



## Brummana High School

### Laptop Loans

Every member of teaching staff is expected to own a laptop computer, which can be used for school purposes at school or at home. It is also helpful for administrative staff to have access to a computer from home.

To facilitate this, the school offers an interest-free loan for staff to purchase a laptop for their personal use. This loan is based on the Board of Governors' decision made in 2002.

The following staff are eligible to request a loan:

- Full-time and part-time teaching staff (from the starting date)
- Administrative staff (after the probationary period).

Requests from hourly staff will also be considered on a case by case basis (with repayment by the end of June in the academic year which the loan is taken out).

The staff member may decide on the specifications and supplier, and the school's ICT Manager is available to offer advice, but the purchase remains the staff member's responsibility. The school does not assume any liability for damage or theft of the computer whether at home or school.

Once the laptop is purchased, the cost of the laptop is paid off through deductions from salary for up to 12 months. It is possible to take out a subsequent loan in the 4th year after the original loan.

If during the 4 years the laptop is broken due to a proven accident and cannot be fixed, a subsequent loan can be requested. An email should be sent to the Bursar explaining the reasons for asking for a new loan with documentation proving that the laptop is not usable.

If the staff member leaves BHS before 12 months (for any reason), the remaining amount becomes due in full and is automatically deducted from the last salary payment.

Colleagues interested in purchasing a laptop in this way should send an email to the Bursar requesting a computer loan. The email should state:

- The amount of the loan requested
- The number of months over which it is to be repaid
- That the computer is for personal use

Attached to the email should be a proforma invoice from the supplier giving the price and full specifications. When the loan has been approved, the cheque will be issued in the supplier's name in Lebanese Pounds.

#### Linked Procedures

- BHS E-Learning Policy
- BHS Eco-Friendly ICT Policy