

HIGHVIEW COLLEGE
STAFF NOTEBOOK COMPUTER USE AGREEMENT
Person Responsible – IT Manager



The provision of the Notebook computer is subject to the following terms.

1. The Notebook computer is provided on a 'use' basis and remains the property of the legal proprietors of Highview Christian Community College
2. The provision of the Notebook computer is related to current employment and could change if conditions of employment change. The Notebook computer is always the property of the school and must be supplied to the IT Manager or other authorised representative when requested, either:
 - a. in "as is" condition immediately upon request;
 - b. or, if nominated by the school with all personal files and programs removed:
 - i. within 24 hours of an official request in writing by the School, or
 - ii. not less than 24 hours prior to departure from the School subsequent to cessation of employment, or
 - iii. not less than 24 hours prior to the commencement of leave taken for the purpose of maternity, extended sickness, leave without pay or similar situations of a period of 3 weeks or longer.
 - c. Any variation to these arrangements will be solely at the discretion of the Principal, Business Manager and/or IT Manager. Failure to return the Notebook as in 2 b ii) and iii), will delay payment of final entitlements.
3. The Notebook computer will be used in accordance with all Codes of Conduct, as established by the School, or governing authority, presently, or in the future, in particular the, which includes strict compliance with the Australian Copyright Act 1968.
4. In the case of notebook hardware or software malfunction, the College IT Staff, will normally re-image the notebook and in the process erase the contents of the notebook hard drive.
 - a. Responsibility for maintaining backup copies of personal files resides with the staff member.
 - b. Installation of personal software, other than what is contained on the standard image (programs), is the responsibility of the Staff Member.
 - c. The College IT Staff cannot guarantee restoration of the files and programs back to anything other than that of a standard staff Notebook computer image. All damage and faults will be reported to college IT staff within a reasonable time to permit repair under Warranty conditions.
5. No unlicensed or illegal software may be installed onto the Notebook computer, and any single user license, that is the property of the school may not be loaded onto more than one Notebook computer at any time.
6. The School accepts no responsibility, and cannot guarantee support, for any unofficial software, data, etc. installed onto the Notebook computer.
7. Major reconfiguration of the Operating System, System Configuration and/or Installed Software, may be treated as negligence if undertaken without due care and permission of the IT department.
8. Security of the Notebook computer is at all times the responsibility of the Staff Member.

In particular, it should:

 - a. not be left in unattended offices or classrooms,
 - b. not be left in a situation so as to permit student access,
 - c. be stored in a secure, safe location when used outside school or during transportation.
 - d. Should not be left in a motor vehicle.

9. The physical safety and care of the Notebook computer also needs to be managed appropriately:
 - a. the machine must always be transported in the provided case,
 - b. temperatures should be monitored as Notebooks are heat sensitive,
 - c. they are not to be used in the vicinity of food, drinks or chemicals,
 - d. they should not be cleaned with any products other than those approved by the IT department.
10. Password protection and network security must also be maintained. Staff must adhere to the **Password Management Policy** introduced to protect the integrity of the network, including password protected screensavers, password changes, remote access guidelines etc.
11. The notebook computer should be on school premises whenever the allocated staff member is scheduled to be at school.

Staff Notebook Computer Use Agreement designed by Daniel Smith - 2016

DECLARATION BY STAFF MEMBER

By accepting this agreement, the Staff Member agrees to accept responsibility to pay the School's repair and or replacement costs in the event that the Notebook computer is lost, stolen, or damaged, through that person's own negligence as determined by the college. The Staff Member agrees to pay the cost of any repair excess for loss or damage that may be caused to the Notebook computer through negligent or careless use that is outside warranty conditions and not attributable to normal wear and tear. In such instances, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this Clause will be made by the Principal, Business Manager and/or Network Manager and will be based upon this Declaration.

All reference to the Notebook computer includes any hardware supplied with the Notebook computer, including but not limited to, add-in expansion cards, carry case, manuals, mouse and other School owned peripherals (if supplied).

Print Name _____

Signed _____

Date _____