

Ricards Lodge High School ICT Hardware and Software Policy

Please be aware that any computer equipment remains the property of Ricards Lodge High School at all times. It is expected that all equipment will be returned in the same condition as it was issued.

The statements below help to protect students, staff and the school by clearly stating what use of the computer resources are acceptable and what are not.

- Copyright and intellectual property rights must be respected.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- All software must be authorised by the ICT department prior to it being loaded onto a computer.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Any breach of the above may result in disciplinary and/or criminal proceedings.

I agree to cover the cost of:

*Any required repairs that do not fall within the scope of reasonable/easily explained wear and tear

*A replacement laptop in the event the original is damaged beyond repair or lost in circumstances of my own making

Staff Signature: _____

*This is based on the opinion of the ICT Manager in conjunction with the SLT and the final decision rests with the Head teacher

LAPTOP LOAN

Name:
Item:
Make:
Model:
Serial Number:
School Registration Code:
Date issued:
Laptop Bag:
Signed:
Return of Laptop Technician Check and Comment on Condition of laptop
Technician Signature:
Date: