**Staff Laptop Issue Policy**

**1 Ownership & use**

The laptop issued to you is the property of Northern Regional College and must be returned at the end of your employment or at the request of the IT Department; laptops must be returned to the IT department and must not be passed on to another member of staff.

When returning the laptop you will be required to sign a **Staff Laptop Return Form**, and the laptop and associated peripherals will be inspected to ensure they are in working order. **Failure to return NRC equipment will be viewed as ‘misconduct’ and the laptop owner will be subject to normal College Disciplinary proceedings.**

Personal use of the laptop is permitted, but you must agree to the restrictions contained in **Acceptable Use Policy** [(Policy Link)](http://staff.nrc.ac.uk/policy-procedures/Policies%20%20Procedures/Acceptable%20Use%20Policy%20%28IT%20AUP%29%20for%20Staff%20%28Iss4%29%20%5BILT%203%5D.pdf). The Staff Laptop Issue Policy must be read in conjunction with the **Acceptable Use Policy** and the **SLT Laptop Agreement Form.**

Your laptop has been set up with new security features, these features must **NOT** be changed in any way; unauthorised changes to security settings could compromise the integrity of College network systems. **Any disruption caused by such changes will be viewed as misconduct and the laptop owner will be subject to normal College Disciplinary proceedings.**

**2 Security/Insurance**

You will ensure that you will take good care of the laptop and take all reasonable precautions to ensure that it is not damaged, lost or stolen. Your laptop has been added to the College Asset inventory. You must ensure that you comply with the following:

**Laptop within College** – your laptop must never be left unattended, while it is within the College, unless it is securely locked away. You must not leave your laptop unattended in any College classroom.

**Laptop within your home** – your laptop must never be left on in public view within your home. We would recommend adding the laptop to your home insurance policy.

**Laptop within your car** – when transported by car, your laptop should be stored in the boot or some other area where it will not be visible to attract attention.

**Traveling by air, bus or train** – your laptop should never be checked in as baggage and should always be kept as carry-on luggage.

**Hotel stays** – your laptop should not be left unsecured in the room. If you cannot take the laptop with you when leaving the room/hotel, it should be secured in the hotel safe.

**If your laptop is lost or stolen, you must inform IT Support, you can do this by emailing support@nrc.ac.uk.**

**If your laptop is lost or stolen outside of the College it is your responsibility to report this matter to the Police, you must obtain a crime number and report this to IT Support.** Any Police paperwork should also be shown to IT Support for the Asset Inventory and Insurance purposes.

**2.1 New Security features for using your laptop**

**Hard Drive encryption** – this password will be set by IT Support and will be given to you on the day of issue.

Do **NOT** disclose this password to anyone.

**Local Administrator** rights will not be granted on any college device unless these rights are a specific requirement of your role and with the written permission of the CIO after a justification submission.

**3 Backup**

You are responsible for backing up **ALL** data stored on the laptop – this includes both College data and any personal data you store on the device. The College does **NOT** accept responsibility for the loss of data in the event of the laptop malfunctioning. You should ensure that you carry out a backup of **ALL** data regularly. In the event of any operating system failure, virus infection, spyware infection, hardware error or any other laptop malfunction you are responsible for data backup. In the event of a malfunction occurring you will be asked to sign a form stating that you have backed up your data. IT Support will then wipe the laptop with a clean standard image. We recommend you store all your data on your Office 365 OneDrive and **NOT** on the laptop to reduce the risk of data loss.

**4 Software / Licencing**

Only software that has been licensed by the College may be loaded onto the laptop. The laptop has been built with the College standard Windows 10 image. Any additional software will be installed by the IT Support team on request at your local IT Support Office or a request can be made when signing this form.

**List of main software pre-installed:\***

|  |  |  |  |
| --- | --- | --- | --- |
| Windows 10 | Adobe AIR  | Adobe Flash Player | Adobe Shockwave Player |
| Adobe Acrobat DC | Adobe Creative Cloud  | Adobe In Copy CC 2017 | Adobe Media Encoder CC 2017 |
| Adobe Dreamweaver CC 2017 | Adobe Animate CC 2017 | Adobe InDesign CC 2017 | Adobe Illustrator CC 2017 |
| Adobe Muse CC 2017 | Adobe Photoshop CC 2017 | Adobe Flash Professional CC 2015 | Adobe Fireworks CS6 |
| Adobe Flash Builder 4.7 | Adobe Light Room  | Adobe Refresh Manager | Adobe Extension Manager CC   |
| Adobe Extend Script Toolkit CC | Audacity | LAME v3.99.3 (for Windows) | Internet Explorer |
| Google Chrome | Mozilla Firefox | Microsoft Office Professional Plus 2013 | Microsoft Project Professional 2013 |
| Microsoft Visio Professional 2013 | Microsoft Skype for Business | Microsoft Visual C++ 2005 | Microsoft Visual C++ 2010 |
| Microsoft Visual C++ 2015 | Office Mix | VLC media player | K-Lite Codec Pack |
| Citrix Receiver | Java 8 | Net Support Manager | Dolphin Easy Bookshelf |
| Say So Serial | Desktop Authority Computer Agent |  |  |

*\* (A more detailed list of all installed programs including versions can be made available upon request)*

**5 Laptop Details** (IT will complete first section)

Laptop Computer Description

Laptop Computer Serial Number

Laptop Computer Asset Number

Wireless Mouse YES ꙱ NO ꙱

Backpack YES ꙱ NO ꙱

Port Replicator option YES ꙱ NO ꙱

Keyboard & mouse option YES ꙱ NO ꙱

***I hereby acknowledge receipt of the Laptop as described above, I have read and agree to the Northern Regional College Staff Laptop Issue Policy document (this document), the College Acceptable Use Policy and SLT Laptop Agreement Form.***

Staff member name (PRINT NAME)

Staff member’s signature

Date received

**FOR IT USE ONY:**

Issued by (PRINT NAME)

Signature

Date issued

Additional Software YES ꙱ NO ꙱

***(If yes, create a call in the Service desk to record the software requested).***

Service Desk call reference number