



THOMASTOWN WEST PRIMARY SCHOOL

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Prior to borrowing any ICT equipment, including, but not limited to notebooks, netbooks, iPads or tablets any staff member must first:

- Read and understand this form.
- Complete this form.

The staff member borrowing this equipment is responsible for the care and safety of the device and peripherals (power cords, chargers, covers and cases), it must be returned in a satisfactory and working condition. In the event of lost or damaged equipment the staff member will be responsible for the repair or replacement costs and must inform the ICT Facilitator immediately. If the device is stolen, police must be notified immediately. It is recommended that staff check if their home/contents insurance covers the use of school owned devices.

The property must be returned to the school if you leave employment of Thomastown West Primary School.

I have read this document and understand that I am responsible for any loss or damage of Thomastown West Primary School equipment borrowed. I agree to return any equipment borrowed.

Staff Name: _____

Staff Signature: _____

Device: _____ Serial Number: _____

Date: _____