair has been received*.
10. Laptop is sent for assessment and, if appropriate, repair, by TSO.
11. On return, student is advised of cost of repair. Student pays amount to office and receives receipt.
12. Student takes receipt to TSO and receives laptop. Student retains receipt. **TSO writes receipt number on Statutory Declaration.**
13. Where payment is **not** required, the Principal has already advised on the Statutory Declaration and the student can collect from TSO.
14. This payment is returned to the Maintenance budget when received.
15. Where the damage is determined to be accidental, then the laptop will be returned once it has been repaired without charge to the family.
16. Repeated instances of accidental damage may be viewed as neglect of the computer. If this is the case, repair costs will need to be paid by the family following procedure above.
17. When a student returns a computer for a second time for repair, the relevant Deputy will determine whether the right to take the computer home is to be surrendered.

PROCEDURE – STOLEN STUDENT LAPTOPS

1. Student reports to relevant Deputy Principal to obtain Statutory Declaration (to be completed by the parent) and completes incident report at Deputy's office.
2. If it has been stolen outside school, they must report to the relevant Deputy with a Police Incident Number.
3. Where the student claims the computer has been stolen within school, the Deputy will investigate and, if the computer is not retrieved activate a request for shut down.
4. Deputy contacts Regional DER Manager to arrange shutdown. Request is made in writing and signed by Principal or DP in Principal's absence.
5. On assessment of Statutory Declaration, a claim on the Treasury Managed Fund (TMF) may be appropriate.

PROCEDURE – LOST STUDENT LAPTOPS

1. Student reports to relevant Deputy Principal to obtain Statutory Declaration (to be completed by the parent) and completes incident report at Deputy's office.
2. If it has been lost outside school, they must report to the relevant Deputy with a Police Incident Number.
3. Deputy contacts Regional DER Manager to arrange shutdown. Request is made in writing and signed by Principal or DP in Principal's absence.
4. On assessment of Statutory Declaration, a claim on the Treasury Managed Fund (TMF) may be appropriate.

References:

Digital Education Revolution – NSW: DER Update – February 2010