

By borrowing this laptop, and with the presentation and scanning of your Gordon Student Card, you acknowledge and accept the loan conditions as listed below:

- All loan laptops are the property of the Gordon Institute of TAFE
- By borrowing a loan laptop, you are responsible for the care and security of that laptop.
- Your use of the laptop will only be for educational purposes relating to your Gordon enrolment:
 1. Activities directly related to the day-to-day course and study requirements.
 2. Research, discussions and associated activities related to current or future areas of study.
- You confirm you have internet connectivity where the laptop will be used.
- You confirm that if you work offline all personal files will be deleted before returning the laptop.
- You confirm that the laptop is for your use only and no other person will be permitted to use it.
- By borrowing the laptop, you agree to accept and abide by the Gordon's laptop security and network usage policies.
- You agree that there will be no inappropriate use of the loan laptop. Any content or browser history found on the laptop that is offensive, pornographic, racist, sexist, homophobic, abusive or bullying or threatening in nature, will be dealt with in accordance with The Gordon's *Student Conduct policy* QA PO 10. Serious offences will be reported as necessary to the police.
- The laptop is supplied with software; these are the only applications licensed for use. You are not permitted to install or download any additional software or applications.
- You must return the laptop on or before the due date. If the laptop is not returned by the due date, an Overdue Fee will be applied to your Gordon account and will continue to be applied until the laptop is returned.
- You must take the utmost care to ensure the Laptop is not stolen, lost or damaged during the loan period, and to return the laptop in the condition it was loaned in. If the laptop is stolen or lost, you must report this the Gordon Library immediately. Stolen laptops must also be reported to the police and a copy of the police report presented to the Gordon Library.
- Students failing to return the laptop in operable / comparable condition to what it was lent in, or who lose the laptop or do not return it may have the cost (or part thereof) of the maintenance, repairs and /or replacement laptop charged to their Gordon account. The determination of any charge will be at our (The Gordon's) discretion and only up to the value of the device that was loaned (allowing for the age and condition of the particular device).
- Any costs charged to your account must be paid as per The Gordon's normal payment terms. Failure to pay may lead to further interest charges and you will not be eligible to receive course certification until all fees are paid.
- Any unpaid fees or costs remain on your permanent student record and will prevent any re-enrolment.
- In the event that the need arises, The Gordon may recall the loan laptop, as required, at any time, If such a need does eventuate, an email communication will be sent notifying you of this, including the new required return date.

Acceptance of the loan conditions

If your card can not be scanned, please complete the below table to acknowledge and accept the loan conditions as listed above:

Student name		Student ID#	
Device name / type		Device #	
Loan date		Return date	
Student signature		Date	