

# MARINE ACADEMY PLYMOUTH

## IT Issue Form



<b>SCHOOL</b>	
<b>EMPLOYEE NAME</b>	
<b>Job Title</b>	
<b>Department</b>	
<b>Start Date</b>	

### IT REQUIREMENTS

<b>Email</b>	<b>YES</b>		<b>NO</b>	
<b>Laptop</b>	<b>YES</b>		<b>NO</b>	

**Initial issue of laptop details. All updated records to be maintained on helpdesk/Inventory**

Make		Model	
Serial		Charger	
O365		OneDrive	
Printer Groups		Email Groups	
Technician Signature			Date

***I confirm that I have received this laptop and that I will agree and abide by the conditions of the loan documented overleaf and within the IT policy.***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Marine Academy Plymouth Laptop Issue Form

Marine Academy Plymouth provides laptops to all teaching staff and some support staff to assist in the delivery of the Curriculum and to Support Administration of the Academy.

While the laptop is in your care the following terms and conditions should be noted and agreed:-

1. The laptop remains the property of Marine Academy Plymouth and may **only be used by the member of staff it is issued to**. No other staff, students, family members or friends should access the laptop at any time. Should your employment cease at the Academy you must return the laptop and any accessories to the IT Department who will update the records to show it as returned.
2. Staff should take care of the laptop and avoid contact with food, drinks, grease, spray cleaners, beauty products or other harmful substances. Staff will be expected to return the laptop as and when requested in good condition and in working order. Any damage occurring to the laptop from any of the above items will be chargeable.
3. Insurance cover provides protection from the standard risks but excludes accidental damage and theft from an un-attended car. If the laptop is stolen from an un-attended car, you will be responsible for its replacement.
4. Only software licensed by the Academy, and authorised by the IT department may be used on the laptop. All Learning Zone software is made available via the Software Choice System – advice and support is available on request.
5. Laptop drives **will be encrypted to prevent data theft and comply with Data Protection Guidance**, a password will be provided when the laptop is assigned.
6. All laptops may be recalled for maintenance and checking at any time. The machines form part of a 'pool' – where all of them are identical in their setup and specification. For this reason, **staff are not permitted to personalise the machines in any way. This includes labels, stickers or software (except as indicated above)**. When requested, staff should return them to the IT Department. Failure to return it when requested may mean your laptop loan is cancelled.
7. Should any faults occur, the IT Department must be advised as soon as possible so that they may undertake any necessary repairs. Under no circumstances should staff attempt to fix suspected hardware faults. Repairs will be carried out under warranty (where applicable) or if it's not covered by warranty, the Academy will make arrangements for repair through its normal maintenance contracts.
8. Training in the use of the laptop and how to access the Network, Intranet, Internet and email will be provided by the Academy.
9. Academy policies regarding appropriate use, data protection, computer misuse and health and safety must be adhered to at all times.
10. Staff are reminded that use of social networking e.g. Facebook is not permitted on any Academy owned machines. This includes where use is at home.
11. By signing this form you are agreeing to the Academy IT Policies and confirming that you have received the laptop. In addition you are confirming that your laptop is only used for minimal personal use, if any personal use is made a declaration to the HM Revenue and Customs will have to be made as the laptop is a benefit in kind and as such is a taxable benefit.