



# LAPTOP COMPUTER RESPONSIBLE USE POLICY

## 1. Policy Statement

Parrett and Axe Primary School is mindful that laptop computers can be readily stolen and that the data stored on the laptop is school information, which is to be guarded against theft. Laptops are also reasonably fragile and must be treated carefully.

The purpose of this policy is to:

- Promote appropriate use of the laptop computer.
- Safeguard against
  - theft of the laptop
  - theft of the information stored on the laptop
  - damage to the equipment

## 2. Scope

This policy applies to all laptop computers purchased by school. When a School employee is provided with a laptop, he/she accepts responsibility for safeguarding the laptop itself as well as the data stored on the laptop. Where a laptop is designated for any other purpose it is the responsibility of the ICT Leader or the Class Teacher.

## 3. Security and Storage

### 3.1. Laptop identification

- The laptop must be marked with the relevant security marking
- The laptop must be included in the school inventory of computer equipment

### 3.2. Password Protection

- To guard against unauthorised usage of the laptop a power-on password must be enabled
- Wherever feasible, a screen saver password should also be enabled to guard against casual unauthorised usage

### 3.3. Laptops Left in unsupervised Areas

The user/Subject Leader should take appropriate security measures to protect the laptop and all its peripherals. When unattended, the laptop should be stored in a secure out of sight location.

- Do not leave laptops in unsupervised areas. Any laptops left in these areas are in danger of being stolen.
- Do not leave a meeting or conference room without your laptop. Take it with you.

- Do not leave the laptop in a vehicle; even if the vehicle is in your driveway or garage.
- Car parks are likely areas for thefts from vehicles as they provide wide choice and cover for thieves. Laptops should not be left in plain sight.

## 4. Laptop Care

A laptop is allocated to a particular member of staff for his/her use and is entrusted to their care. The member of staff should therefore take all reasonable care to secure the laptop and to guard against damage.

### 4.1. Physical Damage

- Laptops should not be used in environments that might increase the likelihood of damage.
- When taking laptops off site they should be carried and stored in a padded laptop computer bag to reduce the risk of accidental damage.
- Laptops should not be exposed to extreme heat/cold or magnetic fields.

### 4.2. Virus Protection

- Viruses are a major threat to the school and laptops are particularly vulnerable if their anti-virus software is not kept up to date. The anti-virus software must be kept updated.
- E-Mail attachments are one of the main sources of computer viruses. **Avoid opening any e-mail attachments unless they are expected from a legitimate source.**
- Report any security incidents (such as virus infections) promptly to the Network Manager in order to minimise the risk of damage. (See cyber-incident plan)

### 4.3. Software Installations

The software originally installed by the Network Manager should remain on the laptop and be maintained in usable condition.

- Each laptop is supplied appropriate software for use in school, including an office suite and Internet Browser.
- Although Microsoft Windows updates are updated automatically when laptops are logged into the school network, it is the responsibility of individual members of staff to ensure that they allow this to happen by ensuring their laptop is in school on a weekly basis except during the holidays.
- It is the responsibility of individual members of staff to be aware of additional software programs and files loaded onto their laptops.
- Members of staff are responsible for ensuring that any additional software installed is licensed to their laptop.

## 5. Acceptable Use

### 5.1. Legal Property

All laptop issued to members of staff on a short or long-term loan remains the property of Parrett and Axe CE Primary School.

- Upon termination of employment at the school, the laptop should be returned for the appropriate entry to be made in the school inventory.
- Due to copyright laws, personal software should not be loaded onto the laptops.
- All members of staff should comply with all trademark and copyright laws and all license agreements

## **5.2. Internet Use**

Members of staff responsibility are outlined in the School E-Safety Policy. Please note that the School E-Safety Policy applies whenever the laptop is used. Parrett and Axe School will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos or e-mail messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the laptop and steer clear of dubious websites.

## **6. Health and Safety**

Laptops normally have smaller keyboards, displays and pointing devices that are less comfortable to use than desktop systems, increasing the risk of repetitive strain injury.

- Where possible, place the laptop on a conventional desk or table.
- If you experience symptoms such as wrist pain, eye strain or headaches that you think may be caused or exacerbated by use of your laptop, stop using the laptop and consult with a medical professional at the earliest convenient time.
- Ensure that regular breaks are taken when using laptops for prolonged periods of time.

## **7. Warranty**

All laptops are supplied with a minimum one-year manufacturer's warranty covering parts and labour. However, warranty usually excludes damage due to:

- Accident
- Unreasonable use, abuse, neglect and alterations
- Improper service, improper installation, improper connection with peripherals
- Damage to or loss of any programs, data or removal storage media (e.g. CD-ROMs)
- Any attempt by members of staff to dismantle or repair their laptops or install modifications themselves will invalidate the manufacturer's warranty.
- Repairs required for any of the reasons above should be reported to the Head Teacher and the school's Network Manager.

## **8. Damage or loss**

Any damage or loss must be reported immediately to the Head Teacher or ICT lead.

## 9. Technical Support

- Do not attempt to repair any hardware faults.
- All hardware faults must be logged in the ICT Fault log book held in the staff room.
- Please ask the school's ICT lead for assistance if there is anything you are unsure of.

<b>Approved by:</b>	Curriculum Committee	
<b>Last reviewed on:</b>	September 21	
<b>Next review due by:</b>	September 22	

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### Parrett and Axe School Laptop Usage Policy

I can confirm that I have read, understood and will comply with the above-mentioned policy.

Name.....  
(In block capitals please)

Signed ..... Date .....