

# LAPTOP USE POLICY

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## 1 PURPOSE

This policy provides conditions for the use of the laptops in Yarrowonga Mulwala Community & Learning Centre training rooms for learning purposes. All students who use or access YMCLC's technology equipment and/or services are bound by the conditions of this policy.

## 2 POLICY STATEMENT

All on campus students may bring their own personal mobile device/laptop for the purpose of completing work in class or use one of the ten (10) Lenovo laptops that have been dedicated for student use in the training rooms. The following conditions apply to the use of YMCLC owned laptops:

- The laptops are provided for the use by enrolled YMCLC students only. They are not to be removed from the premises under any circumstances.
- Students are not to save any files to the laptop. Any work must be saved to the student's own USB drive.
- The misuse of the laptops, removal of material or equipment, or unauthorised access through our computer network is not permitted.
- Storing or transmitting offensive materials on our computer system is not permitted.
- Consumption of food or drink near the laptops is not permitted.
- Installation of any software, games or any other material on our computer system is not permitted.
- Changing the settings of YMCLC computer systems is not permitted.
- Internet service is provided only for educational purposes. Any other use of Internet service is not allowed, including downloads.
- Watching movies and playing games on YMCLC computer systems during class hours is not permitted.

## 3 PROCEDURE

- Lenovo Laptops will be stored in a locked cupboard when not in use.
- Students wishing to use a YMCLC laptop whilst they are in class are to speak to the Training Assistant on arrival.
- The Training Assistant will allocate a YMCLC laptop to the student for the class and will require the student to sign on receipt and return of the laptop using the Laptop Use Daily Register.
- The Training Assistant will ensure that all laptops used have been returned by students at the end of each class and will be responsible for storing them in the locked cupboard.

## 4 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer

<b>Approval and Review</b>	<b>Details</b>
Advisory Committee to Approval Authority	Committee of Management
Administrator	Training Manager
Next Review Date	November 2022

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	New policy created.