

Laptop Policy

Effective March 2011 (version 3)

The intent of this policy is to provide HDR (postgraduate) students with the IT resources they need in order to complete their studies. Any related questions will be decided in accordance with this intent.

A school may choose to provide a machine to an Honours student in accordance with this policy if they so decide.

This policy is subject to all other Faculty and University IT-related policies. Further information and your laptop options can be found at:

<http://theorbit.sci.monash.edu/desktops-and-notebooks-procurement/>

Placing a purchase order with the School of Chemistry a pink purchasing form must be completed and this can be obtained from the School reception area.

Provision of a Desktop or Notebook

(1) All commencing postgraduate students will be provided with a current-spec desktop or laptop PC, including an ergonomic stand and a separate USB keyboard and mouse. The exact spec will be as determined periodically by the Faculty IT team in accordance with the Procurement policies of the University and published on the Science IT website.

(2) If a student's project requires a different spec, then the supervisor must provide a written justification to the Head of School, and any additional cost must be funded either from the supervisor's funds or from the student's own pocket.

(3) Some schools may require internal approval of an Apple desktop or notebook if this is required for the students work. For schools that require this approval, the final decision rests with the Head of School and will require written justification from the supervisor.

(4) If a student already owns a laptop and does not want a School-provided one, then no financial reimbursement will be made to the student or supervisor. Faculty and University software cannot be loaded onto a personally owned machine. Limited support can be provided for a personally owned machine. However, see also "loss or damage" below.

Ownership

(5) The machine will remain School property and recorded on the Assets and IT equipment register (even if partly funded by the student) and will be loaned to the student for the duration of the her/his enrolment.

(6) The machine will be provisioned with a four year warranty period, unless unavailable on that model, where this will default to a three year warranty period to allow as much coverage of the student's candidature as possible. On termination of the warranty period the machine will be written off the Assets Register and may be sold to the student at a nominal price. Provision of personal computing facilities to the student will then become his/her own responsibility.

(7) If a student intermits his/her studies before the termination of the warranty period, then a decision will be made on a case-by-case basis whether the machine is retained by the student during the intermission period or returned to the School. The final decision on this rests with the Head of School, and will take into account the age and condition of the machine, the progress the student has made towards completion, the reasons for intermission, and the likelihood of eventual completion. As a guide, in general the machine will be retained by the student where the intermission period is <6 months and/or there is a strong likelihood of successful completion.

(8) If a student discontinues his/her studies before the termination of the warranty period, then a decision will be made on a case-by-case basis whether the machine is written off and sold to the student as above, or retained in the School for reissue. The final decision on this rests with the Head of School, and will take into account the age and condition of the machine, the progress the student has made towards completion, and the reasons for discontinuing. As a guide, in general if the machine is less than two years old then it will be returned to the School unless written justification for doing otherwise is provided by the supervisor.

Usage requirements

(9) As a condition of receiving the machine, the student will sign an official Monash University loan form, and will at all times comply with the conditions specified on that form.

(10) Whilst in possession of the machine, the student will at all times comply with the University's Acceptable Use of Information Technology Facilities by Students Policy and with all other related policies. It is the student's responsibility to ensure that he/she is familiar with these policies.

(11) The student will take all reasonable steps to safeguard the machine and the information stored in it, including but not limited to:

Ensuring that approved anti-virus software is installed, used and kept up to date at all times.

Following all recommended procedures for password protection and data security.

Regularly backing up data to a secure and remote location such as the University's Research Storage Network (LaRDS).

Not allowing any other person to use the machine, or passing on to any other person any software or resources installed on or associated with it.

Not modifying the computer operating system, installing unauthorised software, obtaining extra resources without authorisation, or allowing modifications or repairs to be taken by anyone other than the Faculty IT staff.

Making the machine available to School and Faculty staff as requested for periodic hardware/software audits/upgrades and other required purposes.

Keeping the machine in a secure location when not in use, and protecting it from accidental damage.

Returning the machine promptly to the School when requested.

Loss or damage

(12) If, through no fault of the student, a School-provided machine is lost, stolen or damaged, it will be repaired or replaced at the School's expense.

(13) However, if in the opinion of the Head of School the student contributed to the loss/theft/damage, then the student and/or the supervisor may be asked to contribute towards the cost of the repairs/replacement.

(14) If a student has foregone the offer of a School-provided laptop as per #4 above, and through no fault of the student his/her own laptop is lost, stolen or damaged beyond repair, a machine will be provided School's expense subject to all the requirements above.

(15) When a student with a replacement laptop completes his/her studies, then a decision will be made on a case-by-case basis whether the machine is written off and sold to the student or retained in the School (as for #8 above).

(16) If the machine is damaged, lost or stolen, the student must report this to their Head of School and to the Faculty IT Group as soon as possible, within a maximum of 24 hours from the time of damage or loss. A police report must be obtained if the machine is stolen and provided to the Head of School.

Exit Requirements

(17) When the machine is requested to be returned by the school or is being sold to the student and written off, the student must present the machine to the Faculty IT group to have all Monash software removed, and the laptop returned to the original factory state. It will be the student's responsibility to backup all data on the machine before re-imaging.