

### **Use of College Laptops**

College laptops are available for students to use outside of lessons in order to complete directed independent learning activities. Laptops are available for use between 8am and 3.05pm, based on availability.

### **How to access a laptop**

In order to use a laptop, students must visit the LRC desk on the ground floor. Students will be required to present their ID card so that the laptop issued can be registered to the student for the designated period of time. On the first occasion, students must sign to indicate that they understand and agree to the terms and conditions of use.

Students will be asked when they wish to use the laptop being issued to ensure that laptops are not taken when they are not needed, so that we can maximise the number of students able to use the laptops.

### **Terms and Conditions**

- 1) The student is wholly responsible for the care of a laptop when it is signed out to them and until it is returned.
- 2) The student will be held responsible for any damage, loss or theft to the laptop when it is signed out to them and until it is returned and disciplinary action will be taken.
- 3) The student will be liable for any costs associated with damage, loss or theft when it is signed out to them and until it is returned and will be billed accordingly.
- 4) The student may not allow any other student to use the laptop whilst it is signed out to them and until it is returned.
- 5) The laptop must not leave the college building in any circumstances and any removal of the laptop from the college site will be regarded as theft. All machines are trackable.
- 6) The student must return the laptop to the LRC and formally register its return at the desk by the appointed return time.
- 7) The student must ensure that they comply fully with the college's acceptable use of IT policy.
- 8) The student must ensure that the laptop is used for directed independent study tasks or for activities relating to their education, such as UCAS preparation or job applications. They should not be used for personal or social reasons.
- 9) The college reserves the right to decline a student's request to use a laptop or demand that a laptop is returned if it considers that the student is not using the machine appropriately, if it deems that the student does not require the laptop, or if it considers that another student has greater need of the resource.
- 10) Student use of a laptop is at the college's discretion and machines will be allocated on a first-come-first-served basis. However, the college may limit a student's use of laptops if it feels that current usage prevents fair access to other students.
- 11) All laptops must be returned by 3.05pm on the day of issue.