

## USE OF SOA LAPTOP



The SOA laptop computer held at the NOC is available for any senior member of SOA to use, subject to the following terms:

1. The laptop is intended for orienteering purposes only. It must not be used for any inappropriate images, inappropriate internet access, or for any activity that is illegal, which conflicts with the interests of the Scottish Orienteering Association, or which might bring the sport of orienteering into disrepute. If any inappropriate images are found on the laptop, the matter will be reported to the police.
2. It is not normally available for periods of more than two weeks.
3. Anyone wishing to use the laptop must book it with NOC Administrator (or in his absence, the other Assistant Professional Officer).
4. The laptop must be transported and kept in the case supplied, when not in use.
5. The laptop must be signed out by a senior SOA member, and that person is responsible for the safe keeping and appropriate use of the laptop. (This person is hereafter referred to as "the user".)
6. When signing the laptop out, the user must give intended time and date of return, which should be as soon as possible. The user must inform NOC as soon as he/she becomes aware of anything that might make it impossible to keep to this.
7. The user must advise the NOC Administrator if he/she intends taking the laptop abroad.
8. The laptop must be collected from and returned to NOC (or other agreed point eg. at an event).
9. The user must take normal reasonable care of the laptop, particularly to ensure its physical safety; it must not be exposed to excessive heat, cold or humidity, and care must be taken not to drop it or allow it to be hit by any object. It must not be placed in the cargo hold of an aircraft.
10. The user will be liable for the cost of repair or replacement if the laptop is lost or damaged while in his/her care.
11. The user must report immediately to NOC Administrator any problems with the laptop.
12. The user must not customise the laptop in any way, or install or de-install any software on the laptop unless the NOC Administrator has been consulted and approval given.
13. The user must sign on to the computer using the "Authorised user" logon. No password is required for this.
14. Any data saved by the user onto the hard disk of the laptop must be put in the "Authorised user" folder.
15. Any data left on the laptop may be removed by the NOC Administrator immediately the laptop is returned.
16. The SOA accepts no responsibility for any loss or corruption of the user's data as a result of using the SOA laptop.
17. The SOA accepts no responsibility for loss incurred as a result of the user leaving personal data on the laptop.
18. The laptop will be checked for viruses before it is taken out on loan, and immediately on return.
19. The user must take all reasonable steps to minimise the risk of virus attack on the laptop, by not loading any software, not loading data of dubious origin, and by not connecting to insecure websites.
20. The laptop will normally be allocated to the first person who books it for a particular date. However, provided at least one week's notice is received, priority shall be given to Scottish Senior Squad, Scottish Junior Squad, Scottish Veterans Squad, Scottish Regional Squads – in that order. Club groups and individuals must give priority to these groups. If the parties involved in a date clash are unable to resolve the clash, neither party will be given use of the laptop.