
As a full-time higher degree research student you will be given the loan of a laptop computer.

Your responsibilities

You are responsible for all the data on the laptop and you are advised to back up and save it on to an external device. We recommend you regularly save all the data in your laptop on at least two separate devices. Where possible and appropriate, the laptop is to be stored in a locked drawer or filing cabinet, in a locked office, when not in use. Do not leave the laptop unattended in an unsecure place for any length of time.

Whilst in transit, please take all reasonable precaution to prevent loss, destruction or damage to the laptop. Always carry the laptop in a carry case that offers a reasonable degree of protection from damage. Avoid leaving the laptop in a vehicle but if circumstances mean this is the safest place, ensure it is out of sight. Whilst off-campus the laptop must be kept in a secure location.

Travelling overseas

If you are planning to go overseas, you must receive prior approval from the Facilities Manager to take the laptop with you. As above, you must take all reasonable precaution to prevent loss, destruction or damage. The laptop must be carried on board as hand-luggage and NOT stowed in the cargo hold.

For further information, please refer to:

http://sydney.edu.au/audit_risk/insurance/property/overseas.shtml

In the event of theft

If stolen off-campus, the theft must be reported to the nearest Police station as soon as possible. Remember to keep a record of the Police report incident number. This should then be reported to the Facilities Manager.

If stolen whilst on campus report it to University Security Services and the Facilities Manager immediately.

Returning the laptop

The laptop is on a 3 year lease and will have to be returned on expiry of the lease. A replacement will be provided. Where possible, you must be on campus to do this.

You must return the laptop if you:

- discontinue your studies, or
- change your status to part-time, or
- suspend for a minimum of one semester, or
- you have been awarded your degree.

Further information regarding the University's property insurance go to:

http://sydney.edu.au/audit_risk/insurance/property/index.shtml

PTO →

laptop_loan_policy.docx
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Contacts:

Facilities Manager

Mr John Usman
Room 314
Education Building A35
john.usman@sydney.edu.au
9351 6349

Security Services

Level 1

Services Building (G12)

Darlington Campus

Mon – Fri, 8am – 5pm

Ph: 9351 5326 or 9351 4080

Emergencies only: 9351 3333

Research Student Liaison

Officer

Ms Suin Jung

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