



بیلوا انڈیان سکول  
BILVA INDIAN SCHOOL

### **Vision**

Our vision is for all students to develop at Bilva Indian School as independent learners with self-belief and respect for others, with a lifelong love for learning and a strong foundation for future success

## **Damage and loss policy**

ICT (information and communications technology) equipment is loaned at the user's risk. Users are responsible for the loss or damage of any equipment and will be charged for replacements or repairs.

Staff should not attempt to alter or remove any software installed on school computers without consultation with ICT Department. Staff are provided with either a Desktop, Laptop & iPad Devices for the better performance of their teaching and or administrative duties. Desktop, Laptop & iPad Devices and any ICT related items/devices will be fully supported and maintained by ICT Department.

1. The school cannot accept responsibility for any damage caused to Desktop, laptop, iPad and any ICT related items/devices and their contents (files, folders etc.) by inappropriate use.
2. Any damage to ICT devices, whether accidental or otherwise, should be reported to ICT department as soon as possible.
3. A charge may be incurred if a school owned Desktops, Laptops & iPad Devices and any ICT devices is damaged by improper use.
4. At home, ICT devices must also be stored out of site, preferably in a locked draw or cupboard, when not in use.
5. A charge may also be incurred to cover excess if the Desktop, Laptop & iPad Devices and any ICT devices is lost or stolen due to insufficient security. Staff may be liable for the cost of a replacement.

**The cost for replacing equipment is:**

- Full replacement value of the equipment if items are beyond repair.
- Full replacement value for items such as adapters, extension cords, carrying cases and other accessories.