



IPAD 2 – Lost/Stolen iPad Form

In the event of your iPad becoming lost, please complete this form. Once form is completed, please return to Student Services and hand to your Year Co-ordinator.

Student Name:		MIS ID: (eg. bbrow23)		Year:	
Date iPad Lost/Stolen:		Lost: <input type="checkbox"/> Complete STAT DEC & attach to this form	Stolen: <input type="checkbox"/> Complete POLICE REPORT & provide to school		
iPad Serial Number: (Provided by iPad Dept.)		iPad Model: (Provided by iPad Dept.)			
If STOLEN – Police Report Number:		Date Reported:			
Details of last known location, who was using it last, any other important details					
Parent/Caregiver Name:		Parent/Guardian Phone:			
Parent/Caregiver Email:					
Parent/Caregiver Signature:					

Once this form is completed, please return it to your Year Co-ordinator

If iPad is LOST – a STATUTORY DECLARATION is required from parent/caregiver

(Statutory Declarations can be collected from iPad Department or online at

https://www.courts.qld.gov.au/_data/assets/pdf_file/0004/88555/gen-f-qld-stat-dec.pdf)

If iPad is STOLEN – a Police Report Number is required from the parent/caregiver

(see 'Lodging a POLICE REPORT' help sheet)



KEPNOCK

STATE HIGH SCHOOL

Success is Earned

YEAR CO-ORDINATORS TO DO:

Year Co-ordinators Name:		Date Notified:	
See IT Technicians - Meraki location check done:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed by:	
Date IT Technicians notified of stolen/lost iPad:			
(IT Technicians to provide this information) Last/current know location of iPad:		Is iPad still active:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last time and date iPad connected to a network:			
Lost/Stolen TAG applied to iPad:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Any other relevant information: _____

Parent /Caregiver notified that iPad is: _____ located not located (circle one) Date: _____
(if iPad is not located within 24 hours, LOCK needs to be applied)

Recorded on OneSchool: Yes No

IT Technicians requested to LOCK iPad (and PING locator activated): Yes No
(If iPad is LOCKED the iPad will need to be rebuilt. This will DELETE all data on the iPad. Only LOCK once definitely not located, min 24 hours)

IF LOST - STAT DEC completed and signed by parent/caregiver: Yes No N/A
(Please make sure STAT DEC is attached to this form before handing it to iPad Dept.)

Date Received: _____

IF STOLEN – POLICE REPORT NUMBER received from parents/caregiver (see other side of this form),
Date: _____ Yes No N/A
(Please make sure POLICE REPORT NUMBER is recorded on this form before handing it to iPad Dept.)

All steps completed to locate lost/stolen iPad:

Signature: _____ Date: _____

Please forward this form on to iPad Department (library)

IPAD DEPARTMENT TO DO:

Completed form (incl. parent/caregiver signatures) + completed STAT DEC (if lost) received by iPad Department:		Date: From:
Parent advised of payout figure/payment plan by cashier:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
IF STOLEN – POLICE REPORT NUMBER provided by parent/caregiver (if not previously reported on this form)		#:
Ring parents/caregiver to arrange which option they want to do.		
<input type="checkbox"/> Option 1 Continue with current iPad model (payout/payment plan)	<input type="checkbox"/> Option 2 Receive older model iPad (continue paying current iPad fees)	<input type="checkbox"/> Option 3 Cease iPad program
Date Spoke with Parent/Caregiver:		
If Option 1 or Option 3, notify Cashier/BSM to invoice parent/caregiver:		<input type="checkbox"/> Done
iPad Written Off: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	
Finalised – Job Closed <input type="checkbox"/> Done		

All steps completed to locate lost/stolen iPad:

Signature: _____ Date: _____