Holy Trinity C of E (VC) Primary School
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Computing Equipment Loan Form & Acceptable Use Guidelines

Name……

All items remain the property of the school and are returnable on request. The equipment is intended for the professional use of the teacher and excessive use by family members and others should be avoided. By loaning the items staff members are agreeing to abide by the following guidelines:

All items loaned from the school by staff must be listed on the attached form.

All staff must read and sign the Acceptable Use Guidelines below whether they have loaned items or not.

The school is responsible for:

- Ensuring security coding is on all equipment
- Providing a lockable cupboard
- Reporting any thefts (on school site) to the police as soon as discovered
- Keeping an up-to-date inventory
- Insuring all equipment

The teacher is responsible for:
General (including laptops)

- Taking general care at all times e.g. correct storage when not in use and not leaving items switched on for long periods
- Returning equipment to school when required for annual inventory check
- Avoiding drinks near all equipment. In the event of spillage on a laptop, remove power and the battery, turn the machine over immediately to allow liquid to drain. DO NOT power up again until it has been looked at by a technician
- Informing the Computing Subject Leader of technical problems, who will liaise with the manufacturers. Do not seek other technical support
- Locking away equipment securely when not in use
- Reporting any thefts (off school site) to the Police as soon as discovered
- Not leaving equipment in vehicles (insurance is invalid)
- Returning equipment to school when employment ceases

Laptop Specific

- Computers and laptops loaned to employees by the school are provided to support their professional responsibilities and employees must notify their employer of any significant personal use. Employees must not use school equipment for personal gain or fraudulent, malicious, illegal, libelous, immoral, dangerous, offensive purposes.
- Do not switch off or bypass security settings put in place by school.
- Inform the Computing Subject Leader immediately should any anti-virus warnings appear on laptop.
- Always accept updates from known programs (McAfee, Windows, Java etc.) Ask for advice if unsure. if updates fail or the firewall protection is disabled contact the Computing Subject Leader immediately.
- Only install software approved by the Computing Subject Leader.
- Staff laptops are not fully internet filtered as pupil logins are. Be very careful if searching or loading sites in view of pupils (eg on Smartboard). Better to prepare in advance or use restricted login if needing to search.
- Do not switch off or bypass security settings put in place by school.
- Always shutdown laptops fully when not being used.

E-Safeguarding

- Staff should understand that online communications with pupils and parents could occasionally lead to misunderstandings or even malicious accusations.
- Staff must take care always to maintain a professional relationship with parents/pupils.
- When e-mailing parents or children, the school e-mail system must be used.
- Staff must not use personal e-mail addresses when contacting pupils or parents.
- In order to protect staff, mail inboxes should not be left open and passwords should be kept confidential.

Passwords should be at least 8 characters long, containing numerical, upper & lower case characters.

Memory sticks should be used for the transfer of data only. Confidential information about children may only be placed on encrypted memory sticks.

Staff can use the internet at school for their personal use but this must not be within their contracted hours and must not create any additional expense to the school. In addition, auction sites and social networking sites should not be used whilst pupils are on the premises (ie, lunchtimes and break times)

Guidance on the use of social networking sites
Social networks are rapidly growing in popularity and used by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for educational use. They include sites like Facebook, Twitter, MySpace, Bebo, and Xanga. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. Social networking applictaions include but are not limited to

- Blogs
- Online discussion forums
- Media sharing eg, YouTube
- Micro-blogging eg, Twitter

As educators, we have a professional image to uphold and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging

in inappropriate dialogue about their schools and/or pupils or posting pictures and videos of themselves engaged in inappropriate activity online. Mistakenly, some educators feel that being online shields them from having their personal lives examined. But educators' online identities are very public and can cause serious repercussions if their behavior is careless.

Staff using social networking sites such as 'Facebook' should take the appropriate steps to ensure that personal data is not readily available and ensure that pupils are unable to access personal details. In addition staff must not engage in any interaction, through social networking sites, which compromises the school, their professional standing or puts them in breach of their contract of employment. Personal profiles on social networking sites or blogs should not identify the employer; the information posted could be considered to bring the school into disrepute, and as such could lead to disciplinary action. (Also see section 7 and 8 and appendix C of the 'Code of Conduct policy).

Although decisions on the use of social networking sites are down to the individual, the school recommends that the following guidelines should be followed by staff when using them:

- Do not accept pupils or parents as friends on personal social networking sites.
- Do not initiate friendships with any current pupils or ex pupils (under the age of 18)
- Addresses, D.O.B and phone numbers should not be available to view on social networking sites or on the internet
- Remember that people classified as "friends" have the ability to download and share your information with others.
- Post only what you want the world to see. Use your common sense when posting photographs. Imagine your pupils, their parents, your colleagues, visiting your site. On a social networking site, once you post something it may be available, even after it is removed from the site.
- Do not discuss pupils, colleagues or parents or publicly criticize school policies or personnel. Inappropriate comments could lead to disciplinary action being taken against you.
- Check your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to "only friends". "Friends of friends" and "Networks and Friends" open your content to a large group of unknown people. Your privacy and that of your family may be a risk.

Further e-safeguarding advice can be found at www.holytrinityhalstead.com/e-safeguarding

I have read and understand Holy Trinity Primary School, Halstead's Computing Acceptable Use Policy and agree to comply with it:

Signed…… Date……..

Computing Equipment Loan Form

Holy Trinity Primary School

www.htpshalstead.com

Name……

Nature of item:			
Date you were given equipment:		Date equipment was returned:	
Manufacturer:			
Model:			
Serial Number:			
Date of purchase:			
Condition: new/used:			
Accessories:			
Signed (Staff Member)		Returned:	
Signed (Computing Subject Leader)		Returned:	

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Date you were given equipment:		Date equipment was returned:	
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