



Oakbank School requires all students from Year 7-12 to have a charged laptop each day at school as a part of our Bring Your Own Device (BYOD) program. For special or unforeseen circumstances, in addition to onsite use of a limited number of day loan devices, we offer:



## School Card Laptop Access Scheme (LAS)

Free access to a laptop for the school year for yr 7-12 families who apply for and are eligible for School Card



## Special Circumstances Loan (SCL)

Access to a laptop while repairs/replacement/delivery of a machine, or for **financial, family and special circumstances**. Supply is subject to availability and at the discretion of the school.

**Short Term Loans (up to 4 weeks)** - approved by the IT Manager

**Long Term Loans (4 weeks to end of the year)** - approved by the Principal.

By signing this Agreement, students and parents/caregivers acknowledge the following:

Student responsibilities:



Will follow the **Oakbank School Cybersafety ICT Policy Agreement**, both onsite and offsite, demonstrating good digital citizenship.



**Use the device solely for school-related purposes** and **treat the device with respect and reasonable care**, reporting any issues or damage to the school promptly.



**Use OneDrive to sync and backup school work**. The school is not responsible for data loss due to device failure.

General Conditions



**Devices remain the property of Oakbank School** and must be returned **at the school's request, when the student is no longer enrolled at the school, or at the end of the school year (by week ending 11 Dec 2026)**.



**Non-compliance** with these terms may result in the removal of device access.

**Failure to return the device** may result in a report to **SAPOL** and invoicing for the device.

Parent / caregivers responsibilities:



**Supervise your child's use of the device at home**, noting that the school internet filter is not active offsite and that e-safety is your responsibility.



**Ensure the device and accessories are returned in good working order** at the end of the loan period, when your child is no longer enrolled, or upon request from school leadership or the ICT Manager.



**Accept liability for any wilful or negligent damage, loss or failure to return the device**. Any costs incurred will be invoiced to the parent (up to a full replacement cost of **\$1200**). Signing this form constitutes a **commitment to pay** and that any unpaid invoices will be subject to Oakbank School's **debt recovery policy**.

Loan Type (please select)	School Card LAS	Short Term SCL	Long Term SCL
Student Name			Year / Form
Student Signature			Date
Parent or Caregiver's Name			
Signature			Date
Address			Post code:
Contact Ph:			

Turn over  
to complete



# School Card Laptop Access Scheme

Have you applied for and are eligible for School Card for 2026?



School Card Details

School Card (2025)

Approved (Eligible)

School Card (2026)

Applied

Approved (Eligible)

To qualify for a **School Card**, your family's gross income must be below a certain limit. You must apply each calendar year. Applications for the 2026 open mid January 2026. Apply online at [sa.gov.au/education/schoolcard](https://sa.gov.au/education/schoolcard).



**Should you apply for School Card not be found eligible**, you may apply to the school for a **Special Circumstances Loan**, approved at the discretion of the **Principal**.



## Special Circumstances Loan

Reason for Loan Application - to be filled out by parent or carer



**Please describe your reasons / special circumstances for applying for a loan laptop. This will remain confidential and viewed only by Leadership & Administration Staff.**



*Leaving this section blank may result in delays or in the application not being approved. Please contact our Leadership team if you have any questions or would like to talk to someone directly.*

## Office Use Only

School Card LAS	Eligible (Approved)		Not Eligible		Date	
SCL Loan	Short Term		Return by		Long Term	
	Approved by					
Laptop Provided		Borrowed		Returned		
Entered into Daymap						

## Incidents

Incident Details					Date	
Actions						
Cost Associated?		Amount		Invoiced		Paid



[oakbank.sa.edu.au](https://oakbank.sa.edu.au)  
[dl.0762.icthelp@schools.sa.edu.au](mailto:dl.0762.icthelp@schools.sa.edu.au)

8398 7200



Government of South Australia  
Department for Education