



CENTENARY STATE HIGH SCHOOL

Brisbane, Australia

Quality Learning, Quality Futures

CRICOS Provider 00608A DETE

www.centenaryshs.eq.edu.au

Aspiration | Commitment | Community

Equity Laptop Agreement – Accompanying Letter

Dear Parent/Carer

At Centenary State High School, our moral purpose is **to foster positive relationships and a strong sense of belonging so that all learners flourish**. Access to appropriate learning tools supports this purpose, and we are committed to ensuring students can participate fully in their learning.

Our **equity laptops are a limited school resource**, and demand for these devices is **significant**. For this reason, equity laptops must be carefully prioritised for students whose families are **genuinely experiencing financial hardship** and who would otherwise be unable to access a device.

Equity laptops are not intended to replace a family-purchased device where a family is able to purchase a laptop. We are aware that, at times, some families who are able to purchase a device choose not to do so. When this occurs, it directly reduces access for students with genuine financial hardship and can result in those students missing out on essential support. This is why confirming genuine financial hardship is necessary and why equity laptops are reserved for families with no reasonable alternative.

Equity laptop loans may be approved in two ways:

1. **Short-term loan (up to 6 weeks)** while a family arranges their own device, or
2. **Longer-term loan** where there is **genuine financial hardship**.

Payment plan requirement (applies to both options):

A condition of receiving an equity laptop—whether short-term or longer-term—is that a **payment plan is in place for any overdue school fees, as well as fees expected during the current school year**. This requirement applies to both loan options **unless the family has a demonstrated history of consistently paying school fees online**.

If you agree with the conditions of this Agreement, please complete and return:

- **Equity Laptop Agreement – Parent/Carer Declaration**
- **BYOx Loan Agreement**
- **Payment Plan Agreement**

Completed documents can be returned to the school office or to the IT team in the Resource Centre.

If your family is experiencing financial difficulty and you would like to discuss fee assistance or support options, please contact me by emailing bsm@centenaryshs.eq.edu.au or calling the school office on **3373 4555 (press 5)**. I am committed to working respectfully and collaboratively with families to reduce financial pressure and ensure every student feels supported, included, and able to flourish.

Kind regards

Karyn Lord
Business Manager



Equity Laptop Agreement – Parent/Carer Declaration

Student's Name: _____

Year Level: _____

Parent/Carer's Name: _____

Please select one option:

Option 1: Short-term loan (up to 6 weeks)

We are requesting a short-term equity laptop loan while we arrange our own device for our student.

I agree to cover the cost of damages because of misuse.

I agree to return the Equity Laptop on: _____

I agree to cover the cost of damages due to student misuse.

Signature: _____

Date: _____

Option 2: Longer-term loan due to genuine financial hardship

We are requesting longer-term access to an equity laptop because our family is unable to purchase a device due to genuine financial hardship.

Payment Plan Acknowledgement (applies to BOTH options):

I acknowledge that equity laptops are a **limited shared resource**. I agree to return the laptop at the agreed time (Option 1) or at the end of the school year.

As a condition of receiving an equity laptop (short-term or longer-term), I understand that I am required to have a payment plan in place for:

- any overdue school fees, and
 - fees expected during the current school year.
- I have completed the Payment Plan form attached.

Signature: _____

Date: _____

Financial Hardship Declaration (required for Option 2 – longer-term):

I confirm that our family is **unable to purchase a laptop due to genuine financial hardship**. I understand that equity laptops are prioritised for students who have **no reasonable alternative**.

I agree to return the Equity Laptop at the end of the school year.

I agree to cover the cost of damages due to student misuse.

Signature: _____

Date: _____



Parent/Carer Consent Form

Centenary State High School

BYOx Loan Agreement

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.
EQ11 External Request for Equipment is to be completed when loaning Department of Education equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

Note:

- A new loan agreement form will be signed each time equipment is loaned and prior to commencement of the loan.
- This form and the loan agreement will be held in the student's records.
- This agreement is for a maximum 6-month period.
- The device remains the property of Centenary SHS and any damage or loss is the responsibility of the parent/student.

