



### **Notebook Subsidy Program Overview**

The College is prepared to assist staff in their purchase of notebook computers for use within the College. The Notebook Subsidy Program is available to permanent teaching staff within the College.

The Notebook Subsidy Program supports and encourages teachers to effectively integrate the use of learning technologies into the classroom and administrative practices of the College. The Deputy Principals and Teachers participating in the program are expected to demonstrate a commitment to ongoing professional development in the use of Learning Technologies within the College.

Under the Notebook Subsidy Program, the College is prepared to support approved staff to upgrade their own computer on a two yearly cycle if they integrate the use of learning technologies in the classroom and administrative practices within the College.

### **The Program:**

The College will subsidise approved staff an amount up to a maximum of \$1,000.00 for the purchase of a laptop. This amount will be paid on a fortnightly basis of \$25.00 per fortnight for a maximum of forty (40) fortnights.

If the laptop purchased is valued at less than \$1,000.00 the payments will stop once the value of the purchase has been reached, e.g. a laptop is purchased for \$749 dollars, the staff member will receive the \$25 subsidy for thirty (30) fortnights.

### **Applicants**

Applications for Notebook Subsidy Program may be made at any time once an approved staff member has purchased a new laptop computer.

### **Terms and Conditions**

- To be eligible for the program, staff must be a permanent employee and engaged as a Deputy Principal or Teacher
- The programme is for laptops to be used to effectively integrate the use of learning technologies into the classroom and administrative practices of the College
- The College is prepared to subsidise one laptop computer purchase every two years
- The program is capped at a maximum of \$1,000.00
- The College is ONLY prepared to provide the subsidy at \$25.00 per fortnight; no other arrangements will be offered or entered into by the College

- The maximum number of fortnightly payments of \$25.00 is 40
- If the purchased computer is valued less than \$1,000.00 the subsidy will stop once the value of the computer is reached
- If a staff member retires, resigns, takes leave without pay for a period greater than three months, or ceases employment for any reason, the subsidy will stop on the applicable pay fortnight
- The College is not responsible for any loss or damage of whatever kind as a result of the Notebook Subsidy Program
- The computer is to be purchased, and owned by the approved staff member
- The College is not responsible for providing any hardware, maintenance or software for the purchased computer, e.g. Anti Virus Programs, Microsoft Office Suite, Operating Systems, etc.
- The College at their discretion may assist staff with network issues.

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