 ***Goodwood PS Laptop Repair Form***

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_

Responsible adult completing form: ⃝ Parent (for damage caused at home) ⃝ Supervising Teacher

Fault or damage first identified on [date]: \_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Fault and/or damage requiring repair:*

**For damage to laptop:**

Acknowledging the care instructions in the 1:1 Device Handbook, identify the contributing factors to the damage:

⃝ Faulty device ⃝ Behaviour or regulation of student ⃝ Behaviour or regulation of others

⃝ Failure to adhere to care instructions ⃝ None of these

*Explanation of how damage occurred:*

Name of responsible adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

*This form to accompany laptop when sent to library for repairs/quoting. Student will receive a loan laptop as per agreement which must remain at school.*

 **For office use only:**

Library – Loan provided: Y/N
*Raise ICT Service Ticket*
ICT - Quote required: Y/N
*If quote is required, record Laptop ID here \_\_\_\_\_\_\_\_\_ & submit quote with this form to Front Office.*
Finance - Repairs authorised: Y/N Signed:\_\_\_\_\_\_\_\_\_\_