

# Loan Laptop Student User Policy

## 1. Purpose

This policy is used to ensure that all Gordon Students borrowing Gordon Library Loan Laptops are aware of their role and responsibility in the care of Gordon owned laptop devices.

## 2. Scope

The policy includes all Gordon students using Gordon owned and allocated laptop devices.

## 3. Policy

This document outlines The Gordon's policy on the use, storage and care of Gordon loan laptops when borrowed by a student. This is intended to minimise The Gordon's exposure to information security risk as well as increase the user's personal safety and safeguard the company's hardware investment.

In the event that the need arises, The Gordon may recall the loan laptop, as required, at any time. If such a need does eventuate, an email communication will be sent notifying you of this, including the new required return date.

### 3.1 Requirements

All laptops acquired for the Gordon shall be deemed company property. Each student borrowing a loan laptop is responsible for the security of that laptop, regardless of whether the laptop is used at any of The Gordon's campuses, at a delivery partner's location, at the student's place of residence, or in any other location such as a hotel, café, library, car or on public or commercial transport (airline).

Students requesting / borrowing a loan laptop will be provided with one solely for the purposes of undertaking their Gordon vocational education and training / courses; this is defined as:

- Activities directly related to the day-to-day course and study requirements.
- Research, discussions and associated activities related to current or future areas of study.

To borrow a Gordon Loan Laptop, the student is required to have internet / Wi-Fi / hotspot connectivity at their place of residence (or where they are using the laptop), as they will need this to use the laptop to undertake their studies remotely via Gordon online.

When issued with / allocated a Gordon laptop, the users (the students) accept to abide by, and support, the Gordon's laptop security policy.

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Users must adhere to the following policy directions:

- Do not leave laptops unattended.
- Do not leave the laptop logged on to the network or network resources if left unattended unless the password protected screensaver is activated. Always switch off or log off the loan laptop when not using it.
- When not using the loan laptop, it must be secured in a safe location.
- Don't allow anyone else to use the loan laptop — it is Gordon equipment and provides access to our networks.
- Where possible, students must not leave the loan laptop unattended in a vehicle. If they must do so temporarily, the laptop must be placed in the boot.
- Do not allow the laptop to be used for any use that is not authorised by The Gordon.
- Laptops are particularly vulnerable to theft and loss while using public transport. Be aware of your surroundings. Ensure you are not exposing the laptop to opportunistic theft.

### 3.2 Appropriate use

The Gordon does not tolerate inappropriate use of any Gordon property. The loan laptop must only be used for Gordon education and training / course purposes, and in line with the values of The Gordon's *Student Code of Conduct RISK RD 08.01* and by the *Student Conduct Policy RISK PO 08*. Offensive, pornographic, racist, sexist, homophobic or abusive content found on Gordon laptops will be referred as necessary under The Gordon's disciplinary policies: Refer to *Student Misconduct Management Procedure RISK PR 08*. Serious offences will be reported as necessary to the police.

### 3.3 Laptop policy - software

The laptop is supplied with software. These are the only applications licensed for use. Do not install or download any additional software or applications.

Be aware of Web sites and emails guiding you to download applications. You are not authorised to do so and downloaded applications may breach Gordon policy and expose a serious security risk.

If any additional software or applications have been installed or downloaded by the student who is borrowing / has borrowed the loan laptop, the maintenance costs to remove these, and rectify any associated damage caused by these installations / downloads, will be charged to the student's Gordon account.

### 3.4 Stolen / lost damaged laptops

#### 3.4.1 Theft / stolen

In the case of theft of the loan laptop, you are required to report the theft immediately to your local police, and obtain a copy of the police report recording the theft.

The Gordon Library must be notified of the theft of the loan laptop immediately after reporting this to the police. A copy of the police report must be provided to the Gordon Library for internal action.

If it is found that the claim of theft is fraudulent, unless the loan laptop is returned to the Gordon, the Student will be charged the replacement cost of the laptop to their account. The student will also face disciplinary action, including possible expulsion from their course and the Institute.

#### 3.4.2 Lost / missing

As soon as the item is noted as missing a thorough search should be initiated.

If the item cannot be located, the Gordon Library must be contacted to report the equipment missing. Replacement of lost equipment shall be at the expense of the student borrowing the loan laptop.

**3.4.3 Damaged**

If the loan laptop is damaged during the loan period, the student borrowing the laptop will be charged the cost to repair the laptop. If the laptop is damaged to the extent it cannot be repaired, the cost of the replacement laptop will be charged to the student.

**3.5 Laptop return date and overdue**

All loan laptops are required to be returned by the due / return date. When the laptop is initially loaned / issued to the student, a printed receipt is provided to the student listing the device and its required return / due date. If required, an electronic copy of the receipt can also be issued via email.

If the laptop is not returned by the due date, the student will receive a notification that the Laptop is overdue and must be returned immediately. If the Laptop is not returned, a second notification will be sent and an Overdue Fee will be applied to the Student's Gordon account.

Overdue Fees will continue to be applied to the Student's account until the laptop is returned. If it is deemed that the laptop will not be returned, the replacement cost of that laptop will also be applied to the student's account.

**3.6 Repair, replacement and overdue costs**

The repair, replacement and overdue costs will be charge to the students account, and payment will be by the Gordon's normal payment terms. The determination of any charge will be at The Gordon's discretion and in the case of a Laptop Replacement, only up to the value of the device that was loaned (allowing for the age and condition of the particular device).

The student must pay all costs charged to their Gordon account. Failure to pay these charges may lead to further interest charges being applied to the student's Gordon account, and student will not be eligible to receive course certification until all fees are paid.

**3.7 Student responsibility**

Any student found to have violated the policies contained within this document may be subject to disciplinary action.

**4. Procedure**

There is no Procedure pursuant to this Policy.

**5. Responsibilities**

Position	Responsibility / Governance
Library staff	For the issue of Gordon loan laptop devices to Gordon Students requiring to borrow these.
Student	The Gordon Student borrowing the Laptop is responsible for the appropriate security, use and care of laptop and accompanying equipment that is issued / allocated to them

**6. Definitions**

There are no definitions arising under this Policy.

**7. Key Aligned Internal Documents**

Refer to the [Operational Management System \(OMS\)](#) for copies of all policies, procedures and supporting documents.

*Loan Laptop Student User Terms and Conditions IS FO 15.01 (only to be used if liberty borrowing system is not available)*

*Network User Policy IS PO 03*

*Student Conduct Policy RISK PO 08*

*Student Misconduct Management Procedure RISK PR 08*

*The Student Code of Conduct RISK RD 08.01*

## 8. Key Aligned Legislation / Documents

*There are no Key Aligned Legislation Documents listed in this Policy.*

## 9. Review and Approval

<b>Business Process Owner</b>	Chief Information Officer, Corporate Information Solutions		
<b>Endorsed by (if applicable)</b>	Not applicable	<b>Endorsed Date</b>	
<b>Approved by (if applicable)</b>	Not applicable	<b>Approved Date</b>	19 February 2024
<b>Review schedule</b>	This policy will be reviewed every 3 years (or earlier as required)		
<b>Date of next review</b>	19 February 2027		

<b>Minor Structure changes outside of Review schedule</b>		
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