

## Laptops for Teachers Program

### Laptop Use Agreement

I confirm that I am eligible to accept the Department of Employment, 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.

#### DELL Latitude D620

Serial Number: \_\_\_\_\_ Asset Number: \_\_\_\_\_

\_\_\_\_\_  
Employee name (please print)

\_\_\_\_\_  
Employee AGS Number

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Current Location/School: \_\_\_\_\_

Contact Numbers: Work \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_

Please fax completed forms to DEET IT Operations: 8999 5611



## 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](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.