



## Digital Device and Laptop Policy 2022-2023

### St. Michael in the Hamlet Primary School

#### Laptop and iPad – Acceptable Use

This Policy Statement addresses all staff use of computer equipment supplied through the school. It applies to use at school, out of school and at home. This acceptable use agreement is intended to ensure:

- that users of school's digital technologies will be responsible users and stay safe while using these systems and devices.
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential harm in their use of these systems and devices.

#### Under this Policy, You Agree to:

- Use the laptop/iPad/iPod in a responsible manner and not permit it to be used by anyone who is not authorised to do so. This includes family members.
- Use the laptop/iPad/iPod for school related activities and keep within a limited level of use allowed for personal purposes.

#### Under this Policy, You Agree to **Avoid:**

Engaging in any unreasonable activity, including any that:

- is for personal profit;
- affects the ability of other staff to meet their obligations to the school;
- is for political reasons;
- brings the school into disrepute;
- causes harassment or offence of others;
- incurs unreasonable cost;
- overloads shared systems by sending or receiving excessive amounts of material.
- Observe high ethical standards in laptop/iPad/iPod use and not access or store any information, files or software that do not meet such high ethical standards.
- Do not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. Inappropriate material includes, but is not limited to, objectionable material, viruses, virus hoaxes, and chain letters.

Use the internet and e-mail in an appropriate manner and avoid use that would be considered misconduct. This includes:

- using the school/department e-mail address for personal business;
- accessing material of an objectionable nature, such as pornographic images;
- carrying out gambling or trading activity;
- disseminating material of objectionable or defamatory nature;

- 'hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus;
- any activity that would constitute breaking or breaching any school policy
- using another teacher's e-mail account to send messages, or using false identification on any internet services;
- any activity that would be considered harassment, including sending offensive material and repeated unsolicited e-mail.
- Respect the copyright on software, music, images, text etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your laptop/iPad/iPod.

### Laptop/iPad – Monitoring and Checking

This Policy Statement is read in conjunction with the following Policy Statements:

Laptop/iPad– Responsible Use St Michael in the Hamlet Primary School must comply with all UK legislation with respect to the use of ICT. In using the school facilities, you must comply with the following Acts and may be held personally liable for any breach of current legislation as listed below and any future legislation that may be enacted:

- Data Protection Act 1998
- Copyright Designs and Patents Act 1988
- Computer Misuse Act 1990
- Obscene Publications Act 1959
- Freedom of Information Act 2000

If there is a concern relating to the use of your laptop/iPad/iPod which breaches the fore mentioned Policy Statements the following procedure will take place:

- On notification (in writing) you will immediately pass your laptop/iPad/iPod to the Head teacher;
- The concern will be investigated by an independent person with the appropriate knowledge and skills;
- A written outcome will be presented to you; copies of both the concern and the outcome will be placed on your file;
- If the concern was unfounded, your laptop/iPad/iPod will be returned to you;
- If there is substance to the concern further action will be taken if it is deemed necessary.

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;
- Regularly look away from the screen to reduce eyestrain.
- Make sure all cables are safely secured to avoid a tripping hazard.

While you have been provided with a laptop/iPad/iPod computer, you should avoid using it on a low table or on your lap as both of these positions will increase strain on your neck and lower back.

If you have any concerns relating to the safe use of your computer equipment, please contact the Health and Safety representative in your school.

[Policy reviewed:](#) Autumn Term 2022

[Next Review Date:](#) Autumn Term 2023



# Schedule of Equipment Software and Services

Equipment:

Name: \_\_\_\_\_

Electronic device Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Equipment:

Name: \_\_\_\_\_

Electronic device Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

## Declaration

I confirm that I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines. I have received the equipment, software and services as specified above and agree to abide by the terms and conditions of use as set out in the attached Protocol for the Use of Laptops / iPads / iPods by Teachers of St. Michael in the Hamlet Primary School.

Name (please print): .....

Signed: ..... Date:

As St. Michael-in-the-Hamlet School is collecting personal data by issuing this form, it will inform community users about:

- Who will have access to this form
- Where this form will be stored
- How long this form will be stored for
- How this form will be destroyed