

GCS Staff Laptop/Device Acceptable Usage Policy

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 (MS Surface Go3, Stylus, Keyboard and Protective case) are provided to staff members to facilitate the carrying out of administrative tasks such as recording and accessing student data via the school's VS Ware system (results and achievements, attendance, class registration), to communicate with staff, management, pupils and others via the staff e-mail system, Office 365, MS Teams, 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 and the remote storage facility linked to the staff MS Office 365 account and MS OneDrive to store and retrieve resources for use in the classroom.

Laptop computers/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:

- Exposure of sensitive information – misplaced or unsecured laptops/devices may expose sensitive information to the public.
- Theft of school property – laptops/devices are easy to steal and their relatively high value and easiness to sell 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.

Staff members issued with a laptop/device must sign a copy of the Gorey Community School Laptop 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 the reasonable safeguarding of 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.
- ICT Department will make updates as required using MS Intune.
- 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 a full MS Office 365 account, including MS Intune for remote repairs and updates.
- The school will provide ample Cloud Storage for all teachers to secure their work, 5TB
- The school will provide anti-virus software for protection of the laptop/device and data stored thereon.
- The school will provide insurance against accidental damage.
- GCS will provide CPD support for staff as necessary.

Responsibilities of School Staff

Staff members using school laptops/devices are expected to exercise reasonable care in order to prevent loss, theft or damage.

- Laptops/devices **must not be left** unattended in a classroom or private office 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.
- 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 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.
- **Additional application software should not be loaded** onto the laptop/device without the approval of ICT Coordinator.
- **No alterations** to the system software or hardware configuration should be carried out without the approval of ICT Coordinator.
- Data which is **sensitive and confidential to individual pupils** should not be stored on school laptops/devices.(Save all to MS OneDrive)
- Where possible all data will be saved to MS OneDrive provided 5tb.
- 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.
- It is good practice and highly recommended that all remote communication between subject departments are through **MS Teams and or email**. Third party apps (such as WhatsApp etc) can blur the line between professional and personal communication.

The following will apply:

- The laptop/device will remain the property of Gorey Community School.
- School-owned laptops/devices are for **school-related work only** and may not be used for personal projects or entertainment.

- Staff members **should not give the laptop/device to anyone** else for use except ICT department for maintenance if necessary.
- Staff members will **report the theft** of a stolen laptop/device **immediately** to the ICT coordinator.
- 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, and by saving information to MS OneDrive).
- 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 must not be used to take pictures or videos of pupils-for whom expressed permission has not been received from their parents/guardians. Details of such pupils will be made available to staff by school management.
- All laptops will be returned to the ICT Coordinator at the end of the school year (latest date will be given during the school year) This is to facilitate the wiping and fresh install of all devices for the new academic year. (therefore it's vital that teachers save all their work files to MS OneDrive)
- As every teacher is now supplied with a school device, the **ICT department will no longer maintain teachers personal devices** phones/laptops/tablets.

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

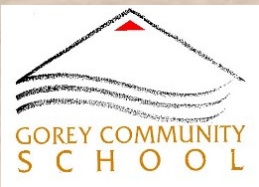
Amendment - 23/09/2022

If a fault occurs with your Stylus, Charger or Surface Go3 GCS will arrange for repair, however any lost Stylus, Charger or Surface Go 3 devices will need to be replaced by the teacher.

This policy is intended to facilitate the use of laptops/devices and related Information and Communication Technology by Gorey Community School staff in order to assist them in the areas of administration, communication, teaching and learning. This Policy will be updated from time to time in the light of experience and changing needs of the school.

Staff will be informed of any updates as they occur.

Paul McCloskey ICT Coordinator and Web Admin' paulmccloskey@gorey.cs.ie



Gorey Community School Staff Laptop/Device Usage Policy Acceptance Form

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

Condition on Issue	Condition on Return	New/Used/Damaged	New/Used/Damaged
Laptop/Device Number/code:			
Power Supply and Cord	<input type="checkbox"/>	_____	_____
Surface Pen	<input type="checkbox"/>	_____	_____
MS Surface Go 3 128GB	<input type="checkbox"/>	_____	_____
Carrying/Protective Case	<input type="checkbox"/>	_____	_____

Name Block Capitals : _____

Signed: _____ Date: _____

Office Use Only

Date Issued: _____ Date Returned: _____

Comments: _____

Paul McCloskey ICT Coordinator and Web Admin' paulmccloskey@gorey.cs.ie