STUDENT'S DETAILS

Student Name:

Student Year Level:

PARENT/CARER'S CONTACT DETAILS

Parent/Carer Name:

Mobile Number:

Email Address:

Eligibility

1. Parent/Carer Declaration completed (see Accompanying letter attached)
2. A payment plan is in place for all overdue school fees, as well as fees expected during the current school year (please complete the attached Payment Plan form)
3. Copy of Health Care Card attached

Reason for requiring an Equity Laptop:

Expected length of time an Equity Laptop will be required:



Parent/Carer Consent Form

Centenary State High School

BYOx Loan Agreement

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education and is issued on loan to the parent/carer for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/carer have read and understood the school's Code of Conduct.
- All care and attention should be given to the equipment during the period of loan including carrying the device in the provided protective case at all times.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage to any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's Code of Conduct with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the end of the school year, by the date specified in this loan agreement or by the date of the termination of this agreement.
- I understand and agree with the conditions of the BYOx Equity Program Policy

PARENT/CARER AGREEMENT

I have been provided with a copy of the school's Code of Conduct regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Name of Parent/Carer:

Signature of Parent/Carer:

Date:

STUDENT AGREEMENT

I have read and understood the above term. I have been provided with a copy of the school's Code of Conduct and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Name of Student:

Signature of Student:

Date:

Payment Plan Agreement

Centenary State High School

Student Name(s)		Date	
Parent/Carer Name		Phone	

I wish to enter into a payment plan that includes:

- School Fees
- Curriculum Charges

For all other activities and expenses, an additional agreement will be required. These could include the Senior Jersey, Cultural dinner, etc.

Date to Start			
Amount			
Frequency			
Payment Method	<input type="checkbox"/> BPOINT : eDDR	Number of Payments: _____	
Email Address			
Signature and Date			

Office Use Only

Date	Notes

Approved By:

Date:

Payment Options

- BPOINT – Paying ONLINE:** *Is a secure online payment system and is the preferred payment method for the department*
 - This option can be accessed through the BPOINT weblink bpoint.com.au/payments/dete that appears on all invoices and statements.
 - This link can also be located on our school's website homepage under [Quicklinks](#).
 - There is no sign-up required.
 - You will need your Customer Reference Number (CRN) and Invoice Number that is located on your invoice/statement.
 - A credit or debit card is required for this payment method.

- BPOINT – Paying by PHONE:** *Interactive Voice Response (IVR) is a secure phone option*
 - Is available by dialling 1300 631 073.
 - You will need your Customer Reference Number (CRN) and Invoice Number that is located on the bottom of your invoice/statement.
 - Contact the school on 3373 4555, Monday to Friday, 8:00am to 4:00pm, and a staff member will supply the relevant information and transfer you.
 - Payment by Credit Card only.

- BPOINT – Paying by PAYMENT PLAN:** *Electronic Direct Debit Registration (eDDR) is a secure online payment plan option*
 - Parents/Carers are required to first contact the school office on 3373 4555.
 - The school will process your request and email you instructions on how to enter your card/bank details.

- QPARENTS:** *Is a secure online portal that gives parents/carers access to your student's information twenty-four hours a day, anywhere, anytime*
 - View and pay invoices.
 - Online payment by credit card only.
 - Register by contacting the school office on 3373 4555 or by emailing admin@centenaryshs.eq.edu.au and an invitation will be forwarded.
 - View and download report cards.
 - View and download assessment planners and exam timetables.
 - View and download timetables and class times.
 - View attendance records.
 - Submit reasons for past and future student absences.

- PAYING IN PERSON:** *Over the counter payments are welcome*
 - Payment can be made at the school office, Monday to Friday, 8:00am to 4:00pm.
 - EFTPOS facilities are available.
 - Credit Cards, Debit Cards (EFTPOS), Cash and Money Orders are accepted.

- PAYMENT PLANS:** *Payment plans are welcomed*
 - To enter into a Payment Plan an agreement form should be obtained from the school office or by emailing admin@centenaryshs.eq.edu.au with your request.