

Hauraki Primary School
Policy Document

Teachers Laptop Usage

Rationale

Hauraki School staff will be responsible and productive users of Information and Communication Technologies (ICT) in the school and in society in accordance with the values of Hauraki school the principles and values in the New Zealand curriculum.

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 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 the 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 maintains full rights to access all information and records held on our electronic equipment and systems (including email use and internet access), including where such equipment and systems have been used for personal use.
8. The school will meet ongoing costs of leasing each laptop and this will be part of the operational expense costs.

Signed:  _____

Date: 11-05-2026

Presiding Member of the Board

Review Date: Term 2 2029

Related policies:

- Computer Security and Cybersecurity
- Digital Technology Use and Safety
- Professional Development
- Staff Discipline