

Staff Laptop Computer Policy

This Staff Laptop Computer Policy is a supplement to Riverside School's Computing/Internet policies. It applies to the use of all laptop computers inside and outside the school premises and staff members are expected to follow all of these policies when using the school's laptop computers.

Where possible, laptops will be supplied to teachers/support staff for use inside and outside the school in order to enhance, enrich, and facilitate teaching and aid with administrative duties and school communications. The school's laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the school's laptops for limited personal purposes subject to this policy, the school's Acceptable Use Policy, and the school's Computing Support policies. Staff members also shall exercise appropriate professional judgment and common sense when using the school's laptop computers.

Following consultations on the allocation of computers with the Senior Management Team it has been recommended that a laptop computer be loaned to staff while they remain employed at this school. While the laptop is in their care the following items should be noted.

All laptops and related equipment and accessories remain the property of Riverside Junior School at all times, and are provided to the staff members until such time as their employment with this school is terminated. While the school's laptop computer is in their care, and as a condition of their use, staff members must comply with and agree to all of the following:

- Prior to being issued one of the school's laptop computers, staff members will sign the Laptop Acceptance Form and agree to all outlined policies.
- Insurance cover provides protection from the standard risks within school but excludes theft/accidental damage once outside the school premises. Staff members are expected to protect school laptops from damage and theft and, as such, if the laptop is stolen/damaged you will be responsible for its repair or replacement.
- Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the ICT coordinator or technician.
- Staff members will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the school's request.
- Only software licensed by the school, authorized by the ICT Coordinator and installed by the ICT technician may be used.
- Should any faults occur the school's ICT staff must be advised as soon as possible so that they may undertake any necessary repairs. Under no circumstances should staff attempt to fix suspected hardware faults. All faults should be reported to the ICT Coordinator

- Any **charges incurred by staff accessing the Internet from home are not chargeable to the school.**
- LEA and school policies regarding appropriate use, data protection, computer misuse and health and safety must be adhered to by all users of the laptop.

General Laptop Use Rules

- If you have important data on the laptop on your network folder/pen drive as a safety precaution against hard drive failure. The seconds that it takes to create a backup are well worth the frustration if/when the computer hard disk fails.
- Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touch pad that has been damaged by excessive dirt.
- Do not place drinks or food in close proximity to your laptop.
- Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.
- 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.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held **personally responsible for any school laptop computers, equipment, and/or accessories that are stolen** during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when travelling.
4. Do not leave a meeting or conference room without your laptop. Take it with you.
5. Never check a laptop as luggage at the airport.
6. Lock the laptop in the office or classroom during off-hours or in a locked cabinet or desk when possible.

If a theft does occur, immediately notify the Computing Coordinator and the local police.

Laptop Policy Acceptance Form

- I understand that all laptop computers, equipment, and/or accessories the school has provided remain the property of Riverside Junior School.
- I agree to all of the terms in the school's Staff Laptop Policy, E-safety and Internet, and administrative guidelines. I must return the equipment to the school in the same condition in which it was provided to me if requested or if my employment ends.
- I will not install any additional software or change the configuration of the equipment in any way without prior consultation with the Computing coordinator
- **I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the school.**
- I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the school's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action.
- I must exercise reasonable care and caution to ensure that my laptop is not damaged or stolen.
- I must return my laptop to school for regular checks/updates when requested by the Computing Coordinator/IT Technician.
- I have read/understood Riverside Junior School's E-safety and Internet Policy.

Items Loaned / Condition – *If used or damaged please make additional comments*

Item	Loaned	Condition
Computer	Yes / No	New / Used / Damaged
Power Supply & Cord	Yes / No	New / Used / Damaged
Laptop Bag	Yes / No	New / Used / Damaged

Comments: (overall condition, scratched, dented, bent, missing keys, missing parts)

Laptop Make:		
Laptop Model:		
Laptop Serial Number:		
Authorised by Computing Coordinator	Signature:	Date:
Received by member of staff.	Name:	
	Signature:	Date: