



Laptop Usage Policy

Maximum Effort for Maximum Achievement

Laptop Usage Policy

The 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;
- 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 on the laptop.

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

- Take appropriate steps to protect the laptop from theft
- Laptops, where possible, should not be left unattended in a parked car. On those occasions when there is no alternative, they should be locked in the boot
- 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
- 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. Buttsbury Junior School laptops must not be loaned or be allowed to be used by others
- Avoid leaving your laptop unattended and logged on. Always shut down, log off or lock the screen before walking away from the machine
- Laptops have anti-virus software installed
- 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 Technician immediately in order to minimise the risk
- Do not download, install or use unauthorised software programmes. No personal programmes are to be used.
- Any software that is required should be referred to the ICT Technician 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
- Essex County 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 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

Policy Date: November 2019

Review Date: November 2020