

Chromebook Hire Agreement Form

Student Name: _____ Year: _____ Care Group: _____



Springbank
Secondary
College

Springbank Secondary College is pleased to provide a Chromebook to support you with your studies. This agreement outlines the terms and conditions for the use of a school Chromebook for **Year 11's** or **12's** in 2025 or **school card** families. Please note, school card applications are to be completed by the end of term 1, if application is unsuccessful the loaned Chromebook will need to be returned and a device purchased through LWT.

Terms and Conditions

Purpose of Use

- The Chromebook is to be used solely for educational purposes related to school tasks, assignments and activities whilst on site.

Care and Maintenance

- The student takes responsibility for the proper care of the Chromebook to prevent damage, loss, or theft at all times.
- Food and drinks must be kept away from the Chromebook at all times.
- The Chromebook should not be left unattended in unsecured areas, e.g., an unlocked classroom.

Software and Applications

- Only authorised software and applications may be used.

Internet Use

- Internet use must comply with the school's Acceptable Use Policy. Accessing inappropriate websites or content is strictly prohibited. This is a constant expectation, and applies for both at school and outside of school use.

Data and Privacy

- The student is responsible for backing up their work regularly.
- The school is not liable for any data loss.

Damage or Loss

- Any damage, loss, or theft must be reported immediately to the school administration. Insurance for Chromebooks can be included with house and contents insurance.
- The student and parent/caregiver will be responsible for repair or replacement costs due to negligence.

Disciplinary Actions

- Violation of any terms in this agreement may result in disciplinary action, including loss of Chromebook privileges.

Hiring Cost and Return

- Payment for the school year is required upfront and invoices sent in term 1 (if a payment plan is required a **Commitment to Pay** Form must also be completed with this form)
 - Year 11 \$30 per term or \$120 per year
 - Year 12 \$30 per term (term 1 – 3 only) or \$90 per year
 - School card and other Year Levels \$30 per term or \$120 per year – by application.

- **The Chromebook must be returned in good working condition by this date:** _____

Eligibility Criteria

Year 11 or Year 12 in 2025

School Card

Acknowledgment and Agreement

By signing below, we acknowledge that we have read, understood, and agree to abide by the terms and conditions outlined in this Chromebook Loan Agreement Form:

Student Signature: _____ Date: _____

Parent/Caregiver Signature: _____ Date: _____

Please return this signed form to the school administration to receive the Chromebook.

Admin Use: Device Number _____

Staff Name _____

Staff Signature _____

Springbank Secondary College
Daws Road, Pasadena SA 5042
T 8152 6800 | F 8277 2071
www.springbanksc.sa.edu.au



Government
of South Australia
Department for Education

LOAN DEVICE – YEAR 12

AGREEMENT for PAYMENT and COMMITMENT to pay by instalments

I _____ (name)
of _____ (address)

Phone: home: _____ work: _____ mobile: _____

Being the Parent/Guardian of _____

Agree that I am indebted to the Springbank Secondary College to

The sum of **\$90** for Year 12 students. This amount outstanding is comprised of:

Loan Fee for Chrome book devices - \$90 (Full payment is shared equally between the parents who share custody if applicable, please inform the school).

I will pay this sum in accordance with the following schedule and will be paid no later than **4:00pm on the specified dates**:

Balance as at 28/01/2025		\$90
Due Date	Payment due	Balance Due
07 Feb 2025	\$30.00	\$60.00
01 May 2025	\$30.00	\$30.00
25 Jul 2025	\$30.00	\$00.00

- If any instalment is not paid on time, the school may, without any further notice, cancel this agreement and commence legal action for the recovery of the sum outstanding and the loan device.
- I agree to notify the Springbank Secondary College immediately if I change my address or telephone number(s). I understand that failure to notify the school of such a change may, without further notice, result in the school cancelling this agreement and commencing legal action for the sum outstanding
- I understand that if this agreement is cancelled and passed on to a debt collection agency any legal costs incurred by Springbank Secondary College will be added onto my outstanding debt.

Direct deposit to the school's bank account is encouraged:
Springbank Secondary College
BSB: 105-075
Acc no: 293362040
Please place the student's name in the reference field.

Name _____ Signed _____ Date ___/___/___
(Parent/Guardian 1)

Name _____ Signed _____ Date ___/___/___
(Parent/Guardian 2)

Name _____ Signed _____ Date ___/___/___
(On behalf of Springbank Secondary College Governing Council Inc.)

Credit Card Authorisation:

I approve the above amounts to be transacted:

Credit Card Details:

Name _____ Expiry Date _____

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I hereby authorise Springbank Secondary College to draw on my Visa / Mastercard / Bankcard as per the amounts and dates listed above.

Authorised Signature of Cardholder _____ Date _____