



# **LAPTOP USAGE POLICY**

**UPDATED FEBRUARY 2022**

This policy outlines the responsibilities that staff must accept when they are issued a laptop. It applies to all members of staff who have been issued with a laptop from the school.

Laptops provide the convenience of portability; this convenience exposes the school to certain risks.

These include but are not limited to:

- Theft of school property – laptops are easy to steal and their relatively high value and easiness to sell makes them a common target for theft;
- Exposure of sensitive data or information – misplaced or unsecured laptops may expose sensitive information to the public. Loss of such data could be utilised by sections of the public for illegal purposes;
- Concerns relating to GDPR;
- Damage of school property – laptops can be susceptible to damage both due to their nature and their relatively fragile construction.

Any member of staff issued with a laptop will need to confirm, by signing an acceptance of the policy, that he/she has read, understands and will comply with the policy.

A copy of the policy will need to be signed by the member of staff, with a copy being retained in school until the laptop is returned or replaced.

When a member of staff is provided with a laptop, he/she accepts responsibility for safeguarding the laptop itself as well as the data stored.

Laptop users are expected to exercise reasonable care and take the following precautions:

- Ensure they have appropriate car and house insurance to be able to transport/use the laptop on school business;
- Take appropriate steps to protect the laptop from theft e.g. not leaving in public view;
- Laptops, where possible, should not be left unattended in a parked car;
- Laptops should be carried and stored in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage;
- Laptops should not be used in environments that might increase the likelihood of damage;
- Keep an independent record of the laptop serial number. In case of the laptop being lost or stolen, the ICT Co-ordinator will need this number for insurance and police;
- Do not work or save sensitive information (e.g. education records, personally identifiable information, and confidential information) on the laptop without taking proper precautions;
- All members of staff are accountable for all network and systems access under their individual user ID. Passwords should be kept absolutely secret. It should never be shared with anyone;
- Laptops are provided for official use by authorised employees. Birkwood Primary School laptops must not be loaned or be allowed to be used by others;
- Always shut down, log off or lock the screen before leaving the machine unattended;
- Laptops use 'FortiClient' for a suitable firewall and anti-virus software;
- E-mail attachments are one of the main sources of virus – avoid opening any e-mail attachment unless they are expected from a legitimate source;
- Report any security incidents (such as virus infections) to the ICT Co-ordinator immediately in order to minimise the risk;
- Do not download, install or use unauthorised software programmes - no personal programmes are to be used, e.g. i-tunes;
- Any software that is required should be referred to the ICT Co-ordinator to ensure correct permissions and licences are in place. A relevant licence will be stored securely for audit purposes;
- The member of staff must comply with relevant laws, regulations and policies applying to the use of computers and information, e.g. licence, copyright, and privacy laws;
- Barnsley Metropolitan Council will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, photographs, videos or e-mail messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the laptop;

- Any damage or loss must be reported to the Headteacher or ICT Co-ordinator as soon as possible.

Failure to comply with this policy could lead to disciplinary action.

Laptop serial number \_\_\_\_\_

Laptop make and model \_\_\_\_\_

Signed \_\_\_\_\_ (member of staff)

Date \_\_\_\_\_

### **Monitoring and Review**

The Governing Body reviews this policy every 2 years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved. This policy will be reviewed in February 2024.

Signed \_\_\_\_\_ Headteacher                      Date \_\_\_\_\_

Signed \_\_\_\_\_ Chair of Governors                      Date \_\_\_\_\_