

Yendarra School

LAPTOP AGREEMENT

This Agreement is between YENDARRA SCHOOL and

(Full Name of Teacher)

The following are the conditions under which you accept the provision of a laptop for your use from Yendarra School. This Agreement will start when the laptop is issued to you by the school. Yendarra School reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement YENDARRA SCHOOL will:

1. Provide a leased laptop for your sole use while you are a full-time teacher at Yendarra School. The laptop is for work use only. You are encouraged to use it outside work hours, however, it is for your sole use ONLY, and not for use by students, family members or any other person.
2. Set up the laptop to enable you to connect and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
4. When required expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
5. Have an expectation that you will abide by this laptop Agreement and any subsequent School Responsible Use Policy.

Under this Agreement YOU will:

1. Use the laptop for the purposes it was provided and abide by the Yendarra School Responsible Use Policy.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to a member of the Senior Management Team at Yendarra School. The leasing company has ongoing ownership rights to the laptop.
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
4. Make a commitment to achieving the ICT goals of Yendarra School and take part in the ICT Professional Development activities provided for you by the school.

5. Make necessary arrangements, for the return of the laptop to the school when you resign or leave the school or when you will be away from the school for an extended period.
6. In accordance with Yendarra School Policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials.
7. Be aware that periodic audits on your laptop and the Yendarra School servers will occur.
8. Have your laptop with you everyday.

ACCEPTANCE OF CONDITIONS

You have been provided with a _____ laptop.
(model)

SIGNED:

Teacher

_____ / ____/201

SIGNED:

Principal

_____ / ____/201