



# Sperrin Integrated College Acceptable Use Policy for Laptop and Tablet Computers

Laptop \ Tablet \_\_\_\_\_ Serial Number \_\_\_\_\_

Staff Member \_\_\_\_\_ Department \_\_\_\_\_

This policy should be signed by any member of staff who will take a laptop or tablet away from the school.

I understand that I am the *nominated member of staff* for this laptop \ tablet, and I agree that:

(Please tick each box)

Ownership of this laptop \ tablet rests with Sperrin Integrated College, and that I may retain it for school use while in the employment of this school.	
Use of the laptop \ tablet, both in and outside school, is subject to the school's Acceptable Use Policy.	
The facility to install software should only be used to load resources which are licenced and which are appropriate for school needs. In particular, laptop \ tablet users may not install alternative versions of updates or any hacking tools and should not switch off the firewall.	
If the laptop \ tablet is removed from school, alternative insurance cover must be provided (or replacement liability accepted) both for car and other locations.	
The laptop \ tablet may be used outside school for Internet use with any Internet Services Provider (ISP). <b><i>It is the responsibility of users to ensure that confidential information is not saved to the laptop / tablet.</i></b>	
The laptop \ tablet should not be given or lent or used by anyone other than the nominated member of staff when outside school.	
If the laptop \ tablet is lost or stolen, the school should be notified immediately.	
The laptop \ tablet must be returned to school if the nominated member of staff ceases employment with the school.	

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_