



LAPTOP – IPAD USAGE FOR TEACHING STAFF PROCEDURE

AIM

Teachers are provided with ICT tools to enhance teaching and learning.

PURPOSE

To provide teachers with the opportunity to:

1. Develop new ICT skills
2. Access online professional development opportunities and support
3. Create, access and share learning and teaching resources
4. Use ICT as a teaching resource and as a management tool

GUIDELINES

1. The Board of Trustees will provide 100% financial support for a base model laptop for teachers eligible for the MOE subsidy under the 'Laptops for Teachers' and 'Laptops for Principals' schemes ('the schemes').
2. The ICT Co-ordinator will arrange for the laptops to be set up so they are able to be connected to the school's network.
3. Teachers participating in the schemes will be required to sign and abide by the Laptop Agreement between the teacher and the school.
4. Laptops will be subject to audit and maintenance at any time. Given 24 hours' notice, teachers must make their laptops available at school for audit and maintenance.
5. Teachers provided with laptops through the schemes will undertake professional development as required, to ensure that laptops are used effectively for school related activities.
6. Laptops provided through the schemes are for the **sole use of the teacher it has been issued to.**
7. Teachers on leave for less than 12 weeks may retain their laptop. The ability for teachers to retain their laptops when on leave for 12 weeks or longer will be considered on a case by case basis by the BOT on the recommendation of the Principal.
8. When travelling by plane the laptop must be taken on as cabin luggage. Teachers wishing to take their laptop out of New Zealand must consult with the Principal prior to his/her departure to establish the current MOE guidelines.
9. Teachers resigning from the School must surrender their laptops to the Principal prior to their departure date. A teacher gaining the Principal's position at the School must also surrender his/her laptop upon commencing their new position.
10. If the school finds itself in the position of having a spare laptop in the school, the laptop must be reallocated to another eligible teacher for the MOE subsidy to continue. It will be reassigned to a teacher eligible for an MOE subsidised laptop on the recommendation of the Principal using the following priorities:
 - a) Full time, permanent senior teachers/management
 - b) Full time, permanent teachers
 - c) Part time, permanent senior teachers/management
 - d) Part time, permanent teachers
 - e) Full time, fixed term/senior teachers/management

- f) Full time, fixed term/relieving teachers
- g) Part time, fixed term/relieving senior teachers/management
- h) Part time, fixed term/relieving teachers.

If all eligible teachers already have a laptop under the schemes the BOT may elect to retain the laptop and pay the ineligible price. In this case, the Principal will reassign the laptop using the above priorities.

11. Laptops must be kept secure at all times. At school this means putting them in a locked cupboard or locking the room and easily accessible windows, if the laptop is to be out of the teacher's sight. Out of school this means keeping the laptop in a secure locked building when nobody is home and out of sight of unlocked doors and open windows when it is not in use. Laptops left in a vehicle must be out of sight, in the boot where the vehicle has one, and the vehicle must be locked. The school will provide a lockable cupboard at school for laptops to be kept in
12. If loss, damage or theft of a laptop is, in the opinion of the BOT, caused by negligence, the teacher will be required to pay the excess payment. Refer to the MOE website (www.minedu.govt.nz) for the current excess amount.
13. Teachers **must avoid** using their laptop to engage in any unreasonable activity, including any that:
 - affects the ability of other staff to meet their obligations to the school
 - is for personal profit
 - is for political reasons
 - brings the school into disrepute
 - causes harassment or offence to others
 - incurs unreasonable cost
 - breaches New Zealand laws
 - overloads shared systems by sending or receiving excessive amounts of material.
14. Teachers should observe high ethical standards in laptop use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to: objectionable material, viruses, virus hoaxes, and chain letters.
15. Teachers must use the Internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
 - accessing material of an objectionable nature, such as pornographic images
 - carrying out gambling or trading activity
 - disseminating material of an objectionable or defamatory nature
 - 'hacking' or carrying out malicious attaches on electronic systems, including deliberately introducing a virus
 - any activity that would constitute breaking any school policy
 - using another teacher's email account to send messages or using false identification on any internet service
 - any activity that would be considered harassment, including sending offensive material and repeated unsolicited email.
16. Teachers should respect the copyright on software, music, images, text, etc. by not making unauthorised copies of copyrighted material or loading unauthorised copies of copyrighted material onto their laptop.

Review Responsibility: *Principal, DP, BOT Staff Representative & ICT Co-ordinator*

Date Confirmed: 9 November 2020

Principal: *Karla Mitchell*