



NorthHigh

MACKAY NORTH STATE HIGH SCHOOL

Equity Device Program

Equity Laptop Term Hire Application and Agreement

For families experiencing financial hardship or other significant disadvantage

TERM HIRE FEE

\$50 per school term

Purpose

This program helps eligible students access a school-owned laptop when their family cannot reasonably provide a suitable device because of financial hardship or other significant disadvantage. Applications are confidential and assessed individually. Approval is subject to demonstrated need, available devices and acceptance of this agreement.

Important Information

- The laptop always remains the property of the Department of Education.
- The standard hire fee is \$50 per school term. Approval applies only for the term shown in the school approval section.
- A new application or review may be required for a later term. Continued access is not automatic.
- If paying \$50 would itself cause hardship, contact the Business Manager to discuss available payment or fee-support options. An existing school debt does not automatically make a student ineligible.
- Information provided will be used only to assess and administer this application and will be handled confidentially by authorised school staff.

Student and parent details

Student full name	
Year level and home group	
Parent or carer name	
Residential address	
Phone	
Email	
Term and year requested	Term/s ____ Year ____

Current access to a device

- ☐ The student does not have access to a suitable laptop or computer at home.
- ☐ A device is shared with other household members and is not reliably available for schoolwork.
- ☐ The existing device is unsuitable, damaged or unable to meet school requirements.
- ☐ The student requires a device to support an identified learning, access or wellbeing need.
- ☐ Other circumstance explained below.

Parent or carer statement of need

Please explain why your family needs a school equity laptop and how not having reliable access affects the student's learning. Include relevant financial pressures, changes in circumstances, competing household needs or other disadvantage. You do not need to disclose more personal information than is reasonably necessary.

1. Why is your family unable to provide a suitable device at this time?

2. How is the student's learning currently affected?

3. How will access to a laptop improve participation, completion of work or learning at home?

4. Is there anything else the school should consider?

Supporting information

The school may contact you privately if further information is reasonably required. Supporting documents are not required unless requested. If requested, the school will explain what is needed and why.

Parent or carer declaration

- I confirm that the information in this application is true and complete to the best of my knowledge.
- I understand that providing false or misleading information may result in the application being declined or the hire ending.
- I authorise relevant school staff to consider information already held by the school where it is reasonably necessary to assess this application.

Parent or carer signature	
Date	___ / ___ / ___

Program guidelines and assessment

Eligibility

The student must be enrolled at Mackay North State High School and require reliable access to a laptop for education. The application must demonstrate that the family cannot reasonably provide a suitable device because of financial hardship or other significant disadvantage.

Assessment considerations

The Principal or delegate will consider the application fairly and confidentially, including:

- the student's current access to a suitable device at school and at home
- the parent or carer's explanation of financial hardship or other disadvantage
- the effect that limited device access has on learning and participation
- any disability, access, wellbeing or exceptional circumstances relevant to educational participation
- the student's capacity to use and care for the device with appropriate support
- the number and suitability of devices available in the school's equity pool.

Applications are not approved on a first-come, first-served basis alone. Where demand exceeds supply, priority will be given to students with the greatest demonstrated educational need and least access to a suitable alternative.

Approval and review

1. Approval is for the nominated school term unless the school states otherwise in writing.
2. Approval does not create an entitlement to a particular device, model or replacement device.
3. The school may review the arrangement if circumstances change, the fee is not paid under the agreed arrangement, the student leaves the school, the device is misused, or the agreement is breached.
4. Before ending access for a remediable issue, the school will ordinarily contact the parent or carer and provide a reasonable opportunity to address the issue, unless immediate return is required for safety, security, serious misconduct or asset protection.
5. The student will not be denied reasonable access to curriculum learning solely because the family is experiencing financial hardship. The school will discuss alternative access or support where a term-hire arrangement cannot continue.

Fees

- \$50 is payable for each approved school term by the due date on the invoice or agreed payment arrangement.
- The fee supports the term-hire program and does not purchase the laptop or create a right to ownership.
- A pro-rata refund may be considered when the laptop is returned early and the school ends the hire for reasons not caused by a breach. Any refund will be determined under school and departmental requirements.

Privacy and respectful assessment

Applications will be limited to staff who need the information to assess, approve or administer the program. Families may ask to discuss sensitive circumstances privately rather than recording unnecessary detail on this form.

