DEVICE LOAN POLICY

Contour College (Contour) will endeavor to provide all students with the appropriate resources and/or equipment to complete their studies. This Device Loan Policy ensures every student has equal access to succeed in their chosen field of study and enable them every opportunity to research and submit outcomes to demonstrate their skills and knowledge.

This Policy includes access to new, fast and reliable Notebook (laptop) devices supporting the internet. We endeavor to give all students the opportunity to access the device loan program.

Only students enrolled at Contour can apply for a loan device. The student becomes fully responsible for ensuring the device is used only for the purpose of supporting their course studies.

If the device is lost, stolen or damaged, the student must immediately report the issue to the trainer. Fees may apply.

The following conditions must be strictly adhered to:

- Do not allow other people to use or borrow the device.
- Do not leave the device unattended where it could be stolen or misused.
- Do not attach any other hardware to the device.
- Do not install your own software on the device, e.g. games, Photoshop etc.
- Do not change the factory settings.

Management and staff are responsible for ensuring that Contour does not in any way breach the distribution of IT equipment under the legislative requirements of the *Standards for Registered Training Organisations (RTOs) 2015*.

Requests for loans, including the cost and loan period, will be at the discretion of Contour management and staff. The implementation of returned equipment will include both completion and/or non-completion of student studies.