

## BRING YOUR OWN DEVICE (BYOD) PROGRAM

### APPLICATION FOR PARTICIPATION IN 2022 COLLEGE BYOD EQUITY PROGRAM

Before completing this form, please refer to the **CSC BYOD Information Handbook** which can be found on the College website – use the link below or see the Quick Links section on the home page.

Please be aware that only a limited number of College-owned laptops are available for the Equity Program on a first in basis for families experiencing financial hardship.

**Please complete ONE FORM PER STUDENT and use BLOCK PRINT.**

Parent First and Surname			
Student First and Surname			
Year Level		MIS Username:	
Start Date:		End Date:	

**When participating in the College BYOD Equity Program, we understand and agree to the following:**

- The laptop is to be collected from the Discovery Centre (Library) during the first week of each term during the hours of 8 am, and 8.45 am. The laptop must be returned at the end of each term.
- Failure to return the laptop at the end of each term may result in further consequences, including suspension from the BYOD Equity Program.
- College ICT guidelines will always be followed in accordance with the completed and signed College ICT Agreement (signed on enrolment and annually when updated) and the BYOD Information Handbook, including that the laptop will **only** be used for educational purposes when connected to and using College services. Students will only use laptops in classes when teacher approval has been given, and to complete educational tasks as instructed by the teacher.
- Any issues with the laptop will be reported to the computer technician who is in the Discovery Centre (Library) ASAP.
- It is the responsibility of the student to ensure that the laptop is secured when not in use. Theft, loss, vandalism, or unauthorised access to the laptop must be reported to the HOD Technology (Mr Lewis) ASAP.
- It is the responsibility of the student to back up files on the laptop, eg. Save to network, external hard drive, or USB.

Parent Signature		Date	
Student Signature		Date	

**Please return this completed and signed form to Student Services who will give it to the relevant sub-school Principal for authorisation.**

#### Principal Authorisation:

Sub-School Principal		Sub-School:	Middle Senior
Signature		Date	

**What happens next?** Once Principal authorisation has been obtained, Student Services or the Principal will send the form to the Discovery Centre computer technician for actioning. An Equity Program laptop will then be set up for the student and should be available for daily borrowing within 48 hours.