

Churchfields Junior School Laptop Protocol for Staff

This protocol is designed to act as a guide and simple framework upon which the use of laptops by the staff of the school is based.

- The ownership of the laptops rests with the school.
- Laptops must be brought into school and connected to the network at least once per fortnight during term time. This ensures updates to anti virus software are regularly carried out.
- Laptop is for the sole use of staff and you are responsible for it.
- Staff must sign and hand in this protocol before they can be issued with a laptop.
- Staff must not attempt to install software or change the computer's configuration without permission from the technician.
- Laptops must be returned promptly to the ICT Support Staff when requested. This is to enable essential maintenance and update procedures to be carried out as efficiently as possible.
- Please back up all work and data of importance to you - should a problem arise, there is no guarantee that the engineers will be able to save it.
- There are a number of legal requirements relating to the use of information and software (e.g. Data Protection Act, Copyright Act). Staff are responsible for understanding and complying with their legal requirements. Advice and guidance is available from the school office.
- Staff must take responsibility for the security of their machine. Laptops have a high re-sale value and they should never be left in cars or in a place where an opportunist could take it. With most insurance companies laptops are covered in cars as long as they are not left unattended. Laptops must not be left in unlocked rooms (including the staff room).
- Staff should ensure that the laptop is covered on their home contents insurance.
- Staff should take reasonable care of the equipment and notify any damage to the Technician or ICT coordinator immediately.
- Staff should be aware of the School's Acceptable Use Policy on the use of computers, the school network, the Internet and email.

Staff should sign a copy of this Laptop Protocol and return it to the Headteacher.

Laptop should be sent back for maintainance by _____

Full name _____

Signed _____ Date _____

Approved _____ Date _____