Staff Laptop/Portable Device Usage Policy Acceptance Form

Northern House School Academy Trust

Staff members using school laptops are expected to exercise reasonable care in order to prevent loss, theft or damage.

If applicable, please consider laptop to be a tablet, iPad, or any other portable device.

Unless covered by warranty, staff members provided with laptops will be personally responsible for the replacement cost if the laptop is damaged or stolen outside the school property if the precautions listed below have not been taken on or outside the school property:

• Laptops that are not secured with a cable should not be left unattended in a classroom or private office without closing and locking the door. Physical access to areas of classrooms or offices where laptops are left unattended during the school day should be restricted.
• Visitors to areas where laptops are left unattended should always be accompanied.
• Laptops that are not secured with a cable and left unattended overnight should be kept in a locked drawer, cabinet, or taken home.
• Laptops left unattended in a parked vehicle should be kept out of plain sight or locked in the boot, unless sub-zero temperatures are imminent in which case they should not be left in a vehicle.
• Do not place drinks or food in close proximity to your laptop.
• When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
• ID tags supplied by the school, attached to the laptop and the carrying case with contact details to facilitate the return of mislaid laptops, should be maintained.
• School laptops should not be transported as checked luggage on public transportation. Staff members will keep the laptop in their possession at all times while travelling.
• Staff members using school laptops should take appropriate measures to prevent the loss, corruption or theft of data contained on the units.
• Staff members provided with laptops will be given an initial password which should be changed while the laptop is being used by them. The initial password should be reset before returning the laptop to the school.
• Staff members should ensure that they are “logged-off” when the laptop is not in use.
• Staff members are responsible for performing updates to virus protection and operating systems installed on the laptop. Virus scans should be performed regularly.
• Additional application software should not be loaded onto the laptop without the approval of school management.
• No alterations to the system software or hardware configuration should be carried out without the approval of school management.
• Data which is sensitive and confidential to individual pupils should not be stored on school laptops.
• Data that includes personally identifiable information should not be downloaded, stored or recorded. Should the laptop be stolen, this could be used for identity theft.
• Staff members provided with laptops should keep an up-to date backup of all data to ensure that work isn’t lost if a laptop goes missing or if a hard disk is damaged.
• Staff members will report the theft of a stolen laptop immediately (a crime number will be required if stolen).

This list is not exhaustive and it is up to the specific member of staff to manage and take care of the Trust's assets in a spirit that will not adversely affect the organisation in any manner.

I agree to accept the conditions on which I have been issued a school laptop/device and accessories. Furthermore, I confirm I have read and understand the Rules & Guidelines (Acceptable User Policy) detailed within the Staff Handbook.

	on Issue	**on Return**
Device Condition	New / Used / Damaged	New / Used / Damaged
Device Number Serial:		
Power Supply & Cord		
USB Mouse		
Network Patch Lead		
Carry Case		
Docking Station		
Other equipment		
Date Issued / Returned who by		

Signed _____

Print Name _____

Date _____

Comments;

In relation to ipads or tablets: The iPad will be set up with a users ID, based on the users school email account. The school s purchase card will be used to set up the itunes accounts, due to this it is up to the member of staff to ensure that no purchased material is downloaded with out the strict permission of the nominated card holder. The iPad must be locked at all times when not in use. Failure to do this will result in disciplinary action.