

Laptops for Teachers Program

Laptop Use Agreement

Laptop for Teachers Program – Terms and Conditions of Use

- 1.1. I agree that the Laptop at all times remains the property of the Department and that the Laptop is provided for my use as a teacher to assist me in the performance of my duties to the Department.
- 1.2. I may use the Laptop for 3-year period from the date of delivery of the Laptop package. The arrangement cannot be revoked or cancelled except as set out in 1.8 below.
- 1.3. I undertake to keep the Laptop in good working order and to notify the DEET Service desk immediately of any defect or malfunction (the DEET Service desk will advise of the relevant Warranty arrangements).
- 1.4. I will use the services of the Authorised Repair Agents (as advised by Dell and knowing that these may change from time to time) for any repairs or maintenance that may be required.
- 1.5. I will use the Laptop package lawfully and in accordance with Northern Territory Government and Departmental ICT policies (http://uluru.nt.gov.au/dcis/productlines/it_policystrat/it_policies_procedures/index.shtml) which may change from time to time, regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
- 1.6. I will not sell, assign, transfer or otherwise dispose of the Laptop package.
- 1.7. If my employment status changes with the Department, or if I breach any of these terms or conditions, the Department may revoke this arrangement by giving me 14 days written notice.
- 1.8. In the event that I cease or vary my employment with the Department I will return the Laptop package to the School in good working order on or before my last day of employment.
- 1.9. The consent of the Department is required to adjust or alter the Laptop package by the addition or deletion of any hardware (excluding peripherals). I will rectify any such adjustments or alterations before the Laptop package is returned (if required).
- 1.10. I acknowledge that I cannot substitute the Laptop package I have been provided with any other Laptop package (which is now or may subsequently become available) during the term of the 3-year period.
- 1.11. I will take due care of the Laptop package at all times, including
 - not leaving the Laptop unattended in a public place,

- not leaving the Laptop unattended or unsecured in a classroom or other place in the School – the laptop **should** be put away, preferably out of sight and the room locked
- not leaving the Laptop in plain view in an unattended or unsecured vehicle - laptops **should** be locked in the boot or security cage out of sight,
- not allowing the Laptop to be accessed by any other person (unless authorized by you), or
- not allowing the Laptop to be interfered with, tampered with or altered by a third party or otherwise except in accordance with clause 1.9.
- ensuring due care is taken in the handling, transporting and usage of the laptop

- 1.12. I will not remove, conceal or alter any Laptop package markings, tags or plates or engrave or mark the Laptop in any way that will reduce the value of the Laptop.
- 1.13. If the laptop is lost, stolen or damaged I will advise the Principal and the Department and/or the Police as soon as possible.
- 1.14. I will participate in any evaluation/s of the Laptop for Teachers Program if requested. Any evaluation process put in place will be designed in consultation with the Australian Education Union.
- 1.15. I will not allow my network user account and password to be used by anybody other than myself, unless required by the DEET Service desk or other service provider to the Department.
- 1.16. I understand that, due to the Department's current software licensing arrangements covering home use, the Laptop package cannot be used by me for any commercial purpose.

Privacy

What is my responsibility?

Whatever your role in the Department of Education and Training (DET), you are responsible for complying with the Northern Territory Information Privacy Principles when collecting, handling, using or disclosing personal information. You are also responsible for treating all information and records professionally, this includes the use of email, notebooks and diaries, and ensuring records you create are stored appropriately.

Employment Instruction Number 13 of the Public Sector Employment and Management Act states that an employee shall not disclose official information or documents acquired in the course of his or her employment, other than as required by law or where proper authority has been given.

How should I handle personal information?

You should always ensure that personal information is accurate, complete and up to date. When storing personal information you should ensure it is appropriately filed and protected from misuse, loss and unauthorised access or disclosure.

If you deal with personal information on a regular basis you should ensure you are familiar with the Information Privacy Principles (see summary following) available in Schedule 2 of the *Information Act* which is located on the staff site:

<http://www.det.nt.gov.au/corporate/foi/>

Laptops and data storage devices

Laptops and USB keys (memory sticks) are very convenient however they can pose a serious risk to data security. Extreme care should be taken as to the amount and type of data that is on these devices especially when they are removed from business premises. If it is necessary to take information out of a work building then employees are required under Employment Instruction Number 13 to maintain the security of the information for which they have responsibility. This may entail use of encryption as well as maintaining the physical security of the device.

Summary of the Information Privacy Principles (IPPs)

(a) Collection (IPPs 1, 7, 8 and 10)

Personal information –

- can only be collected if it is necessary for the activities and functions of DET
- must be collected in a lawful, fair and not unreasonably intrusive way
- must be collected from the individual it is about, if that is reasonable and practicable.

(b) Use and Disclosure (IPPs 2, 7 and 9)

Personal information can be used or disclosed for the purpose for which it was collected. The IPPs limit the other purposes (secondary purposes) for which personal information can be used or disclosed both within DET and to external organisations. Use or disclosure for a secondary purpose is allowed –

- if the individual has consented
- if it is required or authorised by law
- for some purposes related to the primary purposes
- for some law enforcement and health and safety purposes.

There are also limits on transferring information outside the Territory and on use and disclosure of unique identifying codes.

(c) Management (IPPs 3 and 4)

DET and all DET employees must take reasonable steps to –

- ensure that personal information is accurate, complete and up to date
- protect personal information from misuse and loss and from unauthorised access, modification or disclosure
- destroy or permanently de-identify personal information if it is no longer needed for any purpose.

Laptops for Teachers Program Laptop Use Agreement

I confirm that I am eligible to accept the Department of Education and Training's (herein referred to as the 'Department') offer to access and use a departmental laptop provided under the Laptop for Teachers Program.

I confirm that I have read, understood and agree to the attached Terms and Conditions of Use and am willing to participate in the Program subject to these Terms and Conditions of Use and such other policies as are determined by the Department (I am aware that the related policies can be located on the Department's website and that they may be updated from time to time at the discretion of the Department).

By signing the "Laptop for Teachers Program Registration Form", I agree to the following terms and conditions and accept delivery of the Laptop.

Model:	Dell Latitude D620	Dell Latitude D630	Dell Latitude E
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Serial Number: _____

Asset Number: _____

This laptop has been supplied with

	Laptop
	Laptop Bag
	2 x Power adapters
	1 x Dell Mouse
	1 x Dell mouse mat
	6 x Disks
	3 x Manuals

Employee name (please print)

Employee AGS Number

Employee signature

Date

Current Location/School: _____

Contact Work Home
Numbers: _____

Mobile _____

Please fax completed forms to DEET IT Operations: 8999 5611