

Policy on Safekeeping of Loaned ICT/AV Equipment



From time to time you may be authorised to take the Academy's ICT/AV equipment off site for your use as a teaching and learning tool. In particular you may be allocated an Academy laptop to use in this way. While the equipment is in your care the following points should be noted.

1. The equipment remains the property of the Academy. It is only for the use of the member of staff it is issued to and must not be loaned-on to any other person.
2. Do not use the equipment in an environment likely to cause damage e.g. dusty, wet, and do not leave the equipment unattended at any time unless in a secure location. The Academy's insurance cover provides some protection except if the equipment is left unattended or if it is left somewhere visible or unlocked e.g. within a car. If the equipment is lost, accidentally damaged or stolen any replacement cost not recoverable from insurance will be recovered from your department's capitation. If the equipment is stolen please report this in the first instance to the Academy's Head of Finance who will report the theft to the police.
3. If you intend to use the equipment outside of the UK please consult the Head of Finance regarding insurance cover before travelling.
4. Training in how to access the Academy's learning platform will be provided to new staff via the New Starter ICT Help Document and their Learning Leader. For technical advice please raise a request with the service desk.
5. Any telephone or broadband charges incurred by staff accessing the internet from home are not chargeable to the Academy.
6. You are reminded of the restrictions contained in the acceptable use policy which you have signed which apply to the loan equipment, particularly to laptops and particularly if subsequently connected to the Academy network. These include the interpretations below.
 - a. Only software licensed by the Academy, authorised by the Principal and installed by the Academy's ICT staff may be used on the Academy network.
 - b. Antivirus software is installed on laptops and will be updated when connection is made to the Academy network. You must not attempt to disable this software or to interrupt any updates or scans that run when connected to the Academy network or internet.
 - c. Sensitive data must not be kept on laptops unless encrypted. Be aware particularly of using home or public internet connections which may not have the same security as the Academy network and from which unauthorized users may be able to view your files. Keep secure your passwords to the Academy's remote systems e.g. Ranger, VLE, or Parent Portal.
 - d. Under no circumstances should staff attempt to fix suspected hardware faults or attempt to upgrade or install hardware in any way, not least because this may invalidate any warranty. Should any faults occur the Academy's ICT staff must be advised as soon as possible so that they may undertake any necessary repairs or warranty claims.
 - e. You are reminded of the part of the acceptable use policy which refers to responsibility for files saved in your areas. This applies in particular to laptop hard drives and pen drives in your care. All user files may be deleted immediately on return of equipment so you are advised to make backups of your data before returning the equipment.

Reviewed at Resources Committee: 20th November 2018

Next Review Date: Autumn Term 2019

This document is part of the group which includes Freedom of Information, Information Risk Management and Online Safety Policies.