# PORTABLE TECHNOLOGY

Portable technology refers to equipment such as laptops, tablets, smartphones, external hard drives and memory sticks. Teachers and certain other staff in the school are allocated some or all of such items in order to undertake their professional roles.

Any member of staff issued with items of portable technology is required to sign a document to confirm that they agree to adhere to the principles in this policy and that they accept responsibility for the care of the item(s) and any data contained on them. Items issued to staff remain the property of the school and must be handed back on termination of employment with the school.

The risks in the use of portable technology include, but are not limited to:
- Loss or theft of school property
- Exposure of sensitive data
- Damage to school property

## Protective Measures
Staff are expected to exercise reasonable care and take the following precautions:
- Use a protective case to transport the item.
- Exercise appropriate care in the use of and placing of the equipment whilst in their care.
- Users must ensure that all portable technology in their care has a secure password login or encryption.
- When the user moves away from the portable technology that they have been using, it must be set to automatically log out or for a screensaver to start so that a password is required to begin using the item again.
- Staff must not remove anti-virus software nor disable firewall settings.
- Staff should only install programmes or apps which have been discussed and agreed with the school on portable technology provided by the school.
- All items provided by the school should be regularly backed up using secure devices either issued by the school or agreed with the school.
- Staff issued with portable technology must arrange all necessary insurance (eg car and house) to cover the items whilst in their possession offsite.
- Items should not be left unattended in a parked vehicle.
- Items provided to staff for their professional role are not for the use of their wider family and friends.
- Staff should report any damage or security incidents (such as virus infections) promptly to the school.

## Personal Use
Whilst it is known that personal use of technology helps to develop the user's skills, bringing clear benefits to the school, the balance of use is expected to be predominantly weighted on the side of professional use. Users need to be conscious of the fact that excessive use of items such as these for personal use would leave them open to tax liabilities.

## Inappropriate Materials or Use

Users of the school's portable technology must be aware that the law places clear restrictions on the types of materials which can be accessed or posted legally. They need to also be aware that certain actions on their part, whilst not breaking the law, would be deemed completely unacceptable due to their position working in a school.

Clearly the school would not sanction such conduct when using equipment provided by the school, and such use could potentially result in dismissal, but there would be equal concern about such conduct even when using non-school equipment.

## Social Media

*(Please note: This section will be repeated as part of the ICT Acceptable Use Policy when it is updated)*
It is widely recognised that social media has many positive uses in a school environment, but as with almost every other method of communication, it is open to abuse.
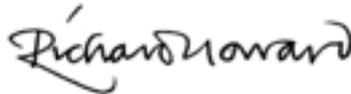
Staff are expected to exercise the same moral standards in how they use social media as are expected in all other aspects of their professional role. The school explicitly requests that staff only refer to the pupils and to their own work at the school in positive contexts in public, and this applies to the use of social media just as it does to casual conversations. Staff should not post anything on social media that damages the reputation of the school, regardless of whether in doing so staff identify themselves as a member of staff on their social media account.

Staff should also make themselves familiar with the OCC document 'Simple Guidance Social Networking Sites' for a broader overview of issues to do with posting or accessing media and considerations about suitability of making contact with pupils, ex-pupils and their families.

**Reviewed by:**    Sean O'Sullivan                                **Date:** October 2016

**Approved by Governors:**    *Richard Howard*                **Date:** 3rd October 2016

## Portable Technology Policy

I have read, understood and will comply with the Portable Technology Policy.

Name  …………………………………………………

Signed …………………………………………………

Date   …………………………………………………