



## Learning Technologies Incident Report Form

Date: .....

Student Name: ..... Home Group: .....

Technology Type: ..... Serial Number: .....

Please indicate which of the following applies:

Item Lost

Item Damaged

Item Stolen

Item requires repairs

Breach of the *Acceptable Use of Learning Technologies Policy*

### OUTLINE OF INCIDENT:

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.....  
.....  
.....

Student signature: .....

Parent/Caregiver signature: .....  
*(Required for lost, stolen or damaged iPad)*

Police Report Number if stolen: .....

Year Level Manager's Signature: .....

### ACTION TAKEN WITH STUDENT

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.....  
.....  
.....

Incident related to a breach of the *Acceptable Use of Learning Technologies Policy*? Yes / No

**ACTION TAKEN WITH DEVICE:**

Date/Time Incident Report Received: .....

Received by: .....

Lost or stolen

Accidental Damage

Non-accidental damage

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Date Returned: .....

Staff signature: .....