

# Staff tablet usage policy

## Onside Coaching



**Approved by:** Adrian Bevan

**Date:** 28-11-2018

**Last reviewed on:** 28-11-2018

**Next review due by:** 28-11-2019

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## **1. Data Protection and Security**

- Do not set up your personal email address on this device.
- The ability to purchase and download APPS on your device has been disabled. If there is an APP that you feel you need to assist you in the delivery of your job, then please speak with Head Office.
- Do not to sign into your personal social media accounts, e.g., Twitter; Facebook; LinkedIn.
- You must set an enhanced password on your device, which is changed at a minimum of once per term.
- The password for your device must be unique, and must not be recorded. If a password is forgotten, your device must be returned to Head Office to be reset
- You must not jailbreak your device, or otherwise hack, or tamper with it.

## **2. User Responsibility**

- Your device must be in a protective case at all times.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- Do not keep, or leave your tablet unattended in vehicles.
- Keep your device safe and secure at all times. You should know where your device is at all times.
- Ensure your battery is charged, and ready for school use each and every morning.

## **3. Lost, Damaged or Stolen Devices**

- If your device becomes lost or stolen, report it to the Head Office as a matter of urgency.
- If your device has become damaged, return it to the Head Office as a matter of urgency.
- You must not carry out repairs on your device.
- You must not solicit any individual or company to repair your device on your behalf.

## **4. Safeguarding and E-Safety**

- All device usage is subject to the rules and guidelines of Onside Coaching's E-Safety policy. Anyone in breach of this policy may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Do not tamper with the devices belonging to other members of staff. Anyone found trying to access another staff member's device or associated content will be subject to disciplinary action.
- If a device is found, return it immediately to the Head Office.
- The ability to take photographs on your device has been disabled. If you require use of the camera on your device for a particular purpose in relation to your job, then please speak with Head Office.

- As with all other devices, outlined within our ICT and Safeguarding policies, you are strictly forbidden from using your device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
- You are forbidden from utilising your device to partake in illegal activities of any kind
- Do not use your device to post images, movies, or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded. Where this includes students, refer to the head teacher, and ensure that full permission has been received from the head, as well as parents/guardians before a post is made.
- Your device and any content are subject to routine and ad-hoc monitoring by the Head Office. You must hand over your device upon request by any member of staff. Any checks to your device will be on a random basis, but will take place at least once every half-term.
- You must ensure compliance with the E-Safety policy when using your device.

## 5. Personal Use

- Your device is not permitted for personal use. It has been provided for work-related use only.
- Refer to Onside Coaching's E-Safety policy for guidelines on utilising your device to browse the internet outside of school.
- Do not grant access to anyone, unless expressly authorised to do so by the head teacher.
- Staff are prohibited from taking or storing personal photos/videos on devices as these may be seen in school by students or other staff.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_