



Mabel a Intermediate School

Boiketlo Village Motebang Road QwaQwa Tel/Fax: (058) 789 4104 P.O. Box 5801 Phuthaditjhaba 9866

LAPTOP POLICY

PREAMBLE

Members of SMT should acquire knowledge and skill in ICT and this help the SMT to familiarize themselves with the SAMS to alleviate workload from administration personnel.

MANAGEMENT

- Full responsibility to **H.O.D**
- Facilitation to the usage of laptops to his/her department
- Responsible **H.O.D** would delegate capable educator for the usage of the lap-tops
- Laptop should only be accessible to the **H.O.D** concerned
- **H.O.D** should only give permission to capable educators for usage
- **H.O.D** should regularly check the default before and after the usage of the laptops
- Passwords for **H.O.D**
- Damage should be reported immediately
- Any theft or damage to the computer shall remain the soul responsibility of the **H.O.D**

USAGE

- Lap top would only used for school based area matters
- Only school based learning areas information should be stored in the lap-tops
- Only USB/(Memory sticks Cable) containing information on learning areas would be used in lap-tops.

SECURITY

It is the responsibility of H.O.D to be able for the loss of the lap tops.

H.O.D should keep their lap-tops in safe and secured place during and after school hours.

Case should be opened in case of theft within **24hours**. Evidence for theft should be visible and concrete. Clear and vivid statement should be given to the investigating officer to apprehend the perpetrator.

PRECAUTIONS

No USB containing music should be used in the lap-top.

Lap-tops should be checked for virus infection.

The school should be liable for the maintenance of lap-tops.

Signature at: _____ on this day _____

Signed by: Names in full _____

Witness 1. _____

Witness 2. _____

When return

Return by: _____

Signature: _____ Date: _____

Received By: _____

Signature: _____ Date: _____

SIGNED

- Principal: [Signature] 28.06.2018
- SGB Chairperson: [Signature] 28.06.2018
- SGB Secretary: [Signature] 28-06-2018
- SMGD: _____
- Date: _____

