

Request to Borrow Asset

Staff Name:	Date:
Asset Number	
Short Description	
Asset Usual Location:	
Location where asset will be kept (address):	
Comments on equipment	
Date of Borrowing:	
Period of Loan:	
Reason for Loan:	
<p style="text-align: center;">Borrower's Agreement</p> <ul style="list-style-type: none">• By signing this agreement, I acknowledge the equipment I am borrowing is the property of _____ College.• Borrowed equipment is to be kept in a locked secure place out of open sight when not in use.• _____ may seek reimbursement or compensation from a user for all or part of any costs where the user has caused _____ to incur costs due to negligence or loss of the device.• All Government schools are eligible for cover under the School Equipment Coverage Scheme. The SECS applies to all equipment as defined in Section 6 in the School Equipment Coverage Scheme Guidelines 2017.docx https://edugate.eduweb.vic.gov.au/edrms/keyprocess/FS/Finpolcorp/Insurance/School%20Equipment%20Coverage%20Scheme%20Guidelines%202017.docx?Web=1• The Department retains the ultimate discretion in approving claims under the SECS program taking into account all circumstances surrounding the loss. The test of reasonable care will be stringently applied when assessing claims. The SECS covers the equipment:<ul style="list-style-type: none">○ while on school grounds○ outside school premises anywhere in Australia, provided the equipment is used for educational purposes and the principal's and/or school council's permission is obtained and details recorded in a borrower's register. It does not cover equipment when taken overseas.• I acknowledge that the equipment when off the school grounds is my responsibility whilst in my possession.• I agree to abide by the conditions of the DET Acceptable Use Policy – Information and	

Communications Technology Resources

<https://www.education.vic.gov.au/hrweb/Documents/ICT-acceptable-use-policy.pdf>

- I agree to return the said equipment in the same condition it was in upon the time of borrowing.

I understand and agree to comply with the terms of the borrowers agreement

Staff Name:

Staff Signature:

Principal/Principal Delegate Name:

Principal/Principal Delegate Signature:

Date Approved: