



PATTERSON RIVER
SECONDARY COLLEGE

LAPTOP BORROWING POLICY (revised August 2024)

PERSISTENCE · EXCELLENCE · COMMUNITY · RESPECT

Rationale

While Patterson River Secondary College is a bring your own device (BYOD) school and all students are expected to bring a charged laptop with them every day, the school acknowledges that there are some occasions where students will need to use a laptop to support their learning for a particular class, but they do not have it with them. These include when a student owned laptop:

- needs or is under repair
- malfunctions while in use at school
- is accidentally left at home
- loses its charge and the student does not have access to an appropriate charger.

In these circumstances, students are able to borrow a laptop from the Library as a short term loan (double period or whole day) to support them to engage in their learning. The library also has a limited number of chargers for short term loans.

Conditions of borrowing

1. Students that know they will need a laptop before heading to their class can visit the Library BEFORE the start of Period 1, at Recess or during Lunchtime to borrow a laptop for all or part of the day without a note from a teacher.
2. Students that arrive to class and find out they need a laptop for that lesson, may attend the Library with a note from their classroom teacher requesting a laptop loan.
3. Students may only return the loaned laptop after class at Recess or Lunch or in the last ten minutes of Period 6. Laptops are not to be returned during class time or in between double periods.
4. Students must have the condition of the laptop checked upon return before exiting the Library. Any damage incurred during the loan period will be the responsibility of the student and their family to fix.
5. Failure to return a laptop by the end of the day will result in limits to access to laptop loans for a set period of time and may result in limits to school network access.

Other information

Regular reports of laptop loans will be provided to Year Level Teams. Where a student has regularly accessed a school device for a period of time, a Year Level Leader or Coordinator may contact the student's family to inquire about the status of their own laptop.

In circumstances where families need support accessing a permanent device for a student, Lisa Cavey, Assistant Principal: School Operations, can organise this.

Finally, the Library only has a bank of 20 laptops. If these devices are all on loan in any one day, the College is unable to support with laptops beyond this allocation.