

ACCEPTABLE PORTABLE ICT EQUIPMENT USAGE AGREEMENT

Reviewed without change: March 2022

Next review: March 2025

Acceptable portable ICT equipment usage agreement

- The **laptop/ipad/tablet/Chromebook** issued is the property of Elthorne Park High school. It has been allocated to me as a member of staff and is my responsibility. If another member of staff borrows it, the responsibility still stays with me and I understand that only school staff may use the equipment.
- I understand that students must never use the equipment.
- When I leave the school's employment, the equipment will be returned to the school. Should I be on extended leave of four weeks or more I will return the equipment to the school (unless I have a prior agreement with the headteacher).
- I understand that when in school and not being used, the equipment must be kept in an office, locked room or drawer. It must not be left in an unlocked, unattended classroom.
- I understand that, whenever possible, the equipment must not be left in an unattended car. If there is a need to do so, it will be locked in the boot.
- I will check that the equipment is covered by my normal household insurance. If this is not the case, then either the insurance must be changed or the equipment should be kept in school and locked up overnight.
- I understand that the equipment must not be taken abroad, other than as part of a school trip, and its use agreed by prior arrangement with the headteacher with evidence of adequate insurance.
- I understand that when being transported, the carrying case supplied must be used at all times.
- I understand that I have the responsibility to ensure the virus protection software that has been installed on the equipment is kept up-to-date. I also understand that I must *always* follow the virus protection procedures as directed by the school's technical support provider/network manager to ensure virus protection is always kept up-to-date.
- I understand that I should not attempt to significantly alter the computer settings other than to personalise my desktop working area.

If you are unsure about any of the asterisked * points below you must consult the network manager.

- I understand that I may load software onto the equipment but it must:
 - Be fully licensed*.
 - Not corrupt any software or systems already installed on the equipment.*

- Not affect the integrity of the school networks when connected to either the curriculum or administration networks.*
- I understand that if I use any removable medium then it must be checked to ensure it is free from any viruses.*
- If any fault occurs with the equipment I will refer it immediately to the technical support staff/network manager.
- If I am in any doubt as to the sensitivity of data I am working on when using portable ICT equipment supplied by the school I will refer to the school's internal data security policy to check. (Sensitive data could include pupil reports, SEN records, letters to parents, class-based assessments, exam results, whole school data, medical information, and information relating to staff e.g. performance reviews).
- I understand that if I do not adhere to these rules outlined in this agreement, my network access could be suspended and that other disciplinary consequences may follow, including notification to professional bodies, where appropriate.
- I understand that if an incident is considered to be an offence under the Computer Misuse Act this may require investigation by the police and could be recorded on any future criminal record checks.
- I understand that if an incident is considered to be a breach under the Data Protection Act or the General Data Protection Regulation (GDPR) this may require investigation by the Information Commissioner's Office and heavy financial or other sanctions could apply to the school.

Equipment issued to _____ on _____

Equipment Details _____

Make

Model

Serial Number

School Asset Number

Staff name _____ Signed _____

Network support _____ Signed _____