Netbook Incident Report

Student Details:
Student’s Name…………………………………………………………………. Form:……………… Date of Incident: ____ / ____ / ____
Log on Code:………………………………… Password:……………………………….

Location of incident?
☐ School ☐ Transit ☐ Home ☐ Other:………………………………………………………………..

Type of event/accident? (Please tick.)
☐ Dropped ☐ Fell Off ......................... ☐ Stepped On
☐ Lost ☐ Stolen (Please attach Police report) ☐ Other …………………………………………………………………..

If damaged, which part of your netbook is damaged? (Please tick.)
☐ Keyboard ☐ Screen ☐ Netbook body ☐ Carry Case
☐ Charger ☐ Battery ☐ Other …………………………………………………………………………………………………..

School Work Backed Up
☐ Yes ☐ No
The ICT department accept no responsibility for students school work. All students are advised to back up their school work to their home drive and/or external storage. [USB etc]

Explain how the damage occurred.

…………………………………………………………………………………………………………………………………………………………………………………………..
…………………………………………………………………………………………………………………………………………………………………………………………..
…………………………………………………………………………………………………………………………………………………………………………………………..

Signed (Parent/Guardian) ………………………………………………………………………….. Date:  ____ / ____ / ____

…………………..…………………………………………………………………………………………………………………………………………………………………
Parent/Guardian (Please print name)

Signed (Student) ………………………………………………………………………………………..….. Date:  ____ / ____ / ____

Signed (Sub-school Co-ordinator) ……………………………………………………………………… Date:  ____ / ____ / ____

ICT Office/Sub-school Co-ordinator Notes:

…………………………………………………………………………………………………………………………………………………………………………………………..

Damage Invoiced to: ☐ Current User ☐ Other Student: Name: 
Code: