FHSS RESEARCH COMMITTEE & LEAVE COMMITTEES LAPTOP POLICY

1. Hardware:
The Faculty Research and Leave Committees have 6 laptops leased from VUW ITS..
Each laptop can take CDs, DVDs, and memory sticks.

2. Eligibility to borrow a laptop:
Laptops can be borrowed by staff (and in exceptional circumstances by students) on
university approved research or conference related travel outside of the Wellington
Region.

3. Booking a laptop:
Laptops must be booked in advance, preferably with 1 weeks notice. To make a
booking contact the Leave Committee Administrator, Phillipa Mulligan
phillipa.mulligan@vuw.ac.nz ext. 5236 MY 309, with the following information and
Laptop Booking in the subject line:
· Extension number
· Grant number
· Destination
· The date you would like to collect the laptop
· The date you will return the laptop

4. **Borrowing Policy**
Each laptop is covered by the Victoria University of Wellington Material Damage
Policy and the Victoria University of Wellington Travel Insurance Policy. These
policies are on the Policy website http://policy.vuw.ac.nz/
If the laptop is lost or damaged the deductible is covered by the Faculty of
Humanities and Social Sciences.
**Please note that laptops are uninsured if left unattended in a public place or in an
unlocked or unattended vehicle or building**.

5. Software:
If the borrower requires additional software they must contact ITS on
ITS-Service@vuw.ac.nz or 463 5050 (ITS need at least 1 weeks notice).
The existing software on these laptops is:
· Acrobat Reader   · Internet Explorer
· Microsoft Office (Access, Excel, InfoPath, Outlook, PowerPoint, Project, Publisher,
Visio, Word)   · Outlook Express
· Macromedia (Dreamweaver, Extension Manager, Fireworks, Flash MX, Flash
Player, FreeHand)
· EndNote

6. External hardware:
If the borrower needs to connect any additional hardware (i.e. scanner, printer) to the
laptop they must contact ITS on ITS-Service@vuw.ac.nz or 463 5050 (ITS need at least
1 weeks notice).

7. Accessories:

Updated 27/08/2009

· Power pack
· Phone plug
· Phone cable
· Cable lock (if supplied)

8. Wireless:
If the borrower needs to use the laptop wireless they must contact ITS on
ITS-Service@vuw.ac.nz or 463 5050 (ITS need at least 1 weeks notice).

9. Logging into the network:
Before the laptop can be used, **the borrower must log onto the VUW network on campus using the network cable.** The borrower will need to use their everyday Username and Password. They will not be able to use the laptop at all if they do not do this. When the borrower uses the laptop off campus, again they will log in using their everyday Username and Password. This will enable the borrower to access their own profile.

10. File security:
As the borrower uses their own profile (Username and Password) only the borrower has access to their files saved on the C Drive or D Drive.

11. Locks for Laptops:
Most laptops have 4 digit combination cable locks. The locks are set to the combination 0000. It is advised that you change this combination when you borrow the lock and re-set it back to 0000 on return.

12. Laptop faults:
In the first instance please contact ITS on ITS-Service@vuw.ac.nz or 463 5050.

Updated 27/08/2009