

LCA Laptop Protocol

FOR TEACHERS:

- Laptops will be stored in a charging trolley and locked in room 604
- Ensure all laptops are returned to the charging trolley and are connected correctly.
- Assign devices (1 -18) to students during every class in use and ensure an accurate record is maintained.
- Back-up student work to external hard drive when required (at least once every 2 weeks).

FOR STUDENTS:

1. Students will use their office 365 login details to access the device.
2. Students must ensure they sign-out of the device correctly after each use.
3. Any work completed must be saved to the students one drive account with the necessary labels (e.g., IT Folder – input devices). - Any material saved directly to laptop will be deleted.
4. Students must use Laptop assigned (1 – 18) and are responsible for their safe handling. - students must sign the log when taking AND returning device to/from trolley.
5. Students will not delete the search history in the internet browser.
6. Students are not allowed to use any app which is unrelated to class work during class.
7. Downloading / accessing social media sites on laptop device is strictly prohibited.
8. Use of cameras / video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. The user agrees that the camera will not be used to take any inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
9. Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

10. Malicious Use / Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

11. Laptops must never be left unattended or in any unsupervised area.

12. Students will report any problems, damage, or theft immediately to the class teacher.