

ICT Incident Report: 2020

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

Process	Date:		Date
1. Device handed in with completed ICT Incident Report Form		6. Excess charged? Yes/No	
		7. Excess paid? Yes/No	
2. Hot Swap issued		8. If replaced – device catalogued through Library	
3. Device assessed		9. Device returned to student	
4. Device logged for repair/replacement		10. Hot Swap returned	
5. Device repaired or replaced		11. Hot Swap reset	