2017 Chromebook Program – Purchase Payment Guide

Rationale
Aranda Primary School has a responsibility to manage the finances of the school and in doing so must ensure that a fair and reasonable process for managing payments and outstanding debts is developed and implemented.

Aim
To provide an effective process for managing the Chromebook program and outstanding debts should they occur.

Implementation
- The school will consider the costs associated with parent-funded Chromebook purchasing and negotiate the best possible price to be offered.
- The school will provide parents program information, costs associated and due dates for payments at least 4 weeks in advance so as to allow parents appropriate time to prepare for future expenses.
- Students will be allocated their Chromebook during Week 1 of Term 1 2017, upon completion of a signed payment agreement and payment of an initial deposit.
- Chromebooks will be offered for purchase on a 1 year term with payment made according to the preference indicated in Schedule One.
- The school will monitor payments due each term under the agreement and ensure that written reminders are forwarded to parents in advance to request payment in a timely manner. These reminders will be in the form of a Family Statement.
- The school will make telephone requests to parents who have payments overdue following two written reminders.
- The school will allow 4 weeks for overdue payments to be made.
- Following 3 requests to make overdue payments and the expiry of 4 weeks, the Chromebook will be restricted to school use only until payment is received and may not be taken home by the student.
- Default of more than 1 term’s payment (i.e. 2 terms now overdue) will result in the Chromebook being withdrawn from the student and held in a secure location until payment is received.
- The school will advise the family in writing that 2 terms default payment indicate the family no longer wishes to participate in the Chromebook purchase program and unless payment is received in 14 days the student will no longer participate.
- Students not participating in the Chromebook purchase program will have access to existing computers in the classroom as available.
- The principal will ensure all staff are aware of this guide and adhere to it.
- Participation in the Chromebook purchase program is not compulsory.