



Rollout to current eligible teachers

Sign Agreement

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Request Laptop

Establish eligibility

New arrival to DEET

Laptop received on arrival in school *

ITSD to notify PIPS – update to teacher employment record

Examples of variance

Leave department

Leave >3 months (not including study leave)

End of Contract

Hand Laptop back to School

Move between School (only if moving to a government funded school)

Study Leave

Move to a corporate position – (Only if the user you are replacing has a laptop)

Leave <3 months

Retain Laptop

Principal/School representative to complete a Laptop Return Form http://www.ict.schools.nt.gov.au/laptops/forms/pdfs/Form_ReturnTeacherLaptop.pdf and fax to IT Services 8999 5611

*small schools to pick up from Group School office