Ownership & use

The laptop is the property of Burford School and must be returned at the end of your employment. Limited personal use of the laptop is permitted, subject to the restrictions contained in Staff Acceptable ICT use policy. You must follow the rules as set out in the Data Protection Act, Computer Misuse Act and abide by Copyright Laws.

Backup

You are responsible for backing up data stored on the laptop. You should ensure that you carry out a back-up of all data regularly. In the event of a system failure or hardware problem, it may be necessary to return the laptop to its original state.

Insurance

You will ensure that you will take good care of the laptop and take all reasonable precautions to ensure that it is not damaged, lost or stolen. Your laptop has been added to the school’s inventory/insurance details. You must ensure that you comply with the following:

**Laptop within School** – Your laptop must never be left unattended, while it is within school, unless it is securely locked away or attached to a security cable. You must not leave your laptop unattended in the staff room.

**Laptop within your Home** – Your laptop must never be left on public view within your home. Please add the laptop to your home insurance policy.

**Laptop within your Car** – The laptop is only insured during transit between School and your Home or between your Home and School. The laptop must never be left unattended within a car, even if it is in your boot.

If your laptop is lost or stolen, you must inform ICT Support on 348. If the laptop is lost or stolen outside of school it is your responsibility to report this matter to the Police as well as ICT Support. Any Police paperwork should be shown to ICT Support for the Inventory/Insurance purposes.
Health & Safety

In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:

• Sit in a chair that gives you good back support to avoid backache;
• Position the screen in front of you to avoid twisting;
• Take regular breaks from the screen to reduce eyestrain.

You must make your laptop available for a Portable Appliance test annually.

Burford school staff acceptable ICT use policy

Data protection

• I understand that I must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
• I understand that I must not allow any student to use my personal login to any of the ICT systems for any reason.
• I understand that I must take every reasonable precaution to secure any data or equipment removed from the school premises.
• I understand that equipment taken off site will be my personal responsibility and I am advised to check that its loss or damage is covered by my personal insurance.
• I understand that the School can and will monitor any data on the network to ensure policy compliance, and to aid in resolving networking issues.

Student protection

• I am aware of all guidelines to conceal student identities when publishing to the public domain.
• I understand that students must be supervised at all times when in an ICT suite.
• I understand my role regarding acceptable use and my role in enforcing it.
• I will escalate non-compliance by students in accordance with school policy.
Staff laptop & portable electronic device policy

Date Reviewed: March 2016

Applicable to: All Staff
Committee Responsible: Staff & Student Development
Person Responsible: Business Manager
Date for Next Review: March 2018

Reporting incidents

- I will inform a member of ICT support of any websites accessible from within school I feel are unsuitable in any way for student consumption.
- I will inform a member of ICT support immediately of abuse of any ICT system(s) - software and hardware - providing the location and names where possible.
- I will inform a member of the ICT support of any inappropriate content suspected to be on the ICT system(s). This may be contained in email, documents, pictures etc.
- I will report any breaches, or attempted breaches, in security to a member ICT support immediately.
- I will respect copyright and make sure I do not use any information breaching copyright law.

Conduct

- You must at all times conduct your computer usage professionally, which includes being polite and using the system in a safe, legal and appropriate manner. Among uses that are considered unacceptable are the following:
  Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials;
  Making ethnic, sexual-preference, or gender-related slurs or jokes.
- You must respect, and not attempt to bypass, security or access restrictions in place on the computer system.

Use of social networking and online forums

You must take care when using social networking websites such as Facebook or MySpace, even when such use occurs in your own time using your own equipment. Social Networking sites invite users to participate in informal ways that can leave you open to abuse, and often make little or no distinction between adult users and children.

You must not allow any pupil to access personal information you post on a social networking site.
Burford school staff laptop policy/acceptable use policy

Declaration

I confirm that I have received a laptop with appropriate software installed and agree to abide by the terms and conditions of use as set out in the attached policy.

I confirm that I have read the acceptable use policy and will abide by the term and conditions of use.

Name (please print): …………………………………………………………………………………

Signed: …………………………………………………………… Date: ……………………………