

Device Borrowing Procedure

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date	November 2026		
Relevant to	IGI Students, IGI Staff, IT Staff		
Related Documents	Device Borrowing Agreement Information Technology Policy Student Code of Conduct Student Support Policy Student Support Procedure PBL-IHSTS Shared Services Agreement		
Version	Authorised by	Approval Date	Effective date
1.0	General Manager IGI	12 Nov 2024	13 Nov 2024

1. Purpose

This procedure ensures equitable access to technology for students. It provides clear guidelines for checking out and returning devices, ensuring proper maintenance and tracking. The procedure also helps safeguard IGI's property and ensures devices are used responsibly.

2. Definitions

In the context of this policy the following definitions apply:

Term	Definition
Currently enrolled students	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> • They complete the course of study. • They withdraw from the course of study. • Their enrolment is discontinued, or they are excluded from a course or study at IGI due to misconduct or other reasons. • They fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.
Device Borrowing Agreement	Formal document outlining the terms and conditions for borrowing a device (laptop) from IGI.
Valid Student ID	Official identification issued by IGI, confirming enrolment and granting access to campus services.

3. Scope

This procedure applies to IGI currently enrolled students and to staff involved in the laptop borrowing process.

4. Procedure

4.1. General provisions

- 4.1.1. Subject to availability, students can borrow a laptop anytime within IGI's business hours (8:00am-5:00pm), and return it on the same day, by the time specified on the Device Borrowing Agreement.
- 4.1.2. Only currently enrolled students are eligible to borrow laptops.
- 4.1.3. Students must not have any outstanding fees and must be in good standing with IGI (i.e., no academic or disciplinary issues).
- 4.1.4. A valid student ID card is to be submitted at the time of borrowing and will be kept by the Student Services team while the laptop is on loan.
- 4.1.5. The laptop is only to be used within IGI premises, and it cannot be taken outside of the campus.
- 4.1.6. The device is to be used solely for academic and educational purposes and must not be used for personal, commercial, or unauthorized activities.
- 4.1.7. The borrower assumes full responsibility for the equipment from the time of borrowing until it is returned.
- 4.1.8. IGI is not liable for any injuries or damages incurred as a result of the use of borrowed equipment.
- 4.1.9. Students must use the device and accessories only for their intended purpose and take reasonable care of them (e.g., not eating or drinking near the laptop, carry it in the case provided, etc.).

4.2. Borrowing procedure

- 4.2.1. Contact Student Services in person to check availability and request a laptop by completing the Device Borrowing Agreement.
- 4.2.2. Read and sign the Device Borrowing Agreement. This document outlines the Terms of Use and the responsibilities for device damages or loss.
- 4.2.3. Submit the completed and signed agreement to Student Services.
- 4.2.4. Receive the laptop and accessories (charger, case) from Student Services.
- 4.2.5. If during the loan period students encounter issues with the laptop, they should contact Student Services immediately.

4.3. Return procedure

- 4.3.1. The laptop must be returned to Student Services by the agreed-upon date and time. Late returns may incur penalties, including fines, loss of future borrowing rights, and/or withholding of grades.
- 4.3.2. Students must ensure the device and accessories are returned in the original condition.
- 4.3.3. The Student Services team will verify the condition of the device and accessories.
- 4.3.4. If the device and accessories are returned in good condition Student Services will sign off on the return process and the ID card will be returned to the student.
- 4.3.5. Loss or damage of the device or accessories will be managed in accordance with the Device Borrowing Agreement.
- 4.3.6. IT Staff will support the IGI Student Services team in ensuring returned devices are checked, maintained and ready for loan at all times.

5. Complaints

Students dissatisfied with an IGI decision in relation to this procedure may access the IGI complaints and appeals processes in accordance with the Complaints and Appeals Policy and associated Procedure.

6. Responsibilities

- The IGI staff are responsible for being aware of and complying with this procedure.
- The IT Staff are responsible for complying with this procedure under the PBL-IHSTS Shared Services Agreement.
- The Registrar is responsible for the implementation of this procedure.

7. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

8. Document History

Version	Date	Author	Reason	Sections
1.0	Nov 2024	IGI	Establish a new procedure	All