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## AFL CAPE YORK HOUSE – LAPTOP HIRE AGREEMENT

### *Annual Hire Program (Refurbished Devices)*

AFL Cape York House provides a yearly laptop hire program to support our young people with reliable access to a personal learning device, suitable for their school's BYOD requirements. Devices are refurbished, supplied through Laptop Shack, and issued with a protective case. Students take the device home daily to support their learning both at school and in boarding. Laptops remain the property of AFLCY, and are to remain at the boarding house during holidays.

The program operates for the duration of the school year. Devices must be returned at the end of each term (before school holidays) and at the end of the year, or when a student exits the program. Annual re-signing is required.

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### What's Included?

Upon signing this agreement, your student will receive:

- Refurbished laptop
  - Protective case
  - Charger
  - Basic software required for their school
  - AFLCY coordination of warranty claims and repairs
  - Full year of use (school terms only)
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### Payment Options

Payments are made via Centrepay or annual upfront fee, depending on family preference:

#### Fortnightly Centrepay Deductions (20 x fortnights)

- Year 7-9: \$25 per fortnight
- Years 10-12: \$35 per fortnight

#### Annual Upfront Hire Fee

- Year 7-9: \$500 upfront
- Years 10-12: \$700 upfront

#### Hire to Buy Option (can be decided at EOY)

- Year 7-9: Either \$25 per fortnight OR \$500 upfront, then at EOY, option to buy back at cost of \$80
- Year 10-12: Either \$35 per fortnight OR \$700 upfront, then at EOY, option to buy back at cost of \$80

Funded By



**Boys Campus:** 53 – 75 Buchan Street, Portsmith Qld 4870

**Girls Campus:** 2L Portelli Road, Redlynch Qld 4870

**Postal Address:** PO Box 143, Manunda Qld 4870

**Telephone:** (07) 4054 5199

**Website:** [www.afly.com.au](http://www.afly.com.au)

**Email:** [admin.house@afly.com.au](mailto:admin.house@afly.com.au)

**Head Office:** AFL Cape York Limited - ABN 67 106 529 257  
Level 1, 45 – 61 Tills Street, Westcourt Qld 4870



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Australian Government

These fees cover:

- Hire of the laptop
- Protective case
- Warranty processing and AFLCY transport/administration
- End-of-year refurbishment trade-back costs

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## LAPTOP HIRE PROGRAM – KEY INFORMATION

All faults, damage, loss or theft must be reported to AFLCY immediately.

AFLCY manages warranty repairs through Laptop Shack. Families must not take devices to outside repairers. Timeframes for repairs may vary depending on parts, warranty approval and supplier availability. Repair cost estimates below are guidelines only.

### Repair & Replacement Costs

(Approximate only – final amounts depend on Laptop Shack assessment)

Issue	Approximate Cost
Cracked / Smashed Screen	\$250-350 (refurbished part pricing)
Keyboard replacement (missing / damaged keys)	\$100-150
Replacement charger	\$50-60
Loss of device	\$450-\$650 depending on model
Damage due to negligence (water, force, misuse)	Case-by-case assessment

### Terms and Conditions

By signing this agreement, parents/carers acknowledge:

- The laptop is issued for educational use only and must be used responsibly.
- The laptop remains the property of AFL Cape York.
- It is to be used **only by the student** named in this agreement.
- If behaviour, misuse, or poor care becomes an issue, AFLCY may terminate the agreement.
- Devices may be recalled at any time for inspection, updates or repairs.
- Families are responsible for costs arising from:
  - negligence
  - loss
  - deliberate damage
  - damage outside warranty
- With the exception of reasonable wear and tear, families indemnify AFLCY against loss or damage.
- At end of year, the device must be returned in good condition.

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*"Mission Statement: To provide educational, employment and training opportunities for young Indigenous people from Far North Queensland's remote communities in a culturally appropriate, safe and secure residential environment to ensure every young person reaches their full potential."*

**AFL CAPE YORK HOUSE | LAPTOP HIRE AGREEMENT FORM**

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

PARENT/CARER NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_

Select Payment Option:     Fortnightly Centrepay Deductions     Annual Upfront Hire Fee

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**Acknowledgement by Student and Parent/Carer**

- The laptop will be used only by the student named above.
- Any misuse or poor care may result in removal from the program.
- The student will follow school acceptable use rules and AFLCY expectations, including all instructions from AFLCY staff about when and how the device is used, stored or handed in.
- The student will not use the device for illegal activity or to access, create or share inappropriate or offensive content.
- The student will not attempt to bypass security settings, hack, interfere with or gain unauthorised access to school, AFLCY or third-party systems, networks or accounts.
- The student will not install unauthorised software, applications or games without approval.
- The student will use the device in a respectful and responsible way, including appropriate behaviour on social media and online platforms.
- The student will not use the device for cyberbullying, harassment, intimidation or to harm others.
- The student will use the protective case, keep the device charged, and handle it carefully.
- All faults, loss, damage or theft will be reported immediately.
- The device is returnable at any time upon request for inspection or repair.
- I confirm I have read and understood this agreement and accept all financial responsibilities relating to loss, negligence or non-warranty damage.
- I agree to the Centrepay deductions or annual fee as outlined.
- I understand that breaches of these conditions may result in disciplinary action, restrictions on device use, or removal from the program.

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**Laptop Agreement Approval**

Student's Full Name	Signature of Student	Date
Parent/Carer Full Name	Signature of Parent/Carer	Date

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**OFFICE USE ONLY - DETAILS OF EQUIPMENT ON LOAN**

Field	Information
Description / Type	
Brand	
Serial Number	
Asset Number	
Accessories (if applicable)	
Commencement Loan Date	
Expected Date of Return	
Date Returned	

**Staff Member receiving returned equipment:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

- Paid in Full
- Centrepay Form Completed
- System Updated

Administration Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

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