



## Fierté Multi Academy Trust

### Staff Laptop Agreement

**2018-2019**

#### Staff Laptop Agreement

<b>Name:</b>	
<b>Make &amp; Model:</b>	
<b>Laptop Serial Number</b>	
<b>Academy</b>	

This laptop and MSD are the property of the Trust and is allocated to you for the purpose of facilitating your professional duties at your academy and you are expected to treat this valuable resource with every due care to ensure that it is kept in the best possible condition. Therefore you must abide by the conditions of use as set out below. Failure to do so may result in the withdrawal of this resource.

#### Conditions of use for the above numbered laptop and MSD.

- You are responsible for this equipment and must keep it in a safe and secure place. The Governors decided not to provide insurance cover for the resource and we require you to take reasonable care of it. Lost or damaged laptops must be reported immediately to the Head teacher.
- You must back your documents up regularly and either write these to disc or store on a School Server.
- The laptop must be kept in its case when not in use, appropriate lap top cases will be provided by the school.
- Never rest heavy objects on the top of the laptop or transport it out of its case.
- Always remove the mains cable from the back of the laptop before transporting and do not wind the cable tight around the adaptor as this leads to the cable breaking after a while.
- Keep both pieces of equipment away from extremes of temperature and any substances that might harm the casing or processor.
- Any technical or other problems must be reported immediately to the Network Manager.
- You can use the free Internet and email facility provided but all users must abide by the Acceptable Internet Use Statement requirements. All emails relating to school should be sent through [jayneharrison@violetway.gov.org](mailto:jayneharrison@violetway.gov.org) address or safe equivalent. All email and Internet use is monitored and

retrievable and the accessing of inappropriate sites can lead to disciplinary action. Please be careful that no one else uses it inappropriately and compromises you. No e-mails sending sensitive data should send. (sensitive data is defined as: data that may give information about a child or family or photos)

- Internet usage is subject to the school e-Safety Policy, and is detailed in, paragraph **4.1** entitled '**Use of Internet facilities, mobile and digital technologies**', and subject to the **Acceptable Usage Policy**.
- Broadband/WiFi connection is available within school.
- You are responsible for any costs incurred in relation to internet access out of school.
- You are responsible for ensuring that a virus check is undertaken every time you log on to the Internet or email. This is set to happen automatically once you log on and you must respond to any prompts that ensure virus protection IMMEDIATELY. Failure to keep anti-virus software up to date could result in the cost of repair being the liability of the allocated user
- All laptops are encrypted and must be password protected both on initial start-up and on activation from the screen saver which must be set to 30 mins. For any machine accessing SIMS this must be set to 10 minutes.
- In order to comply with data protection and software licensing, no programs or documents of a sensitive nature may be transferred to any computer that is not owned by the school. Programs may only be loaded by the school for which current licenses are held. If a personal laptop is being used no sensitive data may be stored on this. This data must be stored on school encrypted MSD
- As the battery is a vital component and very expensive to replace, this needs to be kept at peak condition. You must not rely on leaving the laptop plugged in permanently. You must use the laptop on the battery until the alarm sounds then attach the mains adaptor to charge the battery. Once the battery has charged, remove the adaptor and use. You can use the laptop normally during charging and discharging.
- The screen on this laptop is TFT, thin film technology, which means that you **MUST NOT** touch it. To do so may damage it irretrievably.
- This laptop must be returned immediately when requested to do so by the Head teacher and before you leave your employment at Ankermoor Primary School.
- 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.

As part of your lap top agreement you are required to back up your documents files, as a bare minimum, at least half termly. Should you wish to back up further files you may do so. All work carried out on the laptop is considered the intellectual property of the Local Authority as it was developed using their technology and as part of your contractual role with them.

As part of the Data Protection Act, parents have the right, if they should ask, to see all data held relating to themselves or their child.

I agree to abide by the conditions above.

<b>Signed:</b>	
<b>Date:</b>	