

Staff Laptop/Device Acceptable Usage Policy November 2022



The purpose of this policy is to govern the use and liability of school-owned laptop equipment/devices and should be read and thoroughly understood prior to acquiring and using this equipment.

Laptops/devices are provided to staff members to facilitate the carrying out of administrative tasks such as recording and accessing student data via the school's **VSware** (results and achievements, attendance, class registration), to communicate with staff, management, pupils and others via the staff e-mail system (**Gmail**), and to assist with the preparation and presentation of lessons. Laptops/devices may be used within and outside the school, in conjunction with the Local Area Network (Mercy Domain) and the remote storage facility linked to the staff e-mail system (**Google drive**), to store resources for use in the classroom.

Computers, laptops or devices provide important functionality for specific purposes, allowing staff to have a computing resource at hand in meetings, classes or while working off site.

The use of school laptop computers/devices has additional security implications for any data that might be stored on that laptop. Laptops provide the convenience of portability. This convenience exposes the school to certain risks. These include, but are not limited to:

- *Theft of school property* – laptops/devices are easy to steal and their relatively high value and ease of sale makes them common targets for theft.
- *Damage of school property* – laptops/devices are more susceptible to damage, both due to their portable nature and their relatively fragile construction.
- *Exposure of sensitive information* – misplaced or unsecured laptops/devices may expose sensitive information to the public.

Staff members issued with a laptop/device must sign a copy of the Mercy Secondary School, Kilbeggan, **Staff Laptop/Device Usage Policy Acceptance Form** upon receipt. The signed copy of the policy will be kept in the school office until the laptop is returned or replaced. A staff member provided with a laptop accepts responsibility for safeguarding the laptop itself as well as the data stored on the laptop.

Responsibilities of School Management:

- The school will keep a record of all serial numbers of laptops/devices.

- School management will provide training in the care and maintenance of laptops/devices and on theft prevention.
- The school will implement a secure login credentials policy to make it very difficult for a thief to log on to a stolen laptop.
- The school will provide anti-virus software where required for protection of the laptop/device and data stored thereon.
- ID labels should be attached to the laptop/device to facilitate the return of mislaid laptops.
- When a laptop/device reaches the end of its useful life, it should be returned to the school for disposal. School management will ensure that the hard drive is wiped of any data before the unit leaves the school premises for disposal.

The theft of a laptop/device will be reported to An Garda Síochána and the State Claims Agency. Such reports will include all available details of the stolen laptop.

Responsibilities of School Staff:

- Staff members using school laptops/devices are expected to exercise reasonable care in order to prevent loss, theft or damage.
- Staff members are expected to store devices secured in a safe space if being left on the premises and should not be left in common areas
- Laptops/devices must not be left unattended in a classroom without closing and locking the door. Physical access to areas of classrooms or offices where laptops are left unattended during the school day should be restricted.
- Visitors to areas where laptops/devices are left unattended should always be accompanied.
- Laptops/devices left unattended in a parked vehicle should be kept out of plain sight or locked in the boot, unless sub-zero temperatures are imminent in which case they should not be left in a vehicle.
- Do not place drinks or food in close proximity to your laptop/device. · Staff should ensure that login details are not shared and are held securely. · Staff members using school laptops/devices should take appropriate measures to prevent the loss, corruption or theft of data contained on the units.
- Staff members provided with laptops/devices will be given an initial password which should be changed on first login. Staff members should ensure that they are “logged off” when the laptop/device is not in use and the device is shut down correctly.
- Staff members are responsible for performing updates to virus protection and operating systems installed on the laptop/device.
- Additional application software should not be loaded onto the laptop/device without the approval of **ICT coordinator(s)** or **school management**.
- No alterations to the system software or hardware configuration should be carried out without the approval of **ICT coordinator(s)** or **school management**.

- Data which is sensitive and confidential to individual students should not be stored on school laptops/devices.
- Data that includes personally identifiable information should not be downloaded, stored or recorded. Should the laptop/device be stolen, this could be used for identity theft.
- Staff members provided with a laptop/device that require a substitute teacher for a period of time greater than 4 weeks are expected to return their device to help this teacher carry out their duties in the school.

The following general guidelines apply:

- The laptop/device will remain the property of Mercy Secondary School, Kilbeggan. · School-owned laptops/devices are for school-related work only and shouldn't be used by other members in the household.
- Staff members should not give the laptop/device to anyone else other than otherstaff in the school.
- Staff members will report the theft of a stolen laptop/device immediately to the **school principal and ICT coordinator**.
- In using the laptop/device, staff members are expected to engage with training and be proactive in their own development. ~~and that of the students.~~
- Appropriate steps must be taken to minimise the risk of exposure to any damaging files or software (e.g. through the use of personal memory sticks, opening unknown attachments, etc.)
- Staff members will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- The device may be used to take pictures or videos of students for school purposes unless permission has been withdrawn by their parents/guardians. Details of such students will be made available to staff by **school management** (Refer to Digital Citizenship Policy for more details).

The points outlined in this document are not definitive and Mercy Secondary School, Kilbeggan reserves the right to disallow the laptop/device being used for specific apps, websites, and any other function as it sees fit.

This policy is intended to facilitate the use of laptops/devices and related **Digital Citizenship Policy** by staff in order to assist them in the areas of administration, communication and teaching and learning. It will be updated from time to time in the light of experience and

Signed: *Paul Daly*
Chairperson of Board of Management

Signed: *Garrett Farrell*
Principal/Secretary to the Board of Management

Date: **10th November 2022**

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changing needs of the school.

**Mercy Secondary School, Kilbeggan
Staff Laptop/Device Usage Policy Acceptance Form**



I have read and understand the Laptop/Device Usage Policy of Mercy Secondary School, Kilbeggan and I agree to accept the conditions on which I have been issued a school laptop/device and accessories as detailed below:

Laptop/Device Number: **Condition on Issue** **Condition on Return** **New/Used/Damaged**
New/Used/Damaged

Power Supply and Cord _____

USB Internet Adaptor _____

Carrying Case _____

Surface Pen _____

Any additional items _____

Signed: _____ **Date:** _____

Office Use Only

Date Issued: _____ **Date Returned:** _____

Comments:
