Aberfoyle Park High School
Phone: 08 8270 4455 | Email: dl.1673.info@schools.sa.edu.au
36a Taylors Road, Aberfoyle Park SA 5159

SCHOOL CARD LAPTOP ACCESS SCHEME POLICY

PURPOSE

The purpose of this policy is to ensure access to appropriate digital learning devices for students who are eligible for school card assistance. This policy formalises a clear, consistent, and transparent process for the allocation, use, and return of school-owned laptops provided under the school card laptop access scheme, and clarifies the roles and responsibilities associated with their management.

This policy also formalises the transition of school card laptop management from an informal library-based loan arrangement to a centrally managed ICT-led process, ensuring devices are prepared, issued, supported, and tracked in line with school and departmental ICT standards.

SCOPE

This policy applies to all students and families who apply for and are approved for school card assistance, and to all staff involved in the administration, issue, support, and management of school-owned student devices.

POLICY STATEMENT

The school recognises that access to a reliable digital device is essential for participation in current teaching and learning programs. Where families are unable to provide a suitable device due to financial hardship, the school will provide access to a school-owned laptop under the school card laptop access scheme.

Laptops issued under this scheme remain the property of the school at all times. Devices are provided on a temporary loan basis for the duration of the school year and must be returned at the end of each year, or earlier if school card eligibility ceases or a student leaves the school.

This scheme aligns with the South Australian Department for Education's School Device Program and supports the department's commitment to equity of access for eligible students.

School card laptop allocation is a predictable, cyclical demand driven by Year 7 and Year 10 intakes, with eligibility determined externally. IT is responsible for forecasting demand, ordering devices, managing lifecycle, and reallocating assets as students transition in (irrespective of year level) or leave. This is fundamentally an ICT asset management function rather than a short-term loan or circulation function.

ELIGIBILITY

Students may be considered eligible for a school-issued laptop where a school card application has been submitted and approved, or is pending approval, and where the family has indicated they are unable to provide a suitable personal device. Eligibility is also conditional on a signed device loan agreement being completed by both the parent or carer and the student.

Eligibility is assessed annually and remains contingent on continued school card approval.

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APPLICATION PROCESS

Access to a school-issued laptop under this scheme is initiated through a school card Laptop Access Expression of Interest Form available on the school website and completed by a parent or carer.

The expression of interest form is used to:

- Register a request for a school-issued laptop
- Confirm school card status past and present (approved or pending)
- Confirm the family's inability to provide a suitable personal device
- Capture consent for provisional issue where eligibility is pending

Approval and issue of a device is conditional on the completion of a separate device loan agreement.

DEVICE LOAN AGREEMENT

Prior to a device being issued, a device loan agreement must be signed by the parent or carer and the student. The agreement outlines the conditions of use, care, supervision responsibilities, return requirements, and consequences of misuse, loss, or damage.

The device loan agreement operates in conjunction with this policy and must be completed annually for each period of device allocation.

DEVICE ALLOCATION AND USE

Eligible students will be issued with a school-owned laptop for the duration of the school year. Devices are provided with standard school software, security controls, and internet filtering in line with departmental and school ICT requirements when connected to the school network.

Students are expected to use the device responsibly and in accordance with the school's ICT acceptable use agreement and behaviour code. Devices must not be modified, reconfigured, or used for unauthorised purposes.

When devices are used offsite or on a home network, school internet filtering and monitoring does not apply. Parents and carers are responsible for providing adequate supervision of their child's device use at home and for ensuring appropriate online safety, digital citizenship, and behaviour.

TEMPORARY DEVICES

Where school card eligibility is pending, or during peak processing periods, students can be issued with a temporary loan device (e.g. library device) until eligibility is confirmed or a permanent allocation is made.

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LOSS, DAMAGE AND REPAIRS

Families are required to promptly report any loss, theft, or damage to a school-issued device. Where damage is assessed as accidental and consistent with reasonable use, the school will manage repairs in accordance with existing processes.

Where damage, loss, or misuse is deemed to be negligent or intentional, the family may be held responsible for the cost of repair or replacement. In such cases, families may be invoiced for repair or replacement costs in accordance with school procedures.

RETURN OF DEVICES

All school-issued devices must be returned at the end of each school year. Devices must also be returned immediately if school card eligibility ceases or if the student exits the school.

Access to a school-issued device in subsequent years is subject to re-approval of school card eligibility and the completion of a new device loan agreement for each school year.

ROLES AND RESPONSIBILITIES

Principal / Executive Team

- Approve and oversee the implementation of this policy
- Ensure alignment with departmental requirements

ICT / IT Services

- Manage device purchasing, preparation, issuing, tracking, and technical support
- Maintain records of allocated devices

Finance / Administration

- Manage any cost recovery processes related to device loss or damage, in consultation with ICT services

Students

- Use the device responsibly and in accordance with school policies
- Take reasonable care of the device and accessories

Parents / Carers

- Provide adequate supervision for their child when the device is used offsite or at home
- Understand that school internet filtering and monitoring does not apply when devices are used outside the school network
- Support and monitor their child's online safety, digital citizenship, and appropriate use of the device
- Support appropriate use of the device at home in line with school policies
- Ensure prompt return of devices when required

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MONITORING AND REVIEW

The school card laptop access scheme will be reviewed annually to ensure it remains effective, equitable, and aligned with departmental policy and school needs.

Related Policies and Documents

- ICT acceptable use agreement
- Behaviour Code
- device loan agreement
- school card Policy (Department for Education)

Policy Review

- Approved by: Executive Team
- Date of approval:
- Review date: