



ANDERIDA ADOLESCENT CARE

LAPTOP LOAN POLICY

Loaning A Laptop

Anderida have a small number of laptops available for short-term loan to use for work-related purposes e.g., working on induction and diploma tasks or completion of practice journals. Please ensure no personal information / documents / photos are stored on work laptops.

Short Term Loan

If a staff member requires a laptop for loan, they should make a request to a member of the Admin team. If a laptop is available, then arrangements can be made to borrow the laptop for a maximum of **1 month**. If the laptop is needed for longer than a month then providing there are no other colleagues on the waiting list, it can be booked out again for a further month, and so on.

In the event that there is no laptop available for loan then staff may request to be placed on a waiting list. It is likely that a laptop will become available for loan within a month.

A Microsoft Office package has been uploaded onto the laptop to allow full use of apps (Word, Excel etc). However, we please ask that you **do not** log into Outlook app, but instead access your emails via the web browser. This is because if you log in via the app, you do not have the option to log out and therefore whoever uses the laptop next will have access to your emails.

Company Laptops

If the company has provided you a laptop, these must still be signed out of the office. If a company laptop is faulty or broken, please advise one of the admin team once you have contacted Focus regarding repairs, so admin can update the log. If in the event that the company laptop cannot be repaired and a new one is purchased, please advise the admin team so they can update the device log to reflect this. Please ensure all faulty/broken laptops are returned to the office immediately.

Booking Laptop/PC Time At The Enterprise

If a laptop is unavailable, or there is a more urgent need, then staff can contact the Training Coordinator to request to book use of a laptop or PC for a specific period of time at the Enterprise Centre.

Returning Items

When the laptop is no longer needed, staff should always return the laptop to the Head Office and sign it back in, before it can be loaned to someone else.

Staff must ensure that before returning a borrowed laptop they have signed out of any accounts, such as Google and Microsoft, to protect personal information. All items borrowed from Anderida should be used with care and as such, returned in the condition they were borrowed, clean, complete with charger and case.

It is essential that items are returned when agreed as others may be waiting to loan them.

If any issue or fault is identified with the laptop this must be reported to a member of the Admin team as soon as possible.

Staff will become liable for the cost of replacing any equipment that is not returned when requested and this matter will be pursued.