



Laptop/iPad Policy for Staff 2018-19

To be updated July 2019

Laptop/iPad Policy for Staff

Staff provided with a laptop/iPad purchased by the school, agree to the following terms of use:

- 1 The laptop remains the property of Beech Hill Primary School and is for the use of the person it is issued to and must be returned to the school if and when the teacher leaves employment at the school.
- 2 The laptop is open to scrutiny by senior management, contracted technicians and the ICT Subject Leader at school.
- 3 It will be important to check with insurers that equipment to be taken off the premises is covered and you are satisfied on the level of any excess to be paid in the event of a claim. (Individual staff home contents insurance policies may apply- please note that most policies will not cover theft from cars).
- 4 Acceptable Use – teachers should accept and adhere to the school's Acceptable Use Policy, particularly with regard to Internet access.
- 5 The loading of additional software must be authorised by the school , support teaching and learning and be compliant with the following regulations:
 - **Copyright, Designs and Patents Act 1988**
Specifies that all software must be used only in accordance with the terms of the licence. Generally, the making of copies is forbidden and is a criminal offence.
 - **Computer Misuse Act 1990**
Identifies three main offences concerning unauthorised access to systems, software or data.

If you are in any doubt please speak to your school or LA before loading any software

- 6 Anti-Virus software must be installed and should be updated on a regular basis. School ICT staff will advise on the routines and schedule of this operation. Sophos anti-virus updates are available from school and are covered by the Local Authority licence.
- 7 Staff are responsible for updating and maintaining the antivirus software at home.
- 8 All repair and maintenance of laptops must be conducted under the terms and conditions of the warranty.
- 9 Data Protection – the terms of the school's Data Protection registration should be adhered to and users must clearly understand that there is a personal legal duty on them as well as the school.

- 10 Any charges incurred by users accessing the Internet from home are **not** chargeable to the school.
- 11 Staff should not connect personal laptops onto the school network.
- 12 Failure to comply with these guidelines and the school's Acceptable Use Policy, may result in the withdrawal of the laptop and may lead to disciplinary proceedings.

Laptop Details:

Make: _____

Model: _____

Serial Number: _____

Authorised by Headteacher:

Signed: _____

Date: _____

Member of Staff:

Print name: _____

Signed: _____

Date: _____