

**DIGITAL EDUCATION REVOLUTION - NSW
LAPTOP INCIDENT REPORT**

This form must be complete by students or staff when reporting an incident relating to Laptops. It is also required to be attached to Treasury Managed Fund claims. Attach statutory declaration if supplied.

Name: _____

Teacher Student

Year: _____

Nature of incident: Theft Loss Damage Malfunction

Date of incident: _____ Time: _____

Location: _____

Name of person who discovered/experienced incident: _____

Contact phone number: _____

If theft or damage by another person:

Notify police: yes no If yes, police event number: _____

Description of Incident:

- Include details of where the laptop was at the time and full details of what occurred.
- If accidental loss or theft, describe the incident.
- If accidental damage, describe the incident and the damage.
- If the laptop is not working, describe what the problem is and if you know what may have caused the problem.

Student's Signature:

Date:

Parent's signature:

(Parent signature is also required for student reports regarding theft, loss or accidental damage)

**DIGITAL EDUCATION REVOLUTION – NSW
LAPTOP INCIDENT REPORT – SUPPLEMENTARY INFORMATION**

To be completed by the Student or Teacher:

FOR STOLEN LAPTOPS ONLY:

Full Address/Location of Theft:

- Include details of where the laptop was when stolen – eg: home, work, public location or car

Last known location: _____

Last known activation time (last time used): _____

Was the Power Cord Stolen? YES / NO

Police Station where report was filed: _____

Officers full name (who recorded the details): _____

Contact Phone number for Police Officer/Station: _____

To be completed by TSO:

FOR ALL LAPTOP INCIDENTS:

Laptop Serial Number: _____

School Name & Code: _____

Student / Teachers Username: _____

TSO Contact Name: _____ TSO Phone No: _____