Parafield Gardens
High School

Chromebook Incident Report Form

This report must be completed as soon as possible after the event and then given to the ICT Co-ordinator.

Details of Incident

Student Name: ..... Incident Date:...../...../.....

Date reported:...../...../..... Incident Time.....: .....

Name of Person Incident Reported to: .....

Where incident occurred: School ☐ Home ☐ Public Place ☐

Nature of Incident

Accidental Damage ☐ Intentional Damage ☐ Theft ☐ Loss ☐

Broken Screen ☐ Case Broken ☐ Top Deck Broken ☐ Power Supply Faulty/Not Working ☐

Keyboard Broken ☐ Top Deck (Keyboard) Broken ☐ Other: (please specify .....

Estimated Cost of Repair: $___.__

Cost will be met by: School ☐ ___% of total cost of repair

Family ☐ ___% of total cost of repair

Total cost to Family $___.__

(Please pay at the finance office near reception)

Please provide a brief description of how the damage occurred: .....

.....

.....

Was Chromebook in the the bag provided? ☐ Yes ☐No

How can this incident be avoided in the future?

.....

Date form completed: ...../...../..... Parents Contacted ..... by .....

Student Signature: ..... Parent/Guardian Signature: .....

If you wish to discuss the matter further please contact Ms Mandeep Kaur (ICT Co-ordinator) on Tel: 8258 9855

For PGHS use ONLY

Outcome: Accidental Damage ☐ Intentional Damage ☐ Theft ☐ Police Report #.....

Principal: Mr Martin Lippett ICT Co-ordinator: Ms Mandeep Kaur Date:...../...../.....

Signature: ..... Signature: .....