STUDENT PLACEMENT LAPTOP REQUEST FORM

This laptop has been provided for the use of the student when on their social work placement. At the end of the placement the laptop must be returned to the ASC Workforce Development Team. Contact [ASCworkforcedevelopment@nca.nhs.uk](mailto:ASCworkforcedevelopment@nca.nhs.uk) to arrange returning the laptop. (PE payment forms will not be processed until the laptop is returned).

Please make the student aware:

* Equipment is provided for the sole use of the student.
* Ensure the laptop is stored securely when not in use (e.g do not leave in your car)
* If the laptop is damaged or broken this must be reported to [ASCworkforcedevelopment@nca.nhs.uk](mailto:ASCworkforcedevelopment@nca.nhs.uk)
* The laptop must only be used for work purposes and within working hours, they are not for the students personal use.
* When using the Internet only appropriate sites must be visited.
* Passwords must be kept safe.
* The student must undertake mandatory Information Governance and Data Protection training.

Name of Student:

Team where Student will be based:

PE Name:

Start Date of Placement:

Expected End Date of Placement:

Laptop Number:

Date Laptop Collected:

By:

Signature: