



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

## GREENFIELD SCHOOL

### IPADS, LAPTOPS AND PORTABLE MEDIA AUP

Wayne Murphy, Head Teacher.  
Rachel Faulkner, Deputy Head - Standards  
Carol Conway, Deputy Head - Wellbeing  
Gwyn Daniels - Assistant Head



## ' Opening Doors To The Future ' ' Agor drysau i'r dyfodol '

Original Completion Date

November 2015

Author

Kira John, Teacher

## **MONITORING THE POLICY**

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: ..... Date: .....

Head teacher

Signed: ..... Date: .....

Chair of Governors

**Review Date**

**Author**

## **Our Vision**

'To open doors to the future'

## **Our Mission Statement**

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

## **Aims**

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

## **Our Values**

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

### **Everyone has the right to:**

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

### **Everyone is expected to:**

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

## Introduction

Greenfield School is committed to improving the access to learning and the personal development opportunities of its pupils and staff. We believe the use of the ICT technology including laptops, portable media and the Apple iPad in teaching and learning can help towards these goals. Staff iPads/ laptops and portable media are provided to teaching staff for this reason.

The security of personal data on laptops, I pads and portable media is rightly seen as a high risk area. This document provides policy and guidance to cover the security of this area.

Portable media/devices means any of the following:

- Laptop computer, notebook computer, netbook, I pad etc.
- PDA
- Tablet
- USB Memory Stick
- CD/DVD

**Personal Data** is defined as any information relating to an individual who can be identified either from the data, or from that information used in conjunction with other information that may be available.

**Confidential Data** is privileged or proprietary information that could cause harm (including reputational damage) to the School or individual(s) if compromised through alteration, corruption, loss, misuse, or unauthorised disclosure.

## Aims

This policy is intended to ensure that any information used or accessed by staff is protected against unauthorised access or modification when stored or accessed on any portable media or device.

## Applicability

This policy applies to all staff within the school, using school portable media/devices.

Staff must take personal responsibility for adhering to this policy and should treat School information with the same care that they would expect to be applied to any personal or confidential data held about them.

## Policy Principles

- All ICT equipment including laptops, iPads and portable media remain the property of Greenfield School and are for use **only** by you, support staff and pupils in your class. They must not be loaned to other adults or pupils without agreement from the Head teacher.
- All users must sign and fully comply with the Greenfield ICT Acceptable Usage Policy and E-Safety Policy.
- The ICT equipment is electronically linked to school systems. They may be storing picture and video images of pupils along with other personal information. This means you must fully comply with high standards of **data protection**.
- Users shall not change the configuration of any school owned portable computer device.
- All school laptops, USB memory sticks, I Pads and similar devices must be encrypted.
- All laptops, I pads and USB memory sticks and other portable media/devices must be kept secure at all times by the staff member responsible for them.
- No passwords or encryption keys shall be disclosed to any other members of staff, family members etc.

- You (and only you) may take the password protected iPad off-site if you plan to use it in a way that will benefit the school. Insurance cover provides protection from the standard risks whilst the iPad is on the school site or in your home **but excludes** theft from your car or from other establishments. Should you leave the iPad unattended and it is stolen you will be responsible for its replacement and may need to claim this from your own insurance company.
- At home, equipment should not be left where it would attract the interests of the opportunist thief and also located out of sight of the casual visitor.
- ICT equipment in transit shall be kept in the boot of a vehicle and not in display of an opportunist to minimise the risk of theft. No portable devices/media shall be left in a car overnight.
- Loss or damage of a device should be reported to the ICT co-ordinator or head teacher. If necessary the device will be remotely locked or wiped.
- Usage of the ICT equipment will be closely monitored by the Head and ICT Co-ordinators.
- All the ICT equipment is expensive and they are fragile items their use must be supervised at all times. iPads should only be used when the teacher believes that all pupils present are capable of using them sensibly.
- You are responsible for looking after the ICT equipment. When left unattended they must be locked in a secure cupboard in your classroom. The whereabouts of these iPads should be reported to the Head or ICT co-coordinator but not be divulged to adults or pupils outside your class team.
- These iPads are configured with certain restrictions in place. You must not try to make changes to the devices that are pass code protected.
- Any connection cost incurred by accessing the internet from outside school is not chargeable to the school.
- All equipment will be checked regularly for safety and for compliance with school policies. Outcomes will be reported to the Head teacher.
- If you leave the employment of the school the iPads must be returned in good condition to the Head before your official leaving date.