



District : \_\_\_\_\_

School Name : \_\_\_\_\_

EMIS No : \_\_\_\_\_

## ICT DEVICE: Teacher Consent Form

**The purpose of this Consent Form is to ensure that the school and Registered User/Teacher/s are aware of their Roles & Responsibilities on the General/Appropriate use, Safekeeping and Incident Reporting of an ICT Device.**

**The Registered User/Teacher must complete the Consent Form and return to the School before the ICT Device is handed over to the Registered User/Teacher (as per signed-off User Profile & School Asset Register). The School must in turn submit the completed Consent Forms to Rainmaker for record and safekeeping purposes.**

Teacher Name: \_\_\_\_\_

Teacher ID: \_\_\_\_\_

Teacher Persal No.: \_\_\_\_\_

Teacher ID (Attach a Copy): \_\_\_\_\_

Teacher Contact Details: \_\_\_\_\_

Physical Home Address: \_\_\_\_\_

Device Make: \_\_\_\_\_

Device Model: \_\_\_\_\_

Device IMEI No.: \_\_\_\_\_

MPU-DoE Asset Tag No.: \_\_\_\_\_

School Based ICT Committee Chairperson (SGB): \_\_\_\_\_

**APPROPRIATE USE OF AN ICT DEVICE**

1. The ICT Device and the Laptop Bag are the property of the school/ Mpumalanga Department of Education and shall be produced by the user at any given stage when required and/or requested.
2. The ICT Device must be switched on, plugged into a reliable power source as to charge the battery, and be used daily for its intended use and purpose.
3. The ICT Device shall ONLY be used for educational purposes, including permitted IT Applications.
4. The ICT Device shall not be used by any other person other than the Teacher / Registered User of the device.
5. The ICT Device shall not be used to access unauthorised websites/content/applications.
6. The ICT Device must be returned in good and fully functional condition as and when required and/or requested, including when leaving the school (due to retirement or moving to another school).
7. The ICT Device must not be tampered with in any form (i.e., MPU-DoE /School Asset Tag, Screen Protector, Battery, Battery Charger, and any Ports/Slots and/or any other Parts/Components, etc.).
8. The ICT Device shall not be used with any other or connected to other Devices / Accessories that might affect the Performance and/or Warranty of the device (i.e., storage, viruses, etc.).
9. User/Teacher shall not share the password for their devices with anybody. The password shall/may be changed in accordance with School User Policy if and when required.
10. Eating and drinking is not permitted whilst using the device.
11. The e-Books and Supplementary Content and/or any Additional Material/s and/or Applications shall not be tampered with nor deleted.
12. The MPU-DoE /School Asset Tag, the ICT Device, Cables & Charger and Laptop Bag must be checked regularly and kept in good working condition.
13. In an event where e-books, Supplementary Content and/or any Additional Material/s and/or Applications are tampered with or deleted, a detailed report must be provided by the Teacher / Registered User to the School Principal.

**SAFEKEEPING OF AN ICT DEVICE**

14. It is the responsibility of the Teacher / Registered User to ensure proper safekeeping of the ICT Device from THEFT, DAMAGE and LOSS.
15. It is a criminal offence to feign THEFT and/or LOSS and/or DAMAGE the ICT Device as this constitutes fraud and is a punishable offence in terms of the Criminal Procedure Act 51 of 1977.
16. In case of a LOST device and/or there is any evidence of negligence, the Teacher / Registered User shall be liable for the repairs and/or replacement of the device and/or Components of the same quality and specification.
17. ICT Devices shall be kept in a SAFE and SECURE place when not in use or during school extra-curricular activities.

**REPORTING THEFT / DAMAGE / LOSS OF AN ICT DEVICE**

18. All incidents are to be reported to the appointed ICT Administrator at the school and/or the School Principal immediately when the Teacher/Registered User becomes aware of the theft/incident.
19. In case of THEFT, LOSS or DAMAGE **within** the School premises, the **User/Teacher** shall report the incident to the local SAPS. The SAPS Case Number shall be given to the School ICT Administrator and the incident will be reported to the District.
20. In case of THEFT, LOSS or DAMAGE **outside** the School premises, the **User/Teacher** shall report the incident to the local SAPS. The SAPS Case Number shall be given to the School ICT Administrator and the incident will be reported to the District.

**OWNERSHIP OF THE DEVICE**

21. The device remains the property of the Mpumalanga Department of Education and an asset of the school. In the event that a teacher leaves the school, it must be returned to the school ICT Administrator and a retrieval form needs to be completed.

**NB: Please note that your personal information provided in this form will not be used for any other purpose, except the one intended to**

I, the undersigned \_\_\_\_\_ with ID No.: \_\_\_\_\_  
and Persal No.: \_\_\_\_\_, the Registered User/Teacher of the aforementioned Schools' ICT Device  
confirm that I have read and understand the content of the Consent Form and will abide by the Rules as stipulated herein.

\_\_\_\_\_  
Registered User / Teacher

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date