

# STAFF LAPTOP POLICY AND LOAN FORM

HPP School, November 2017

Staff who receive a laptop must complete a laptop receipt form. If the staff member leaves the employment of the School for whatever reason the laptop must be returned. The Principal will issue a receipt acknowledging the return of the laptop, which will then be used to release the teacher's final payment.

## STAFF LAPTOP COMPUTER LOAN FORM HANGBERG PRE-PRIMARY SCHOOL

<b>Laptop Make:</b>		<b>Model:</b>	
<b>Serial Number:</b>		<b>Name &amp; ID:</b>	

In consideration of the Hangberg Pre-Primary School permitting my use of the above-described equipment with its software at school or off its premises, and intending to be legally bound, I agree to the following:

1. I acknowledge **receipt** of the above-mentioned **hardware / software**.
2. I agree to take the necessary precautions to ensure the continued working condition and security of the above-mentioned hardware / software. In the event of **damage / malfunction**, I will report this to the Principal. I understand I may be liable for damage to the equipment if it is not normal wear and tear.
3. If the above-mentioned hardware / software is **lost, stolen, or vandalized on school grounds**:  
*I will notify the principal, I will file a police report and I will copy the police report to the Principal and to the Treasurer.*
4. If the above-mentioned hardware / software is **lost, stolen, damaged or vandalized off of school grounds**:  
*I will follow the same procedures as outlined above, and I will reimburse the Hangberg Pre-Primary School an amount up to R1 000 based on replacement cost or insurance deductible.*
5. I agree to **return the above-mention hardware / software**, complete and in working order upon request of the Principal, a Director of the School or the Treasurer, upon termination of employment with the Hangberg Pre-Primary School.
6. I agree to abide by all **software copyright laws** and / or the **Acceptable Use Policy** adopted by Hangberg Pre-Primary School. I understand that I may not load any software onto my laptop not legally licensed without the specific permission of the Principal.

Name (please print) : \_\_\_\_\_

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

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