



## THORNHILL PRIMARY SCHOOL.

### Thornhill Staff Laptop Policy September 2020

Thornhill Primary School has a supply of laptops that are provided to all teaching staff to fulfill their role within the school. The laptop **remains the property of Thornhill Primary School** and is **only** for the **use of the member of staff** it is issued to. These laptops may be used away from the school premises for the sole purpose of fulfilling the educational role for which you are employed. At all times you must ensure that its use complies with *General Data Protection Regulations*.

While the laptop is in your care

SCHOOL WILL:-

- Have ensured log on procedures comply with GDPR by requiring a secure password and that you will be required to change it frequently.
- Have ensured you are not able to save documents from your laptop onto any device that is not encrypted.
- Have ensured your laptop is 'encrypted' and that it will automatically log off after 30 minutes of inactivity.
- Have established a secure VPN.

YOU MUST:-

- Not share your password.
- Not transfer data to a USB device or share data without reference to the data protection policy/without permission from the Headteacher or the ICT coordinator.
- Not install software. All software installed on laptops is licensed by the school and installed by the schools ICT support staff. All licences are kept by the ICT coordinator.
- Not install new hardware or fix suspected hardware faults.
- Not tamper with settings eg Screensavers and Desktop wallpapers should not be altered. The laptop must display the school's logo.
- Email the school's ICT coordinator if any faults/damage occur as soon as possible so that they may prioritise and undertake or arrange any necessary repairs.
- Not leave your laptop unattended inappropriately. You should not leave it logged on and leave the room it is in - you must 'LOCK' it if leaving it. School insurance cover provides for the standard risks but excludes theft when left inappropriately unattended eg unattended in a car.
- Ensure if you are taking part in a video conference that you are using a 'secure' platform. Our preferred platform is Microsoft Teams. Alternatively, you can join a Skype for Business meeting. If you are invited to join a 'Zoom' meeting, please discuss this with the SL in charge of ICT. Always ensure any such meetings are in an appropriate environment and you comply with GDPR and the school's Code of Conduct.

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Thornhill Primary School Laptops  
Make

Laptop Serial Number

School security identification number

I have borrowed the above laptop and agree to comply with the above school rules.

Signed \_\_\_\_\_ Date \_\_\_\_\_