The Bosco Centre	
Policy:	**Staff Laptop Policy**
Applies to:	**College, Independent school, Nursery and Youth club**
Reviewed:	**November 2018**
Next Review:	**November 2019**

The equipment shown above is issued by Bosco Centre to the member of staff indicated. The equipment is issued subject to the following conditions:

1. The equipment remains the property of Bosco Centre at all times and must be returned to the college at the end of the lease agreement or contractual period. The equipment nominated above is the sole responsibility of the named individual.

2. Maintenance of the equipment is the responsibility of the ICT support department. All maintenance issues must be referred to the ICT support department, through the usual channels.

3. From time to time, it will be necessary for the ICT support department to perform software updates and maintenance for which the equipment must be made available in college when requested.

4. All installed software MUST be covered by a valid license agreement held by the school.

5. All software installation MUST be carried out by the ICT support department in accordance with the relevant license agreements.

6. When equipment is to be used to access the internet other than by the school broadband connection users MUST ensure that spyware protection software, antivirus software and a firewall are installed. Connection to the internet should not be by wireless router, unless the wireless connection signals it is fully encrypted and password protected.

7. No software should be removed, uninstalled or disabled under any circumstances. Any software problems should be reported through the usual support channels.

8. Protective software must be updated regularly. For laptop computers, it will be necessary to connect them to the school network to update the antivirus software. This should be done regularly with updates continuously added automatically during normal in school use at least twice a weekly.

9. The user of the equipment is responsible for all personal files and data stored on the equipment. Backup of the data is the responsibility of the user. It is strongly recommended that all data is regularly backed up, either to a CDRW disk, a memory stick or to the school network.

10. The ICT support department cannot be held responsible for loss of data in the event of either a hardware or software failure or user error.

11. Internet usage is subject to the school e-Safety Policy, and is detailed in, paragraph 4.1 entitled 'Use of Internet facilities, mobile and digital technologies', and subject to the Acceptable Usage Policy.

12. If school equipment is to be used by anyone other than the member of staff responsible for it that user must have a separate account set up by the ICT Support Department. The laptop must remain in the users' possession at all times.

13. Equipment is insured by the college whilst on school premises. Whilst in transit it is only covered if it is in the possession of the user. If the equipment is in a situation where it is not covered by the college insurance, users are responsible for organising their own insurance.

Name of recipient

Recipient's Signature

Date of Issue