

URSULINE COLLEGE, SLIGO LAPTOP POLICY AGREEMENT

I acknowledge receipt of a laptop from Ursuline College for the purposes of enhanced teaching and learning.

I understand that all laptop computers, equipment and accessories that the school has given to me are the property of Ursuline College. I agree to the terms in the school's Laptop Policy and the school's Acceptable Use Policy. If for any reason I leave Ursuline College, I will return the laptop to the school in the same condition in which it was given to me. I accept that the laptop is to be used for school-related business only.

I accept that I am responsible for the replacement cost of a laptop if stolen, lost or damaged while outside the school.

I will not allow any other individual to use any laptop and/or related equipment and accessories that have been given to me by the school. I will not load any software programmes onto the laptop or alter any system settings without permission from the school.

GENERAL LAPTOP USE GUIDELINES:

- ✚ Any important or sensitive data stored on the laptop must be protected by a secure password and backed up appropriately
- ✚ Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, it is important that hands are clean before laptop use
- ✚ Drinks or food should not be placed in close proximity to a laptop
- ✚ When in use, a laptop needs to be kept on a flat, solid surface so that air can circulate through it
- ✚ Laptops should not be left in unlocked vehicles nor should they be left in plain sight unattended anywhere. Should a laptop need to be left in a vehicle (though this is not recommended), it should be left in a locked boot only
- ✚ It is important to be aware of the damage that extreme temperatures can cause to computers
- ✚ If a theft does occur, the school should be contacted immediately.

Signature _____ Date: _____

Make and Model: _____

Serial Number: _____

Also received: Power supply and Cord _____ Laptop Bag _____