

Tewkesbury and District U3A Computer Equipment Loan and Use Rules.

In this document the term "Computer/Computer Equipment" extends to desktops, laptops, notebooks, tablets, peripheral or any other similar device provided to a group by Tewkesbury and District U3A (Tewkesbury U3A).

Tewkesbury U3A Groups that believe that a Computer would be beneficial in the pursuit of that group's subject and goals may apply to the Committee to have a computer provided on loan.

The specification of the Computer will be decided upon by the Tewkesbury U3A Committee based on the advice taken from interested parties and suppliers and the equipment office. The Computer supplied will meet but not necessarily exceed that requirement. Any further modification of the specification would need to be agreed with the Equipment Officer.

Failure to comply with the following rules may result in the withdrawal of the equipment:

- All applications will be dealt with by the committee on an individual basis and the sanctioning of expenditure for one group will not act as a precedent for another group.
- Any Computer loaned to a Group/Group Leader/s is and remains the property of TewkesburyU3A and will be returned to Tewkesbury U3A for audit whenever requested by the Equipment Officer, or any committee member acting on his behalf.
- The Computer will be supplied on loan from Tewkesbury U3A must only be used by U3A members. The Computer is not for personal use. The computer is supplied solely to meet the needs of the group in the pursuit of its subject and goals.
- Any issue or breakdown with/of the computer/Computer Equipment that may arise will require the Computer/Computer Equipment be returned to the Equipment Officer, who will take the necessary steps to resolve the problem.
- No software to be installed on the Computer/Computer Equipment other than that required by the Group in the pursuance of that group goals and objectives.
- Tewkesbury U3A will not pay for access to the Internet. If the computer is used to access the internet this is done at the member's cost. It is the Group's/Group Leader's responsibility to ensure that no illegal content is accessed or downloaded.
- Software updates will be set/configured to update automatically.
- Security Software will be purchased and maintained by Tewkesbury U3A and reviewed annually.

Tewkesbury and District U3A Computer Equipment Loans Policy

- Should further software be deemed necessary in pursuit of the group’s goals, an application for such software will be made to the Equipment Office who will bring that request forward to the Committee for consideration.
- All reasonable care should be taken to ensure the equipment is undamaged.
- If the computer or its peripherals become damaged, or if parts are missing, borrowing privileges may be suspended or ceased should the damage be identified as misuse/negligent use.
- Any group that disbands, must contact the Equipment Officer immediately to arrange the return of that equipment. The Equipment Officers contact details are available on the Tewkesbury U3A web site.

Failure to comply with the above rules will result in the withdrawal of the Computer/Computer Equipment from that group.

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I am responsible for following the Tewkesbury and District U3A Computer Equipment Loan and Use Rules set out above in relation to the loan of Computer/Computer Equipment provided to my group by Tewkesbury and District U3A.

Signature Print Name

Tewkesbury U3A Group Name

Date Supplied / /20

Date due to be returned for its annual inspection. / /20

- (i) Throughout this document ‘Tewkesbury U3A’ means Tewkesbury and District U3A.