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our CARE-ing community

Old Fletton Primary School School Laptop & iPad Agreement

Version 4 - April 2021

Management

This laptop and/or iPad is owned by, managed and remains the property of Old Fletton Primary School. The school is responsible for insurance, but it is the responsibility of the individual to ensure that every precaution is taken to minimise the risk of theft or damage.

- ❖ The laptop must be returned to school immediately upon the request of the Headteacher.
- ❖ The laptop may be checked for correct use at any time by the Headteacher or a person nominated as her representative.
- ❖ This laptop may be used to process information that is protected under the UK General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) 2018. All laptops must be encrypted and it is the users responsibility to seek support from the ICT lead.
- ❖ It is the responsibility of the user to ensure that they comply with UK GDPR and the DPA 2018 at all times when using, storing, accessing or viewing stored information.
- ❖ School data must not be passed on or displayed to any third party not entitled to access to the information.
- ❖ The assigned passwords must not be divulged to any other person nor should any other person be given access to the laptop or its files.
- ❖ Any operational or virus issues must be reported immediately.
- ❖ The laptop must not be used to access, download or store any “inappropriate” software or web sites.

Usage

- ❖ The user is allowed to use the laptop for any school related work.
- ❖ The user is allowed to connect to the internet for school related purposes. The user agrees not to access or download any material that may cause offence or be a violation of any UK legislation or the school’s Online Safety and Internet Acceptable Use Policy.
- ❖ If the system malfunctions, it is to be returned to the school for disposal or repair.
- ❖ If the system becomes infected with a virus, the user is to inform the school of the fact immediately. If possible the name of the virus involved should be passed to the school in the event that the infection has been passed to other people.
- ❖ The user is allowed to use the laptop for personal use such as internet use, writing documents or exchanging e-mail, provided this does not conflict with school related activities or policies. Personal use may be subject to monitoring. The user is not allowed to install or download software without the permission of the school. Under no circumstances are games (other than those integral to the operating system) to be installed.
- ❖ The user is responsible for protecting the laptop from theft or damage. In the event of an incident the named user is to report the fact to the school at the earliest opportunity. They may also be liable for the first £250.00 of any insurance claim.
- ❖ The user may install software for their printer at home.
- ❖ It is strongly recommended that the user makes a backup of any data created on a regular basis and the OneDrive facility with the school Office 365 email provision may be used for this.
- ❖ The laptop should not be left unattended and in sight of other persons when in transit.

Required signatures

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the revocation of my privileges and laptop/iPad.

Staff Member’s Name: _____

Signature: _____

Date: _____