

PROCEDURE 37: STAFF LAPTOP USE

Rationale

The school acknowledges the importance to teaching of the use of lap-top computers. As such it supplies by or through the school lap-tops to its staff. This procedure addresses the use of such computer equipment both at school and outside of school. This procedure is to be read in conjunction with School Procedure 36: Computer and Other Digital Devices Acceptable Use.

Policy Statement

Staff supplied with lap-top computer equipment by or through the school must use them in a responsible, professional and ethical manner. They must not allow the use of this equipment by anyone not authorized to do so, including family members.

Lap-tops are to be used primarily for school and professional related activities with private and personal use to be kept within a permitted limited level.

Policy Guidelines: These form the agreement for use that must be signed by each staff member who is issued with a school laptop computer.

1. Staff lap-top holders should avoid engaging in any unreasonable activity in their use of the equipment, including any that:
 - affects the ability of other staff to meet their obligations to the school
 - is for personal profit
 - is for political reasons that are unrelated to education
 - brings the school into disrepute
 - causes harassment or offence to others
 - incurs unreasonable cost
 - breaches NZ laws
 - overloads shared systems by sending or receiving excessive amounts of material
2. Staff are to observe high ethical standards in lap-top use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, objectionable material, viruses, virus hoaxes, chain letters.
3. Staff must use the internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
 - accessing material of an objectionable nature, such as pornographic images
 - carrying out gambling or personal business activity
 - disseminating material of an objectionable or defamatory nature
 - hacking or carrying out malicious attacks on electronic systems, including deliberately introducing a virus
 - any activity that would constitute a breach any school policy or school procedure
 - using another teacher's email account to send messages or using false identification on any internet service
 - any activity that would be considered harassment, including sending offensive material and repeated unsolicited email

4. Lap-top users are to respect the copyright on software, music, images, text etc, by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your lap-top beyond the amount allowed by the school's copyright license.
5. In the event of loss or damage when in their care away from school staff are required to pay the excess applicable to the insurance coverage or the full cost of repairs whichever is more appropriate.
6. The School Board reserves the right to audit all school computer use.
7. Teachers are required to have their laptops at school during school hours.

Signature of User:

Date:



C. Stevenson
PRINCIPAL

Dated: 15 March 2022