



St Mary's C of E (Aided) Primary School, Pulborough



A Christ-centred school with a child-centred curriculum

SCHOOL LAPTOP LOAN POLICY

This policy was adopted in: March 2018

The policy will next be reviewed in: March 2019



School Laptop Loan Agreement

Part of St Mary's School Improvement Plan is to provide technology to staff to assist in the delivery of the curriculum. The Headteacher has agreed that a laptop computer and/or iPad and power supply will be loaned to you while you remain employed at this school. This loan is subject to review on a regular basis, and can be withdrawn at any time.

As a member of staff to whom a laptop and/or iPad has been loaned I have read and agree to the following terms and conditions while the laptop is in my possession:

1. The laptop and/or iPad, and any accessories provided with it, remains the property of St Mary's CE (Aided) Primary School and is strictly for staff use.
2. I understand insurance cover provides protection from the standard risks but excludes theft from a vehicle. If the laptop/iPad is stolen **from an unattended vehicle** or a house left unattended for longer than 48 hours, I will be responsible for its replacement. (Check your house insurance).
3. I agree to treat the laptop/iPad with due care and keep the laptop/iPad in good condition.
4. I agree to back up my work on a regular basis. I understand the school will not accept responsibility for the loss of work in the event of the technology malfunctioning.
5. I agree that Anti-Virus software is installed and must be updated on a weekly basis. ICT staff from the school will advise on the routines and schedule of this operation. This tends to occur automatically and is overseen by the ICT Technician – from JSPC.
6. The laptop must be encrypted by JSPC technicians and if there is any thought that it is not – I will tell someone immediately and not take off site. I will inform the DPO – Mrs Lee Callender immediately.
7. I will not attempt to remove any encryption.
8. Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than ICT staff, attempt to fix suspected hardware, or any other faults.
9. I agree to attend training in line with the Curriculum, the Network, Intranet, Internet and email within the school provided by ICT staff.
10. I agree that home Internet access is permitted at the discretion of the Headteacher.
11. I agree that any telephone/broadband charges incurred by staff accessing the Internet from any site other than school premises are not chargeable to the school.
12. I agree to adhere to School and LA policies regarding the following, updated as necessary:
 - Acceptable Use Policy even when using my laptop/iPad at home.
 - Data Protection and the GDPR Policies
 - Social Media
 - Computer Misuse
 - Health and Safety
13. I agree to make sure that I lock my laptop/iPad away at the end of the day in order to validate the school's insurance - should it be stolen. If it is lost or stolen, I will inform the DPO immediately.



LAPTOP/IPAD DETAILS

Laptop Make..... Model.....
Serial Number..... School Code.....

PERSONNEL DETAILS

Loan Authorised by

Headteacher..... Date.....
(signature)

I have read and agree to be bound by the terms and conditions set out above.

Name of Member of Staff.....

Received by (signature)..... Date.....

Note on Insurance

For laptops/iPads to be covered automatically under the school's policies at no extra charge, they need to be included on the school's inventory. The standard All Risks Insurance Policy covers the laptops/iPads for theft (where there are signs of forced entry) and accidental or malicious damage. Those Schools who have opted for the additional Buildings and Contents policy will also receive cover for flood/water damage, storm damage etc. All equipment in Schools is automatically covered for fire, lightning and explosion. Laptops/iPads are not covered by the school policy:

- Whilst in vehicles
- Left unattended in a locked household over 48 hours.

Any theft should be immediately reported to the police and a crime reference number should be obtained and provide to ICT staff. If stolen or damaged from an employee's home, County would first ask for a claim under the staff member's household policy. Claims from the School policy will only be made if this were unsuccessful.



Please note that regardless of the policy a stolen laptop/iPad is claimed under, a claim will not be considered unless there are signs of forced entry or assault.

For General Insurance enquiries and claims, contact Sharon Andrews or Lydie Butler from the Insurance and Risk Management team on 01243 777909.

