



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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| Document Type                                    | Policy                                  |
| Document Name                                    | Safekeeping of Loaned ICT/AV Equipment  |
| Originator                                       | Rosie Hay                               |
| Approved by                                      | Resources                               |
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| This document is part of the group which include | Data Privacy and Online Safety Policies |
| Equality Act 2010 fully considered               | Yes                                     |
| EIA Form Completed                               | Yes                                     |

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## Safekeeping of Loaned ICT/AV Equipment

1. From time to time you may be authorised to take the School's ICT/AV equipment off site for your use as a teaching and learning tool. In particular you may be allocated a School laptop to use in this way. While the equipment is in your care the following points should be noted.
2. The equipment remains the property of the school. 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.
3. 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 school'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 school's Head of Finance who will report the theft to the police.
4. If you intend to use the equipment outside of the UK please consult the Head of Finance regarding insurance cover before travelling.
5. Training in how to access the school's learning platforms 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.
6. Any telephone or broadband charges incurred by staff accessing the internet from home are not chargeable to the school.
7. 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 school network. These include the interpretations below.
  - 7.1. Only software licensed by the school, authorised by the Headteacher and installed by the school's ICT staff may be used on the school network.
  - 7.2. Antivirus software is installed on laptops and will be updated when connection is made to the school network. You must not attempt to disable this software or to interrupt any updates or scans that run when connected to the school network or internet.
  - 7.3. 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 school network and from which unauthorized users may be able to view your files. Keep secure your passwords to the school's remote systems.
  - 7.4. 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 School's ICT staff must be advised as soon as possible so that they may undertake any necessary repairs or warranty claims.
  - 7.5. 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.