

CRACKLEY BANK PRIMARY SCHOOL

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Device User Agreement - Staff

This agreement is between Crackley Bank Primary School and _____ and is valid from _____ until the device is required to be returned to the school.

Crackley Bank Primary School has created this agreement to ensure that _____(name) understands their responsibilities when using school-owned devices, such as mobile phones and tablets, whether on or off the school premises.

Please read this document carefully, ensuring you understand what is expected, and sign below to show you agree to the terms outlined.

The school

Crackley Bank Primary School retains sole right of possession of any school-owned device and may transfer the device to another teacher if you do not, or are unable to, for any reason, fulfil the requirements of this agreement.

Under this agreement, the school will:

- Provide devices for your sole use while you are a permanent full-time or part-time teacher at the school.
- Ensure devices are set up to enable you to connect to, and make effective use of, the school network.
- Ensure the IT support Team have installed the necessary security measures on any school-owned device before your use – including, but not limited to, the following:
 - Firewalls
 - Malware protection
 - User privileges
 - Filtering systems
 - Password protection and encryption
 - Mail security technology
 - Tracking technology
- Ensure that all devices undergo regular checks and updates by the IT support Team in line with school policy:
- Plan and manage the integration of devices into the school environment, and provide the professional development required to enable you to use the devices safely and effectively.
- When required, expect you to pay an excess for accidental damage or loss repair/replacement costs, where loss or damage is a result of your own negligence.

Under this agreement, you will:

Overall use and care

- Bring the device and charging unit to the school each day and keep the device with you, or within your sight, at all times.
- Transport the device safely using the cover and carry case, if necessary, issued with the device.
- Not permit any other individual to use the device without your supervision, unless agreed by the headteacher.
- Take responsibility for any other individual using the device.
- Provide suitable care for the device at all times and not do anything that would permanently alter it in any way.
- Lock the device screen when not in use with a passcode/word.
- Keep the device clean.
- Store devices in a lockable cupboard or classroom during lesson times.
- Ensure all devices are switched off or set to silent mode during school hours.
- Immediately report any damage or loss of the device to the headteacher
- Ensure any tracking technology applied is active at all times.
- Immediately report any viruses or reduced functionality following a download or access to a site, to the IT support Team.
- Be prepared to cover the insurance excess, repair or replacement of the device when the damage or loss has been a result of your own negligence.
- Make arrangements for the return of the device and passcode to the Office Manager if your employment ends or if you will be away from the school for more than one week.

Using devices

- Only use the devices that have been permitted for your use by the headteacher.
- Only use devices for educational purposes.
- Only use apps that are GDPR-compliant and from reputable sources.
- Ensure that any personal data is stored in line with the GDPR.
- Only store sensitive personal data on your device where absolutely necessary and which is encrypted.
- Ensure any school data stored on a device is encrypted and pseudonymised.
- Give permission for the IT support Team to erase and wipe data off your device if it is lost, or as part of exit procedures.
- Obtain permission prior to accessing learning materials from unapproved sources.
- Not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
- Not share any passwords with pupils, staff or third parties unless permission has been sought from the headteacher.
- Not install any software onto your device unless instructed to do so by the IT support Team or headteacher.
- Ensure your device is protected by anti-virus software installed by the IT support Team.
- Not use your device to take images or videos of pupils, staff or parents unless permission has been granted from the headteacher.
- Not store any images or videos of pupils, staff or parents on your device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- Not use your device to communicate with pupils or parents, unless permission has been sought from the headteacher.
- Not use your device to send any inappropriate messages, images or recordings.

- Ensure that your device does not contain inappropriate or illegal content.
- Only access social media sites as approved by the headteacher on your device, and ensure they are used in accordance with the Technology Acceptable Use Agreement.
- Allow the IT support Team to monitor your usage of your device, such as internet access, and understand the consequences if you breach the terms of this agreement.

Insurance cover provides protection from the standard risks whilst the device is on the school premises or in your home but excludes theft from your car or other establishments. Should you leave the device unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your insurance company or pay yourself.

Failure to agree to, or abide by, these terms will lead to the device being returned to the school and serious breaches may result in disciplinary action.

I certify that I have read and understood this agreement and ensure that I will abide by each principle.

Signed:

Date:

Print name:

Device model and number:

(Headteacher)

Signed:

Date:

Print name: