

## Scope of policy

Laptops are owned by NMIT and loaned to students on the recommendation of their tutor or SANITI for the purposes of assisting with their study. This policy applies to all students allocated a loan laptop for the purposes of studying at NMIT.

It is the responsibility of students to return their allocated laptop in good condition immediately on completion of or withdrawal from the course or ceasing to attend classes. The laptop is provided free of charge as long as it is returned in good condition, and any work should be regularly saved / synced to cloud storage, not the laptop itself.

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## User responsibility

- **Users must treat their laptop with the same care as they would their own personal laptop**

Laptops are more fragile than desktops and require more care. The following recommendations on care and maintenance should be followed.

- Be careful not to bump or drop your computer, do not carry items with it that could harm it and do not put any objects on top of it.
- When transporting your computer always turn it off and place in a protective case.
- Avoid touching the screen, unless you have a model designed for such.
- Avoid subjecting the laptop to extreme temperature changes. As a general rule, your computer is safest at temperatures that are comfortable for you.
- Keep all liquids away from your laptop. Almost any liquid spilt on the computer can result in extremely expensive repairs.
- Keep your computer away from magnetic fields. Magnetic fields can erase data
- Avoid adding non-removable stickers.

If a laptop or related equipment is damaged as a result of the user's negligence it is unlikely to be replaced by NMIT. In this case any costs for repairs have to be borne by the user.

In the case of accidental damage/component failure, return the device to the Nelson or Blenheim Library as soon as possible. You may be liable for an excess payment of approximately \$50-\$100 to repair/replace the laptop.

- **Laptop users must agree to take shared responsibility for the security of their laptop and the information it contains.**

Upon allocation of the laptop, the user must undertake to comply with all applicable sections of this Loan Laptop Policy.

Laptops issued to students remain the property of NMIT. When the laptop is allocated to the individual, the user assumes temporary "custodianship" of the laptop.

- **Users must take all reasonable steps to protect against the installation of unlicensed or malicious software.**

The laptop comes with basic operating system and free useful software. Users can install additional legal software on the device, such as desktop copies of Microsoft Word, Excel and PowerPoint 365 from their NMIT student Microsoft Office 365 account, but should note the use of any unlicensed software (software piracy) is illegal and puts themselves and NMIT at risk.

Pirated / unsupported software poses a serious security risk, including the intentional or unintentional spreading of viruses and other malicious software. If you are in doubt about installing a particular piece of software, please discuss with Library or IT ServiceDesk.

Installed software (including shareware and apps) must therefore:

- have a valid license for each user
- be from a reputable source / free from malware

- **Users must ensure that they do not use their laptops for illegal or inappropriate purposes.**

The following are examples of misuses of the equipment:

- Adding unlicensed or illegal software
- Conducting business activities
- Accessing or creating material that is offensive, unlawful or inappropriate (e.g. pornography)
- Hacking (e.g. attempting to access files belonging to another user, changing or attempting to change system software, etc.)
- Causing problems for other users e.g. interfering with other users' laptops.

- **Users must return their laptops on completion of their studies or contract**

It is the responsibility of the user to return their allocated laptop and related equipment in good condition. This will be immediately on completion of or withdrawal from the course/programme or 2 weeks after ceasing to attend classes.

Student laptops must normally be returned at the end of a course to the Nelson or Blenheim Campus Library and checked in by a member of staff; users will be reminded by email to their NMIT student account beforehand. If the user is re-enrolling in a course in the semester/term following the initial loan period, a renewal of the laptop loan may be granted by arrangement with the Library.

If all equipment is returned in good condition the individual will be released from his/her responsibility of the "custodianship" of the laptop, and the contents fully wiped.

Failing to return any part of the equipment in good condition by the due date will result in withholding academic results, certificates and qualifications, and the replacement value of the laptop will be sought from the user on discretion by NMIT.

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## Physical security

- **Laptop users must take reasonable steps to keep their laptop physically secure.**

This includes ensuring the laptop is not be left unattended in a public place, or on view in private cars, bags etc.

If a laptop is lost or stolen as a result of the user's negligence, they may be held liable for the full replacement costs.

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## Access control / authentication and support

- **All users must secure their computer display when left unattended.**

The device should always be secured with a password protected screen when left unattended. You are responsible for all activities on the laptop and their use should not shared with anyone else.

- **Hardware and software support by NMIT is limited to course related activities**

In the case of any performance or connectivity issues, students can return their devices to Nelson Library for assessment by ITCS. If unable to resolve quickly, you will either be offered a replacement device, if available, or a return of the device to the state you received it in, with all personal additions deleted. You should therefore ensure you regularly back up contents as below.

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## Data protection

- **Users must back-up all necessary data on a regular basis.**

Ensuring regular backup of your work is your responsibility as equipment can fail at any time, and NMIT will not attempt to recover lost contents. If your device is experiencing significant problems, we may have to return it to the same base state it was issued in. Users are therefore strongly advised to **regularly backup / sync files and content to cloud based services such as their NMIT Office 365 OneDrive area.**

- **NMIT standard anti-virus and Windows software is kept fully up to date**

Your laptop comes with the latest anti-virus software and Windows Updates installed at the time. This ensures NMIT's information systems and data are protected from the risks of malicious software or hacking. Your responsibilities include keeping anti-virus and Windows Security Updates **installed** and **enabled** and **regularly updated** i.e. at minimum monthly. See the article under the Support section on our main website for how to do this:  
<https://support.nmit.ac.nz/kb/articles/why-how-should-i-install-windows-security-updates>

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## Tracking / Recovery

- **Laptop users must notify the appropriate authorities immediately if their laptop is lost or stolen.**

If your laptop is stolen or lost you must immediately advise the Police and the Library as soon as possible. This will ensure that recovery procedures can be activated as soon as is practicable. While we will endeavour to replace stolen or damaged equipment, we may not be able to do so in a timely fashion. If a laptop is stolen or lost as a result of the user's negligence it is unlikely another will be issued, and you may be liable for replacement costs.