

## ICT Incident Report: 2019

<b>Student Device:</b> <b>LAPTOP</b> <b>IPAD</b> <b>KEYBOARD</b> <b>(please circle)</b>			
Please ensure the serial number is included as this is the information needed to log the device.			
Serial number _____		Device number S_____	
<b>Student Details</b>			
Student name		Date	Class
Student username (macbook)		Student password / passcode	
<b>Parent Details</b>			
Parent name		Contact number	
Nature of the incident (Please circle)	Theft Loss	Damage Malfunction	Other
<b>Details of the Incident</b>			
Date of incident	Location (Please circle)		Home        School
<b>Description of the Incident</b>			
<ul style="list-style-type: none"><li>• Include full details of what occurred, where and when</li><li>• If accidental damage, describe the incident and the damage</li><li>• If the laptop / iPad is not working, describe what the problem is and if you know what may have caused the problem</li></ul>			
<b>Submission Sign Off</b>			
Parent Signature		Student Signature	
Teacher Signature			

For Library Staff to complete.

<b>Laptop / iPad / Keyboard Loan. NB: once excess is paid for accidental damage</b>	
Barcode & device number	
Date	
Student Signature	
Resource Centre Signature	
<b>Return of Loaned Laptop / iPad / Keyboard</b>	
Student Signature	Date Returned
Device returned in good working order	
Resource Centre Signature	