



### APPENDIX 1:

#### MACBOOK AIR LOSS/THEFT/DAMAGE INCIDENT REPORT

Students are to complete this form when reporting an incident that has resulted in damage to the hardware of a digital device or accessory that has been determined to be above normal wear and tear and requires an external repair quotation and possible insurance claim.

##### Personal Details:

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

Year Level: \_\_\_\_\_

Teacher: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

##### Incident Details:

Last time you noticed your MacBook working as normal:

Time you noticed the current issue/damage/theft:

Date/Time Reported to teacher:

Explain the issue/damage and how it most likely occurred:

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**Loss/Theft of a device will need to be reported immediately to the police and the school must be provided with a report number.**

##### What needs Attention?

- |   |   |
|---|---|
| <input type="checkbox"/> Bottom Panel     | <input type="checkbox"/> USB Port           |
| <input type="checkbox"/> Screen Damage    | <input type="checkbox"/> Track Pad          |
| <input type="checkbox"/> Screen Bleeds    | <input type="checkbox"/> Will Not Charge    |
| <input type="checkbox"/> Outer Case Crack | <input type="checkbox"/> Short Battery Life |
| <input type="checkbox"/> Wireless         | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Charging Port    |   |
| <input type="checkbox"/> Ethernet Port    |   |
| <input type="checkbox"/> Hard Drive       |   |
| <input type="checkbox"/> Will Not Turn On |   |
| <input type="checkbox"/> Keyboard         |   |