

PHASE 3 DISTRIBUTION PROCESS

Principal Expectations: Arrival of Laptops

1. Each educator to produce their ID and sign for their own laptop. Principal to sign the proof of delivery for the educator who is absent on that day. A note must be made in the delivery note for those that are retired, deceased and transferred.
2. Principal to do ensure that educators sign Acceptance form to acknowledge receipt of laptop. In the failure of a principal not handing over the laptop to the educator, he or she will be liable for it.
3. Principal to ensure educators complete the check list for laptop received and to file for records. The checklist will be inside the laptop with the Memo, User Manual, IT Technician List and Frequently Asked Questions.
4. Principal to record all delivered educator laptops on the school asset management register.
5. Principal to email completed educator check lists to distribution@opecs.co.za within 24hours of receiving the laptop or contact Amanda Mdaka on 063 696 9492.
6. Principal to notify the educators that they may not tamper or open the sim card tray as this will affect the connectivity of the laptop.
7. Principal to notify OPECS on distribution@opecs.co.za or contact Amanda Mdaka on 063 696 9492 of any educators that did not receive laptops. This request must be signed by the principal & Circuit Managers, have a school stamp & be on the school letterhead containing the following details:
 - Educator Name and Surname
 - Persal number
 - ID number
 - EMIS number
 - School name
 - Grade
 - Cell phone number
 - Assumption date
8. Opecs and IDS&G will induct the principals. Thereafter the principals are to induct educators on the Asset Management Policy, Frequently Asked Questions and User Manual. Educators to sign induction attendance register.

Post-distribution

1. Circuit Manager to visit the schools to verify that all the intended recipients received and signed for their laptops and that the laptops are recorded on the school asset register.
2. Circuit Manger to verify that all educators were inducted on the asset management policy.

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