

# ICT Incident Report

<b>Student Device:</b> iPad      Keyboard      (please circle)		
Please ensure the serial number is included as this is the information needed to log the device.		
Serial number _____ Device number S _____		
<b>Student Details</b>		
Student name	Date	Class
iPad Passcode	Student password	
<b>Parent Details</b>		
Parent name	Contact number	
Nature of the incident (Please circle)	Theft Loss	Damage Malfunction
Other		
<b>Details of the Incident</b>		
Date of incident	Location	Home      School      (Please circle)
<b>Description of the Incident</b>		
<ul style="list-style-type: none"> <li>• Include full details of what occurred, where and when</li> <li>• If accidental damage, describe the incident and the damage</li> <li>• If the laptop / iPad is not working, describe what the problem is and if you know what may have caused the problem</li> </ul>		
<b>Submission Sign Off</b>		
Parent Signature	Student Signature	
Teacher/ Office Staff Signature		

For Office Use

Process	Date:		Date
1. Device handed in with completed ICT Incident Report Form		6. Excess charged? Yes/No	
		7. Excess paid? Yes/No	
2. Hot Swap issued		8. If replaced – device catalogued through Library	
3. Device assessed		9. Device returned to student	
4. Device logged for repair/replacement		10. Hot Swap returned	
5. Device repaired or replaced		11. Hot Swap reset	