![Sunburst chart

Description automatically generated]()

**HIRE OF A COLLEGE OWNED PORTABLE WIRELESS DEVICE – TERMS & CONDITIONS**

**Parties to Whom these Terms and Conditions Apply**

These terms and conditions apply to the student intended to be issued with a College owned Portable Wireless Device and their parent/guardian. A College Portable Wireless Device will not be issued to the student until both the student and their parent/guardian have accepted these terms and conditions.

**Ownership**

The College owns the Portable Wireless Device and hires it to the student. The Portable Wireless Device remains the property of the College at all times throughout the hire period. Neither the student or their parent/guardian shall have any ownership rights or title to the Portable Wireless Device and the student shall not at any time loan, assign, give away, dispose of, encumber or otherwise do anything to infringe on the College’s ownership of the Portable Wireless Device.

**Purpose**

Loan of the Portable Wireless Device is for the exclusive use of the student in support of their learning.

**College Policies**

The student agrees to fully support the College in the implementation of rules, policies and procedures relating to student use of Portable Wireless Devices as documented in these Terms and Conditions.

**Repairs and Replacements**

All Portable Wireless Device repairs/replacements must be arranged through the College ICT Services Centre immediately where the device is not operating correctly, any part of it is broken, it sustains any form of damage or the device is missing.

Warranty repairs/replacements shall be undertaken by the College at no cost to the student or their parents/guardians. Please refer to the section Portable Wireless Device insurance for non-warranty repairs/replacements.

As required, students may be requested to return their Portable Wireless Device to the College ICT Services Centre for maintenance or software updates.

When attempting to rectify any hardware or application issues the College ICT Services Centre will begin by wiping the device clean. Students must regularly backup their data by storing it on Google Drive or an external hard-drive.

**Portable Wireless Device Care**

Students are responsible for the care of the Portable Wireless Device. The student shall at all times take responsible care of the Portable Wireless Device and not expose it to undue risk of damage or theft. The Portable Wireless Device must be kept in the protective case provided. The student will ensure the Portable Wireless Device is recharged at home every night. Students are not allowed to bring Portable Wireless Device chargers to School. Students can charge their Portable Wireless Devices in the College ICT Services Centre.

**Portable Wireless Device Insurance**

There is insurance cover in place for repairs to the Portable Wireless Device caused by accidental damage. Parents/Guardians are liable for the insurance excess of $200 for the first claim, $300 for the second claim and $400 for the third and every claim thereafter that an incident occurs (eg the device is damaged, stolen or lost). All claims are related to the student’s entire time at CCW. This claim process will be in place from 2021. In the event that the Portable Wireless Device is lost or stolen, a Police Report reference number is required. If the device is maliciously damaged, it is entirely the decision of the Insurance Company if the device will be covered.

The insurance excess charged by ICT is payable within 30 days from the date of invoice.

**Power Supplies**

Parents/Guardians are liable for costs for replacement power supplies. The replacement cost will be as per our suppliers’ price at the time of replacement, and payable within 30 days from the date of invoice.

**Term of the Hire**

The term of hire commences when the student is issued with a College Portable wireless Device and ends when the student completes Year 9 or Year 12, or departs the College prior to the end of these year levels. The College may terminate the Portable Wireless Device hire, without notice, if in the opinion of the College, there is a serious breach of these Terms and Conditions or any related College Policies.

**Hire Fee**

The hire fee, insurance, software and other related costs of the Portable Wireless Device are included in the annual tuition fee.

**Return of the Portable Wireless Device**

When the term of the Portable Wireless Device hire expires, the student is required to return the Portable Wireless Device, charger and case to the College ICT Services Centre. These items are to be returned in proper working order and without physical damage, otherwise a repair cost will be incurred.

**College Not Liable**

The College is not responsible in any way and shall not be liable for any loss, cost or damage relating to the student Portable Wireless Device for the duration of the student hire.

**Changes to Terms and Conditions**

These Terms and Conditions may be updated or amended by the College from time to time. The College shall communicate any such updates or amendments to students and parent/guardians via direct communication and/or the College website.

**STUDENT PORTABLE WIRELESS DEVICE USER AGREEMENT**

**Agreement by Parent/Guardian and Student**

1. I consent to the College issuing my child with a Portable Wireless Device for use whilst my child is enrolled at Catholic College Wodonga.
2. I have read and agree with the policies and principles outlined in the Hire of a College owned Portable Wireless Device Terms & Conditions. I understand that any content stored on the hire device needs to fit within the values of the College.
3. I acknowledge that, when attempting to rectify any hardware or application issues, the College ICT Services Centre will begin by wiping the device clean. Students must regularly back-up their data by storing it on Google Drive or an external hard-drive.

**PARENT/GUARDIAN NAME: …………………………………………………………………………………………………..**

**SIGNATURE: ……………………………………………………………….. DATE: …………………………………………..**

**STUDENT NAME: ………………………………………………………….. YEAR LEVEL: …………………………………**

**SIGNATURE: ……………………………………………………………….. DATE: …………………………………………..**