



Inspiring Minds, Brighter Futures

COLLINGWOOD PARK STATE SECONDARY COLLEGE

DAY LOAN PROCEDURE 2025

What

Collingwood Park SSC will offer day loan devices to students who arrive at school without a device for whatever reason. This may be because:

- The student does not yet have a device
- The student left their device at home
- The student has their device but has realised it is flat (before the day starts)

Why

Our school requires the use of a digital device every lesson. To ensure continuity of learning, these day loan devices are available for short-term borrowing.

How

Accessing a loan:

- Students who do not have a device in CP Connect are to be sent to the library to borrow a day loan device.
- These students will be provided a school device to be used for the day.
- A student who is found to loan a device more than twice in a week will have a text sent home.

Returning a loan

- Students with a day loan device are to notify their teacher at the beginning of Period 4 that they have a day loan device. This way, teachers are aware of the need to return the device at the end of the lesson.
- At 2:40pm, students with a day loan device need to ask permission from their teacher and then return the device to the library.
- Students are to leave their bags at the classroom and return to class immediately after returning the loan.

Flowchart

