



# The Meadow Community Primary School and Pre-School



Head Teacher: Mrs K McGovern  
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## Staff technical equipment policy. This covers staff laptops, iPads and memory sticks.

<b>Issued to</b>	
<b>Laptop ___ serial number</b>	
<b>iPad ___ serial number</b>	
<b>Number of memory sticks</b>	
<b>Date issued</b>	
<b>Date returned</b>	

The equipment shown above is issued by The Meadow Community Primary School to the member of staff named above. The equipment is issued subject to the following conditions:

1. The equipment remains the property of The Meadow Community Primary School and Pre-School at all times and should be returned to the school at the end of the lease agreement or contractual period. The equipment is the sole responsibility of the named individual.
2. Maintenance of the equipment is the responsibility of the computing department. All maintenance issues must be referred to the computing department via the Padlet web page.
3. From time to time it will be necessary for the computing department to perform software updates and maintenance for which the equipment must be made available in school when requested.
4. Any software that you require must be requested and downloaded via the computing department so that we can ensure the licensing is valid. Software should not be downloaded by the individual.
5. Antivirus software must be updated regularly. Your devices will update automatically and therefore need to be in school to connect to the network at least once a week.



6. The user of the equipment is responsible for all personal files and data stored on the equipment. It is recommended that all data is backed up via the school server. Sensitive data should not be kept on a device that does not have a password encryption.

7. Technical equipment can be fragile and therefore must be cared for properly. All equipment should be kept/stored in the original case or bag provided from the computing department and should be kept in a secure location when not in use. If protective covers are compromised this should be reported to the computing department immediately and the device should be returned in order for a replacement to be acquired.

8. Internet usage is subject to the e-safety and acceptable use policies. Filtering systems do not apply on your home network and therefore extra care should be taken.

9. Equipment is insured by the school whilst it is on the school premises or the registered user's home. Whilst in transit it is only covered by the school insurance if it is in the possession of the user and therefore should not be left unattended.

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I, \_\_\_\_\_, confirm that I have read the staff technical equipment policy in full.

I understand and agree to the conditions stated in the policy.

I confirm I have received the equipment named in this policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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\*For computing department only.

Policy received by \_\_\_\_\_

Date \_\_\_\_\_

September 2017

Agreed by the Local Governing Body on 14<sup>th</sup> September 2017

Signed:

A handwritten signature in black ink, appearing to read 'Steve Lilley', is written over a horizontal line. The signature is enclosed within a thin black rectangular border.

Mr Steve Lilley Chair of the Local Governors

To be reviewed in September 2020