

Hauraki Primary School  
Policy Document

**Teachers' Laptop Usage**

**Rationale:**

To address teachers' use of portable computer equipment supplied by or through the school.

**Purpose:**

To ensure appropriate and responsible use of school laptops by teachers.

**Guidelines:**

1. The leased laptop computer may be used for as long as the teacher concerned is a permanent, full-time or part-time teacher at the school. The school may request a laptop remains at school if a teacher is on leave with or without pay.
2. The teacher shall take all reasonable care to look after the laptop.
3. Teachers are expected to always provide suitable care and security of the laptop computer and immediately report any damage or loss of the laptop to the school. The leasing company has ongoing rights to the laptop.
4. Teachers will be expected to pay an excess for accidental damage or loss, or repair, replacement costs where the loss or damage is a result of their own negligence.
5. Laptop usage outside school hours is encouraged but it is for the teacher's sole use, and principally for school related activities as directed by the Principal or Hauraki School Board (the Board).
6. When using laptops, teachers must ensure that they avoid accessing, downloading, distributing or publishing offensive, dangerous, inappropriate or illegal material that may bring the school into disrepute.
7. The school has the right to inspect and review computer files held on the laptop at any time.
8. The school will meet ongoing costs of leasing each laptop and this will be part of the operational expense costs.

Signed: 

Date: 23/5/22

Presiding Member of the Board

Review Date Term 2/2025