



LAPTOP POLICY

Date Policy Adopted: May 2016

	Date of Next Review by
Headteacher/SLT	Oct 17
Approval	Finance and General Personnel

Staff Laptop Policy

Equipment Name:	Lenova Yoga 14 Laptop
Serial Number:	
Condition:	New

Name of recipient:	
Recipient's signature:	
Date of issue:	

The equipment shown above is issued by Broseley Primary School to the member of staff indicated. The equipment is issued subject to the following conditions:

1. The equipment remains the property of Broseley Primary School at all times and must be returned to the school upon request or when your employment at the school ceases.
2. Maintenance and support of the equipment is the responsibility of the school. All maintenance issues must be referred to the ICT service desk available on your desktop, Nikki Venables, Debbie Moore, James Heath or alternatively Jordan Handy (ICT Technician in Wednesday only).
3. From time to time, it will be necessary for the school to perform software updates and maintenance for which the equipment must be made available in school when requested.
4. All installed software MUST be covered by a valid license agreement held by the school. Additional software can be installed by the ICT Technician, through the usual channels.
5. All software installation MUST be carried out by the ICT Technicians in accordance with the relevant license agreements.
6. Passwords for the equipment should not be changed and no attempt to bypass them should be made unless agreed in advance by the Head teacher and ICT Technician.
7. No software should be removed, uninstalled or disabled under any circumstances. Any software problems should be reported to the ICT service desk available on your desktop, Nikki Venables, Debbie Moore, James Heath or alternatively Jordan Handy (ICT Technician in school Wednesdays only).
8. Internet usage is only available through direct access/ cloud at home only and is subject to the school's acceptable use policy.
9. School equipment is not to be used by anyone other than the member of staff responsible or another member of school staff if via cloud. The member of staff is responsible for all use of the machine whilst in their possession.

10. Equipment is insured by the LA whilst in school premises or the registered user's home. Whilst in transit it is only covered if it is in the possession of the user. If the equipment is in a situation where it is not covered by the LA insurance, users are responsible for organising their own insurance.