

BYOD Handover Agreement

A laptop not purchased via LWT cannot be reimaged with a DET provided copy of Windows. As such GSC IT will only be doing the following:

- Ensuring the correct apps for learning are installed
- Students account will be signed into the school Wi-Fi for access
- Providing account credentials for Compass and @schools email address

The IT team require that you've completed all the steps below PRIOR to dropping the laptop off for configuration:

- A genuine copy of the approved WINDOWS versions is installed
- The laptop has had the initial out-of-box setup completed (MS account & password set)
- Laptop is charged

Please fill out the remaining sections, bring this form with your laptop to Reception

STUDENT DETAILS

Student Full Name (as it appears on Compass)	
Student Mentor Group	
Laptop Password	

PARENT DETAILS

Parent Name & Best Contact No.	
Signature & Date	

RECEPTION USE ONLY

College Representative (Name + Sign + Date of drop off)	
Accessories brought in with laptop	Case/Sleeve <input type="checkbox"/> Charger <input type="checkbox"/>