

# 2024 BYOD Equity Process

Version 1.2

18/06/2023

Gladstone State High School is committed to providing all students equitable access to a quality learning environment. At Gladstone State High School, we are committed to supporting all of our students.

We are aware that not all family's circumstances are the same. For those families who are not in a position to secure an iPad for the school year, we are offering access to a school owned device. This can be through the temporary hire of a school owned device or, in cases of financial hardship, through a cost-free temporary loan of a school owned device.

We will also offer a cost-free day-by-day loan of school owned devices, for a maximum of two weeks, in situations where the student owned device cannot be accessed for reasons such as repair or damage.

Approvals for access to a school device are at the discretion of the Principal or their delegate.

Loan option details:

1. Participate in the Student Resource Scheme (SRS) to hire temporarily a school owned device.

- At a cost of \$80 per term, you may apply to hire a school owned iPad. See application form on page 3.
- This device may be taken home each day by students.
- Each term a new application for hire will be required.
- The iPad needs to be taken to a designated staff member (this will be discussed with the student) every four weeks for any required updates and for a condition check. The device must be returned to the school technicians in the last week of the school term unless another application for hire has been approved. If we cannot complete the device check in the designated weeks or the device is not returned in the last week of the school term, the device will be considered lost, a police report may be raised and you may be up for the cost of replacement.
- A hire agreement and Parent Participation Form (PAF) will need to be completed. Furthermore, students and parents must have read the BYOD Charter and signed the BYOD Participation Agreement.
- Please note: malicious damages to the device will be at the parent's expense; accidental damage may be at the parent's expense.

2. A financial hardship cost free loan of a school owned device.

- The criteria for financial hardship are contained in the appendix to this document.
- For students whose family is experiencing financial hardship, an application can be made for a cost-free loan of a school owned iPad. See application form below.
- This device may be taken home each day by students.
- Each semester a new application for loan will be required.
- The iPad needs to be taken to a designated staff member (this will be discussed with the student) every four weeks for any required updates and for a condition check. The device must be returned to the school technicians in the last week of the school semester unless another application for hire has been approved. If we cannot complete the device check in the designated weeks or the device is not returned in the last week of the school semester, the device will be considered lost, a police report may be raised and you may be up for the cost of replacement.
- A loan agreement will need to be completed. Furthermore, students and parents must have read the BYOD Charter and signed the BYOD Participation Agreement.
- Please note: malicious damages to the device will be at the parent's expense; accidental damage may be at the parent's expense.

3. Day-by-day loan of a school owned device in emergent circumstances
  - If a student who is a member of the BYOD program cannot access their own device due to one off events, such as repair, a day loan of a school owned device is available.
  - This device will not be able to be taken home and is for at school use only.
  - Students will need to have a signed note from a parent or carer explaining the situation and requesting access to a day loan device. A formal application form is not required.
  - The device must be collected by 8:50am from the E Block staffroom and returned by 3:00pm. Students are responsible for the care and condition of the iPad between the time they sign it out to when they sign it back in. If the device is not returned at the end of the school day, the device may be considered lost, a police report may be raised and you may be up for the cost of replacement.
  - Students can only access this device for a two-week period.
  - No hire cost is attached to this option.
  - Please note: malicious damages to the device will be at the parent's expense; accidental damage may be at the parent's expense.

## APPENDIX – FINANCIAL HARDSHIP EQUITY PROGRAM

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Under this hardship provision you may apply to loan a school owned device for you student, if you can provide evidence of unforeseen financial circumstances that have impacted your ability to purchase a BYOD device. You will need to provide evidence of the circumstance and how this has impacted your capacity to provide a BYOD device. An unforeseen circumstance may include illness, unemployment, changed employment conditions, family breakdown or the passing of a family member.

There are some financial circumstances that are not considered to be unforeseen, for example: the requirement to purchase a device or other school fees; family living expenses, such as rent, health insurance or loan repayments; the education costs of other children.

If in doubt, please submit an application and we can consider it.

By completing the application form you are agreeing to the following processes:

1. Approvals for access to a school device are at the discretion of the Principal or delegate.
2. Any successful equity application will only apply for the period where you do not have the capacity to supply a BYOD device. It is not ongoing.
3. During the setup and allocation process, the school owned iPad will be verified by the School Technician to ensure the device is in good condition. The school device must be taken to a designated staff member each month for updates, maintenance and a condition check.
4. The iPad must be returned to the school technicians on the last school day of each semester unless another loan application has been approved.
5. While in possession of the device students are solely responsible for its care and protection at all times. The device is not to be loaned or shared with other students.
6. Any physical or software issues with the laptop need to be reported to the school as soon as possible. Parents will be financially responsible for repair costs associated with any malicious damages and may be financially responsible for an excess charge in the event of accidental damage.

Please note, if accepted, a device will be provided for temporary student use and will remain the property of the school. Where a device is damaged due to negligence or not returned, the parent/caregiver will be contacted and may be issued an invoice and required to pay the repair or replacement cost.

Applications will be considered on a case-by-case basis and must be accompanied by evidence to support your claim. You will be notified of the outcome of your financial hardship application as soon as possible after all required documentation has been provided to the school.

**2023-24 EQUITY PROCESS PARTICIPATION  
AGREEMENT**

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<b>Students Name</b>		<b>Care Class</b>	
<b>Term</b>		<b>Date</b>	

Please tick the relevant application option:

Participate in the Student Resource Scheme (SRS) for a temporary hire of a school owned iPad at a cost of \$80/term.

Cost-free loan of a school owned iPad due to financial hardship. If choosing this option, please consult the attached appendix and include with your application supporting documentation.

**Parent declaration:**

By making this application, I acknowledge that I have read the Gladstone State High School BYOD Charter, have signed the BYOD Participation Agreement and accept that it is the responsibility of my child and I to ensure the school owned device is kept in a good condition. Any damage is to be immediately reported to the school and the device returned to the school for repair and updates – I will not make personal arrangements for the repair of a school owned device. The device will not be used for any purpose other than the school work set for my child and the conditions of the loan/hire will be closely followed. I understand that any malicious damages will be charged to me. I understand that any accidental damages may incur an excess charge.

<b>Parent Name</b>		<b>Date</b>	
<b>Contact Number</b>		<b>Email</b>	
<b>Signature</b>			

**FINANCIAL HARDSHIP APPLICATION APPENDIX: COMPLETE IT HARDSHIP ONLY**

Please select the event that describes your situation (only complete if you are selecting financial hardship):

- Illness
- Changed employment condition
- Unemployment
- Family breakdown
- Other

Please briefly describe your situation and how it impacts your ability to purchase an iPad:

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<b>Parent Signature</b>		<b>Date</b>	
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Please attach evidence of your financial hardship. Examples of evidence required to support applications includes:

Circumstance	Example documentation required (please attach)
Illness	<ul style="list-style-type: none"> <li>Letter from employer describing financial impact</li> <li>Medical certificates</li> <li>Out of pocket medical expenses (actual cost after insurance or health claims)</li> </ul>
Changed Employment Condition	<ul style="list-style-type: none"> <li>Letter from the employer confirming changes to employment conditions</li> </ul>
Unemployment	<ul style="list-style-type: none"> <li>Employment termination notice, Centrelink evidence.</li> <li>Letter from employer</li> </ul>
Family breakdown	<ul style="list-style-type: none"> <li>Separate residential address, parenting agreement, support payments</li> <li>Relevant documents such as court orders</li> </ul>
Other	<ul style="list-style-type: none"> <li>Relevant documentation</li> </ul>

**Note: if you cannot access any of the listed evidence, please provide whatever other documentation you feel is relevant and which you are comfortable to provide.**

<p><b>Head of School Approval</b></p> <p>Date received: ___/___/___      Application approved/not approved: _____</p> <p><input type="checkbox"/> Parent contacted with application outcome</p>
<p><b>Collection details</b></p> <p>Issuing staff member name: _____ Signature: _____</p> <p><input type="checkbox"/> PAF has been completed (if choosing option 1)      Issue date: ___/___/___</p> <p>Asset number: _____ Condition on collection: _____ (Good, Fair, Poor)</p> <p>Items given to student:</p> <p><input type="checkbox"/> iPad  <input type="checkbox"/> Pen  <input type="checkbox"/> Charger</p> <p>Name of student collecting: _____ Signature: _____ Date: ___/___/___</p>
<p><b>(Option 1 – Hire/Loan)</b></p> <p><input type="checkbox"/> Administration Officer contacted to raise invoice (option 1 only):  <input type="checkbox"/> Enter asset details into OneSchool  <input type="checkbox"/> Details entered on BYOD spreadsheet  <input type="checkbox"/> Original application filed in folder</p>

**(Option 2- Financial Hardship)**

- Enter asset details into OneSchool
- Details entered on BYOD Spreadsheet
- Original application filed in folder

**Return of device**

IPAD      Condition: \_\_\_\_\_

PEN      Condition: \_\_\_\_\_

CHARGER      Condition: \_\_\_\_\_

**Damages (if applicable)**

- Damages logged with IT Service Centre
- Parent advised charges MAY be payable

Name of staff accepting return: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_