

Contactless Device Loan Process

In the event of an enforced campus closure, if we are required to work from home some staff will be required to borrow a loaner device such as a laptop or tablet computer. Principals and the Director will have already been in contact with WISSwide Directors and Heads of Departments to create a list of staff authorised or required to borrow a loaner device. For those authorised staff, this is the contactless device loan process:

Contactless Device Loan Process

1. If we are required to work from home the staff on the authorised list will come to campus and collect a device
2. The WISS guards will check their name is on the '**List of Staff Authorised to Borrow a Loaner Device**'.
3. If their name is on the list, they may enter campus to collect a loaner device
 - a. ≤ 15 th staff member needing a loaner laptop:
 - i. Guards escort the staff member to IT Support Office (A2.01)
 - b. ≥ 16 th staff member needing a loaner laptop:
 - i. Guards escort the staff member to either the EY iPad Cart (EY2.06), Secondary Design Laptop Cart H (C1.4), or Primary Laptop Cart C (P2.22)
 - c. The staff member will fill-in the [WISS IT: Contactless Device Loan Form](#), providing the Asset ID and Barcode of the device borrowed and the location they borrowed it from.

WISS IT: Contactless Device Loan Form QR Code:

