



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

LAPTOP AND TABLET USAGE POLICY

<i>Responsible Board</i>	Academy Trust Board
<i>Policy Officer</i>	IT Officer
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KING EDWARD VI ACADEMY TRUST BIRMINGHAM LAPTOP AND TABLET USAGE POLICY

This policy outlines the responsibilities that staff must accept when they are issued a laptop or tablet by the Academy Trust or its Academies.

Laptops and tablets provide the convenience of portability. This convenience exposes the Academy Trust to certain risks. These include but are not limited to:

- Theft – laptops and tablets are easy to steal and their relatively high value and easiness to sell makes them a common target for theft;
- Exposure of sensitive data or information – misplaced or unsecured laptops and tablets may expose sensitive information to the public. Loss of such data could be utilised by sections of the public for illegal purposes; and
- Damage – laptops and tablets can be susceptible to damage both due to their nature and their relatively fragile construction.

Any member of staff issued with a laptop or tablet will need to confirm, by signing an acceptance of the policy, that he/she has read, understands and will comply with the policy. A copy of the policy will need to be signed by the member of staff, with a copy being retained by the IT Desktop Support Technician until the laptop or tablet is returned or replaced. When a member of staff is provided with a laptop or tablet, he/she accepts responsibility for safeguarding the laptop or tablet itself as well as the data stored on the laptop or tablet.

Laptop and tablet users are expected to exercise reasonable care and take the following precautions:

- Take appropriate steps to protect the laptop or tablet from theft – in particular, use the cable lock supplied with laptops whenever possible
- Ensure they have appropriate car and house insurance to be able to transport/use the laptop or tablet for Academy Trust business
- Laptops and tablets, where possible, should not be left in an unattended car. On those occasions when there is no alternative, they should be locked in the boot
- Laptops and tablets should be carried and stored in a suitable bag or rucksack to reduce the chance of accidental damage
- Laptops and tablets should not be used in environments that might increase the likelihood of damage
- Do not work or save sensitive information (e.g. education records, personally identifiable information, and confidential information) on the laptop or tablet without taking proper precautions
- All members of staff are accountable for all network and systems access under their individual user ID. Passwords should be kept secret. They should never be shared with anyone

- Laptops and tablets are provided for official use by authorised persons. Academy Trust laptops must not be loaned or be allowed to be used by others
- Avoid leaving your laptop or tablet unattended and logged on. Always shut down, log off or lock the screen before walking away from the machine
- Laptops and tablets have anti-virus software and firewall packages installed, but if you receive any automated notifications to say that these need to be updated or renewed you must notify the IT Desktop Support Technician immediately.
- Email attachments are one of the main sources of virus – avoid opening any email or email attachment unless they are expected from a legitimate source. Notify the IT Desktop Support Technician if you do inadvertently open an email or attachment that isn't from a legitimate source
- Report any security incidents (such as virus infections) to the IT Desktop Support Technician immediately to minimise the risk
- Do not download, install or use unauthorised software programmes. No personal programmes are to be used on the issued laptop or tablet, e.g. iTunes
- Any software that is required should be referred to the IT Desktop Support Technician to ensure correct permissions and licences are in place. A relevant licence will be stored securely for audit purposes
- The member of staff must comply with relevant laws, regulations and policies applying to the use of computers and information, e.g. licence, copyright, and privacy laws
- The Foundation will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, photographs, videos or email messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the laptop or tablet
- Any damage or loss must be reported to the IT Desktop Support Technician as soon as possible.

Failure to comply with this policy could lead to disciplinary action.