National Secondary Schools Computer Fund

Device Incident Report

This form should be completed when reporting an incident relating to NSSCF devices.

Attach the statutory declaration completed by parent or guardian.

School name: ___________________________   School code: __________

Name: ________________________________

Student number: _______________________   Grade: __________

Nature of incident:  [ ] Malfunction  [ ] Damage  [ ] Theft  [ ] Loss

Date of incident:  /  /   Time:  :   Location: __________________________

Description of incident:

Include details of where the device was at the time and full details of what occurred.

- If the device is not working, describe what the problem is and if you know what may have caused the problem.
- If accident damage, describe the incident and the damage.
- If accidental loss or theft describe the incident (Complete Supplementary Information section).

________________________________________________________________________
________________________________________________________________________

Student’s name   Signature of student   Date

Parent / guardian name   Signature of parent / guardian   Date

Queensland Government
Device Incident Report – Supplementary Information

To be completed when reporting a loss or theft incident relating to NSSCF devices.

**Full address/location of theft:**

Include details of where the device was stolen – e.g. home, public location or car

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Last known location: _____________________________________________________
Last time used: __________________________________________________________
Was the power cord stolen: □ Yes □ No
Police station where report was filed: _______________________________________
Police officer’s full name: _________________________________________________
Contact number for police officer /police station: ____________________________
Police file number: _______________________________________________________  
Servicenow (service centre) INC number: _________________________________
Commonwealth of Australia

STATUTORY DECLARATION

Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter declared to in numbered paragraphs

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

Declared at 4 on 5 of 6

Before me,

7 Signature of person before whom the declaration is made (see over)

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the **Statutory Declarations Act 1959** may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

<table>
<thead>
<tr>
<th>Chiropractor</th>
<th>Dentist</th>
<th>Legal practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical practitioner</td>
<td>Nurse</td>
<td>Optometrist</td>
</tr>
<tr>
<td>Patent attorney</td>
<td>Pharmacist</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Trade marks attorney</td>
<td>Veterinary surgeon</td>
</tr>
</tbody>
</table>

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the **Consular Fees Act 1955**)
- Bailiff
- Bank officer with 5 or more years of continuous service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  
  (a) in a country or place outside Australia; and
  
  (b) authorised under paragraph 3 (d) of the **Consular Fees Act 1955**; and
  
  (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  
  (a) in a country or place outside Australia; and
  
  (b) authorised under paragraph 3 (c) of the **Consular Fees Act 1955**; and
  
  (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the **Marriage Act 1961**
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution