

iPads for Learning

Damage/Fault Report Form (V MARCH 2017)

Student name Student form

Student username (as used to log on to school network) Date

What is damaged or not working?

Description of the incident that led to the damage. What happened, where, when? Were there witnesses? Please quote Police Incident Number in cases of theft or loss (in cases of theft or loss the damage charge is double the normal charge made).

Names of others who were involved or witnesses.

Your iPad passcode (Please change this to something simple)

I confirm I have backed up my iPad to the iCloud

I confirm this is as an accurate record (Student)

Parent to contact regarding this report Parent phone No

Parent signature

Year Manager Approval: Name Signature

(or 6th Form – Student Advisor) Date

REPAIRS WILL NOT BE UNDERTAKEN UNTIL PAYMENT OF THE DAMAGE CHARGE IS MADE AND YEAR MANAGER/6TH FORM STUDENT ADVISOR APPROVAL IS GAINED. PLEASE ATTACH A COPY OF YOUR CONFIRMATION EMAIL FROM SCOPAY.COM AS PROOF OF PAYMENT

If this is not the first incident or students have breached the iPads for Learning Agreement, it may be necessary for the school to charge a further amount before the iPad is returned to the student

Please return to the Network Services Office next to D12

For School use:

Recorded in Spaces	Yes/No	Spare iPad issued	Yes/No	By
Deposit transferred on SCO (date)		Section 1	Yes/No	Section 2 Yes/No