



SAIGON SOUTH INTERNATIONAL SCHOOL

78 Nguyen Duc Canh, Tan Phong Ward, District 7, Ho Chi Minh City, Vietnam
T: (84-28) 5 413 0901 - F: (84-28) 5 413 0902 - E: info@ssis.edu.vn - W: www.ssis.edu.vn

Connecting Learning To Life

SSIS Laptop Loan Agreement

Expectations for Laptop Use

- All students G4-G12 are expected to provide their own Apple OS laptop for learning at SSIS.
- Under exceptional circumstances, a loaner laptop may be borrowed e.g. during the period of repair of personally owned devices.
- Do not delete or copy school-installed software. Do not interfere with or modify any virus protection or password security features of the equipment or software.
- Do not make any permanent marks on the computer equipment.

Borrowing Laptops

Requests for a borrowed laptop must be made in writing to the ICT office. Parents must confirm that appropriate efforts are being made to repair students devices.

Loans will be managed through the ICT Department (C020).

- Students may borrow the laptop for up to 2 weeks. (10 school days)
- Report incidents immediately. If something is not working properly or is damaged or if the student needs assistance using applications - please contact ICT Department immediately.
- Laptop checkout includes MacBook Pro and Power Adapter and gives the permission for the student to take the laptop home overnight.

Please contact the ICT Department directly for more information or clarification if needed.

_____ Please complete the permission form and submit it to the ICT Department (C020) _____

Parent Agreement

I agree to pay a deposit of 4,000,000VND to the business office and that a fee of 100,000VND will be deducted from the deposit for each day of the loan period. The remaining balance will be refunded at the end of the loan period.

I understand that by permitting my child to loan a laptop from Saigon South International School, I am personally responsible for any damage, theft, or loss of the laptop and/or related equipment and accessories.

- Accidental damage must be supported by a written account of the event and resulting damage.
- Incidences of theft must be accompanied by police reports and/or official records of the incident.

Student Name: _____

Student ID Number: _____ Student Signature: _____

Parent/Guardian name: _____

Parent/Guardian Signature: _____ Date: ____/____/____

* Please bring the signed form and the loan deposit (VND 4,000,000) to the business office. The balance will be refunded once the laptop has been returned.

Procedure:

1. Sign this agreement form and bring the form and deposit 4,000,000VND to the business office.
2. After paying deposit bring this signed form to the ICT office to collect the loaner laptop.
3. On return of the loaned laptop pickup agreement for and take to the business office for refund.

SSIS Laptop Loan Agreement Details

Reference Number

1. Deposit paid. _____
Business Office Signature

2. Laptop Checkout/Return

	Date	Laptop ID	Student Signature	ICT Department Signature	Condition
Out					
In					

Total days loaned _____ Total Loan charge _____ VND

3. Refund

Please refund _____ the amount of _____ VND
from the deposit of 4,000,000VND

ICT Office Signature

4. Refund

I acknowledge the receipt of _____ VND, the refund amount of my laptop loan agreement no. _____.

Student's/Parent's signature