



# HOWE GREEN HOUSE SCHOOL

INFORMATION COMMUNICATION TECHNOLOGY USAGE POLICY
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ISI Reference	2a
Issue Number	3
This policy is endorsed by	Governing Board and the Head
This policy is owned by	Ian Martin – Deputy Head
Review Body	Education Committee

Most Recent Revision Date	November 2019
Last Reviewed by Governors	November 2017
Period of Review	Every two years
Next Review Date	November 2021
Previous Reviews	2

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

**Information Communication Technology Usage Policy**

**Laptops & tablets for Staff**

**Howe Green House School**

**This Policy also includes the Early Years Foundation Stage**

All teaching staff are provided with a laptop with access to appropriate systems. If you are to use a laptop for the first time please see the IT Manager so that you can set your personal password. Teaching staff and Teaching Assistants may be provided with a tablet to use.

No software should be loaded without the authority of the IT Co-ordinator. Once this has been obtained staff should ask the IT Manager to load the software. Applications downloaded on tablets must be for school use only. Teaching staff who are given tablets may download school related applications using their own Apple account and will be reimbursed accordingly.

The laptops and tablets may be required to be brought into school for inspection or updating at any time.

Laptops and tablets may be used by pupils **only** when supervised by staff.

When not in use laptops and tablets must be stored securely and not left in open view out of normal working hours.

These laptops and tablets remain the property and responsibility of Howe Green House School (HGHS) and must not be used by family members or other parties outside the staff of HGHS, nor should they be used for any purpose other than related school business. In addition staff should not store any data on the laptop or tablet which they would consider personal to them, as all data stored on HGHS equipment is assumed to be the property of HGHS and therefore subject to review at any time by the HGHS IT Co-ordinator or any member of the senior leadership team.

Information must not be backed up on any cloud based servers with the exception of those officially sanctioned by the SLT e.g. for use with Tapestry. Photographs should be regularly uploaded from tablets to the school network and then deleted from the device.

Please remember that your network password is your insurance that no-one else can access your account and you are therefore responsible for ensuring that your password is not disclosed to any other person. If you believe that your personal password has been compromised then you should change it immediately and inform the IT Co-ordinator.

Should any inappropriate material be found on any laptop or tablet then this may result in disciplinary measures, and should any illegal material be found then the appropriate authorities will be informed.

Any data stored on the device must not be used for any purpose other for legitimate and sanctioned school use. Inappropriate use of such data may result in disciplinary measures, and should any activity be considered illegal then the appropriate authorities will be informed.

Should you have any problems with your laptop or tablet then please advise the IT Manager.

Please read the above Laptop & tablet Usage Policy carefully.

If you accept the conditions of the policy please sign and date the attached slip and return to the IT coordinator.

Laptop & tablet Usage Policy Agreement.

As a member of staff at Howe Green House School with use of a laptop or tablet, I accept that the machine remains the property of HGHS and therefore I agree to use the laptop or tablet in a responsible way and to observe all conditions of use set out in the above policy.

Name

Signature

Date

Reviewed by Education Committee: 6<sup>th</sup> November 2019

Chair: L Lester

Head: D Mills

Next Review: November 2021