LFT Program – Process for Teachers

Teachers Role

On receipt of laptop & accessories, teacher reads, complete details and signs **Laptop Use Agreement form**

Send **Laptop User agreement** To TIP Services Division By fax 89995611

Eligibility

- Teaching position paid by NTG as part of a schools teaching allocation
- Frontline teaching position paid by the NT Government with a teaching load greater than or equal to 50%;
- Teachers in Principal or Assistant Principal positions;
- Teachers in the 5 Government funded remote catholic schools. The distribution of Laptops for these teachers will be managed by the Catholic Education Office.

Hand Laptop back to school if;

- Leaving NT DET
- On leave for 10 weeks or greater
- Moving to a corporate position
- End of contract

Return Laptop in working order, if any faults report to schools ICTC.

Return all items issued with the laptop, 2x power supplies, 1x mouse, 1x bag and disks and manuals.

Complete return of Laptop form

Give laptop, accessories & form to the schools designated officer

This device is the responsibility of the teacher and remains on the staffing record as a security item until a **return form** has been completed and received by TIP Services Division

Retain Laptop if;
Moving between schools (government schools only)
Study Leave
**Leave less than 10 weeks

IT Services Role

TIP Services Division sends Laptop to teacher

TIP Services Division adds information to staffing record of teacher

TIP Services Division removes information from staffing record of teacher

Principal/Schools Role

Laptop being reissued by school from out going teacher

New laptop required **Request laptop** from TIP Services Division

Check laptop is in working order and all accessories have been returned. Sign **Return of laptop form** and send to TIP Services Division by fax 89995611