Term hire conditions

1. **Ownership.** The laptop, charger, carry case and other issued accessories remain Department of Education property. Payment of hire fees does not transfer ownership.
2. **Permitted use.** The device is issued for the named student's educational use. It must not be lent to or routinely used by another person, used commercially, or used for unlawful, unsafe, bullying, harassing, offensive or inappropriate activity.
3. **School requirements.** The student must comply with the school's Student Code of Conduct, ICT and network acceptable-use requirements, staff directions and all applicable departmental requirements.
4. **Software and settings.** Only software, applications, accounts and settings authorised by the school may be installed or changed. Security controls, asset labels and management software must not be removed, bypassed or altered.
5. **Inspection and access.** The device must be returned on request for inspection, updates, repair, audit, safety checks or investigation of suspected misuse. The school may access the device and school-managed account information in accordance with departmental requirements.
6. **Home internet.** The school does not provide home internet access. The parent or carer is responsible for appropriate supervision and household internet controls outside school. School filtering may not operate on every external network.
7. **Care.** The student must keep the device in its protective case when transported, keep food and liquids away, place it on a stable surface, protect it from heat and moisture, and bring it to school
8. **No unauthorised repairs.** Faults or damage must be reported promptly. The student or family must not open the device or arrange repairs without written school approval.
9. **Loss or theft.** Loss or theft must be reported to the school immediately. Theft must also be reported promptly to police, and the police report number provided to the school.
10. **Damage and cost.** Fair wear and tear is accepted. After considering the circumstances, the school may seek the reasonable repair or replacement cost where loss or damage resulted from intentional conduct, misuse, unauthorised action or a failure to take reasonable care. Any amount will be handled under applicable departmental requirements.
11. **Data.** The student is responsible for saving schoolwork to an approved cloud or network location. The school is not responsible for data loss arising from failure, repair, reimaging or return of the device.
12. **Return.** The complete equipment set must be returned by the due date, when the student leaves the school, or whenever the school requires it. The device must not be retained during school holidays unless the school gives written approval.
13. **Ending the hire.** The school may suspend or end the hire for serious or repeated breach, non-return, safety or security concerns, loss of enrolment, or where the device is no longer required. Curriculum access and relevant support will be considered before a decision is made.

Student device rules

The student agrees to:

- ☐ use the laptop for learning and follow staff directions
- ☐ keep passwords private and use only their own authorised account
- ☐ never allow friends or family members to use the device
- ☐ carry the laptop in the issued case and handle the bag carefully
- ☐ keep the laptop secure and never leave it unattended in an unlocked area or vehicle
- ☐ keep food, drinks and liquids away from the laptop
- ☐ not decorate, write on, engrave or remove labels from the laptop or case
- ☐ not install software, games, browser extensions or applications without approval
- ☐ not disable security, filtering, updates, monitoring or device-management settings
- ☐ not access, create, store or share illegal, harmful, offensive or inappropriate material
- ☐ not use the laptop to bully, harass, impersonate, threaten or embarrass another person
- ☐ respect copyright, privacy and the security of other users and systems
- ☐ report faults, damage, loss, theft or suspected malware immediately
- ☐ back up schoolwork to the approved school platform
- ☐ return the laptop, charger, case and all accessories when requested and by the due date.

Acknowledgement

We have read and understood the application guidelines, term hire conditions and student device rules. We agree to comply with them. We understand that serious or repeated breaches may result in restricted or withdrawn take-home access and other action under school requirements.

Student name	
Student signature	
Date	___ / ___ / ____
Parent or carer name	
Parent or carer signature	
Date	___ / ___ / ____

School use only**Assessment**

Date received	___ / ___ / ____
Financial hardship or disadvantage demonstrated	☐ Yes ☐ No ☐ Further discussion required
Device available	☐ Yes ☐ No ☐ Waitlist
Outcome	☐ Approved ☐ Approved with conditions ☐ Not approved
Approved term	Term ___ Year ____
Fee arrangement	☐ \$50 paid ☐ Invoice issued ☐ Payment arrangement ☐ Fee support approved
Decision reasons or conditions	
Approving officer	Name: _____ Position: _____
Signature and date	Signature: _____ Date: ___ / ___ / ____

Equipment issue record

Laptop make and model	
Asset number	
Serial number	
Accessories issued	☐ Charger ☐ Carry case ☐ Other: _____
Condition at issue	
Issue date	___ / ___ / ____
Return due date	___ / ___ / ____
Issued by	Name: _____ Signature: _____

Equipment return record

Date returned	___ / ___ / ____
Items returned	☐ Laptop ☐ Charger ☐ Carry case ☐ Other
Condition on return	☐ Good ☐ Fair wear ☐ Damage or fault noted
Details and follow-up	
Received by	Name: _____ Signature: _____

School administration note

Retain the approved application and signed agreement in the student record. Complete any current departmental external equipment loan documentation required for take-home use.