Kingsgrove High School

Care and Management of Laptop Computers
Before arrival of laptops at the school, the school will:

• have a parent information evening;
• meet with students and discuss:
  - accessioning the laptops (signing over);
  - care of laptops;
  - place key documents on the school’s website;
  - review all school policies and procedures related to supervision of student belongings;
  - review the school’s uniform list, including padded laptop carry-bags; and
  - review laptop handling guidelines for students.
Laptop Handling Guidelines

• when not in use, laptops should be in their plastic cases, inside bags;
• bags should be padded, to protect against accidental damage;
• great care to be taken in opening and closing the laptop lid;
• never allow your laptop into other people’s hands;
• ‘never on Wednesdays, always on Thursdays’.
In the event of laptop theft or loss:

• complete a parent-witnessed statutory declaration;

• get a police event number.

• hand in to the Deputy Principal.

Further investigation will be made, and report then passed to the Principal.
In the event of a laptop not operating properly, or broken;

- take the laptop to the TSO, who will:
  - take the laptop for tests; and
  - issue the student with a laptop incident form to be completed.
Then,

• the laptop incident form, signed by parent and student, will be passed to the Deputy;
• the TSO will inform the Deputy about the results of the tests, and any evidence of misuse;
• the Deputy will conduct further investigation into the incident; and
• the full report will be passed to the Principal.
• **The Principal will:**
• send a letter to parents; and
• authorise the TSO to issue a ‘loan pool’ replacement laptop (checked out each morning and afternoon).
Approval will be given to repair the laptop if:

- covered by the school’s insurance; or warranty or manufacturer;

  Or

- student agrees to pay for repairs, based on liability;

  Or

- there has been fault with school procedures.

In addition:

- further disciplinary procedures may apply, depending on the circumstances of the damage.
Ongoing data related to laptop loss, damage or theft will be maintained by the TSO, and a file maintained by the Principal of *Incident Report Forms*. 