

# **Staff Laptop/Device Lending Agreement**

**Revision 1.4**

**Date of last review: August 2024**

## Staff Guidelines

The academy has provided Laptops/devices available on a lending agreement between (You) the Lender and the Academy. By borrowing a laptop/device, you are agreeing to abide by and follow the Academy Computer Acceptable Use Policy.

### *Borrowing Procedures*

- Issue of a laptop/device will require that any current laptop/device loans be returned to the Admin Team.
- Laptop/device will need to be returned in full working order.
- Damaging, disabling, or otherwise harming the operation of the Laptop/device is not permitted and your laptop/device loan may be revoked.

### *Use of Laptop/Device*

- Do not, under any circumstances, leave laptop/device computers or any valuables unattended whilst travelling. Laptops/devices should be secured at the end of each day in your classroom desk or office, do not leave IT equipment visible and unsecured on desks overnight.
- Protect the computers from spillages by eating or drinking well away from the IT equipment.
- Always get permission before installing, attempting to install or storing programs of any type on the laptop/device.
- Only use the Laptop/device for educational purposes.
- Laptops/devices are wireless enabled and will automatically connect to the Academy wireless network whilst on site; you are also permitted to connect to your home wireless network for internet access only. The Acceptable Usage Policy applies at all times regardless of your location, including internet use on your academy laptop/device whilst outside the site of the academy.

### *Returning Your Laptop/Device*

- All laptops/devices to be returned in good working order, including original Hardware and Software which was issued with the laptop/device.
- You should ensure the laptop/device is returned fully charged and has been shut down correctly and powered off, laptops/devices should not be returned in standby or hibernation mode.
- The laptop/device should be returned with all accessories originally provided including, but not limited to a charger.
- Inform the receiver of any problems encountered with the laptop/device so these can be logged and repaired/reconfigured for the next user of the laptop/device.

### *Best Practice Guidelines*

- The laptop/device should never be left in a vehicle or exposed to excessive heat.
- The laptop/device contains a magnetic hard disk and should not be exposed to magnetic fields, to prevent any risk to the laptop/device and your data.
- Files should always be stored in your network Home Drive via the remote server, any files stored locally on the laptop/device will not be included in our backup routines and are at risk in the event of hardware failure.
- Do not install any software to the laptop/device without prior consent from IT Support, doing so could result in damage to the system files, making it in an unusable state.

### *Acceptance of Laptop/Device Lending Agreement*

Please read this document carefully. By using the academy's IT systems including Loan of an academy laptop/device you are accepting this policy and agreeing to abide by it. If you violate these provisions, access to the use of IT equipment and the Internet/ academy network will be denied and you will be subject to disciplinary action. Additional action may be taken by the academy in line with existing policy regarding staff behaviour. Where appropriate, police may be involved or other legal action taken.

I understand that I am responsible for returning the laptop/device computer checked out to me in good working order. I understand that the cost which will be billed to me if the laptop/device computer is returned damaged due to negligence or misuse could be an amount equal to the replacement cost of the laptop/device, or the cost of repair/replacement of damaged parts, whichever is less. I understand I am responsible if the laptop/devices computer is lost or stolen.

**Laptop/Device Details**

**Laptop/Device Name:**

**Laptop/Device Make/Model:**

**Laptop/Device Serial:**

**Laptop/Device has Battery:**

**Laptop/Device has Power Lead / Charger:**

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**Admin Staff (Lender) Name: James Boampong**

**Admin Staff (Lender) Signature:**

**Date: 17/10/2023**

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I confirm I have read and understand the conditions of loan “Laptop/devices Lending Agreement” and also the Acceptable Usage Policy, which is available on request from IT Services.

**Staff Full Name:**

**Staff Signature:**

**Date:**