

Any School

Staff Laptops - Policy for Use

[Author Name] [Date Adopted] [Date for Review]

Policy Statement

The 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:

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

1. Scope

This policy applies to all laptop computers purchased by School. A School laptop is allocated to a particular member of staff for their use as a business tool to assist in the day-to-day performance of their job.

2. Security and Storage

2.1.Laptop identification

- The laptop must have the School postcode engraved legibly on the case
- The laptop must be included in the School inventory of computer equipment

2.2.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

2.3.Laptops Left in unsupervised Areas

The user should take appropriate security measures to protect the laptop and all its peripherals. When unattended, the laptop should be stored in a secure locked location.

- Do not leave your laptops in unsupervised areas. Unsupervised areas include unlocked classrooms and staff rooms. 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 unlocked vehicle; even if the vehicle is in your driveway or garage
- Never leave your laptop in plain sight. If you must leave your laptop in a vehicle, the best place is in the boot. If you do not have a boot, cover it up and lock the doors.
- Car parks are likely areas for thefts from vehicles as they provide wide choice and cover for thieves. Again, never leave your laptop in plain sight, cover it or put it in the boot.
- Never check a laptop as luggage at the airport because it may disappear. You must carry your laptop onboard planes as carry on luggage

3. Laptop Care

A laptop is allocated to a particular member of staff for his / or 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.

3.1. Carrying Laptops

- Laptops should always be within the protective bag supplied with the laptop when carried
- The carrying case can hold objects (such as folders and books), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- Laptops should be turned off properly before placing it in the carry case

3.2. Screen Care

- The laptop screen can be damaged if subject to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean on the top of the laptop when it is closed
 - Do not place anything in the carrying case that will press against the cover
 - Do not place anything on the keyboard because forgetting objects on the keyboard and closing the lid may cause damage to the screen
 - Clean the screen with soft, dry cloth or anti-static cloth

3.3. Extreme Temperature, Magnetic Fields and X-ray

- Do be aware of the damage extreme temperature, magnetic fields and x-ray can cause to computers
 - Do not subject your laptop to extreme heat or cold
 - Do not expose the laptop to any magnetic fields
 - Do not allow you laptop to be run through an airport x-ray baggage scanner

4. Software on Laptops

4.1. Originally Installed Software

- The software originally installed by the School computer support staff should remain on the laptop and be maintained in usable condition.
- The laptop is supplied with Microsoft Windows with additional software. Licensed software provided with all laptops includes:
 - Microsoft Internet Explorer
 - Microsoft Windows
 - Anti Virus Software
 - Microsoft Office

4.2. Additional Software

- 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 only software that is licensed to their laptop is loaded onto their computers.

- Upgrade versions of licensed software will be available from time to time. Members of staff will be able to upgrade their software from the School computer network and / or from the original discs held by the computer support team.

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 xxxxxx School and are therefore to be treated just as you would the PC on your desk.
- Upon termination of employment at the School, the laptop should be returned to the Computer System's Manager 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 agreement

5.2.Privacy and Safety

- Remember that information stored on your laptop is not guaranteed to be private or confidential

5.3.Email Use

- Members of staff responsibility are outlined in the School guidelines for the acceptable use of email. Please note that the School guidelines for the acceptable use of email apply whenever the laptop is used.

5.4.Internet Use

- Members of staff responsibility are outlined in the School Internet Usage Policy. Please note that the School Internet Usage Policies apply whenever the laptop is used.

6. Backing Up Work

- Members of staff are advised to backup their work regularly using encrypted removable media or the School network file storage. It is the members of staff's responsibility to ensure that their work is not lost due to mechanical failure or accidental deletion.

7. Virus Protection

- The laptop has approved virus protection software loaded. The software will scan the hard disc and floppy disc drives for known viruses on boot up. Members of staff should update their virus definition regularly to be sure the protection is adequate to recognise and fight the most current viruses.

8. Warranty

- All laptops are supplied with a minimum one year manufacturers 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 and DVDs)
- 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

9. Insurance

- Laptops given to staff on loan are covered by the School insurance policy. The insurance policy covers accidental and malicious loss and damage.

10. Technical Support

- Do not attempt to repair any hardware faults. All hardware faults must be reported to the Computer Systems Manager
- Please note that software support is limited to software installed on the initial build.