

Policy for tablet usage in schools

Onside Coaching



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Overview

All Onside Coaching staff have read, agreed and signed our 'Staff Tablet Usage Policy'. By doing so they have agreed to abide by the rules we have set for using a tablet whilst on school property, the details of which can be found below.

1. Data Protection and Security

- Coaches are not permitted to set up personal email addresses on their device.
- The ability to purchase and download APPS on their device has been disabled. If there is an APP that the coach feels they need to assist them in the delivery of their job, then this must go through Head Office.
- Coaches are not permitted to sign into personal social media accounts on their device, e.g., Twitter; Facebook; LinkedIn.
- Coaches must set an enhanced password on their device, which is changed at a minimum of once per term.
- The password for their device must be unique, and must not be recorded. If a password is forgotten, their device must be returned to Head Office to be reset
- Coaches must not jailbreak their device, or otherwise hack, or tamper with it.

2. User Responsibility

When using their device, the coach must ensure that:

- Their device is kept in a protective case at all times.
- They handle their device with care and respect. They do not throw, damage, place heavy items on, or intentionally drop their device.
- Only approved cleaning materials are used to clean their device, such as laptop or tablet sprays and cloths.
- They do not keep, or leave their device unattended in vehicles.
- They keep their device safe and secure at all times. They should know where their device is at all times.
- The battery is charged and ready for school use each and every morning.

3. Lost, Damaged or Stolen Devices

- If the coach's device becomes lost or stolen, they must report it to the Head Office as a matter of urgency.
- If the coach's device becomes damaged, they must return it to the Head Office as a matter of urgency.
- Coaches must not carry out repairs on their device.
- Coaches must not solicit any individual or company to repair their device on their behalf.

4. Safeguarding and E-Safety

- All device usage is subject to the rules and guidelines of Onside Coaching's E-Safety policy. Anyone in breach of this policy may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Coaches must not tamper with the devices belonging to other members of staff. Anyone found trying to access another staff member's device or associated content will be subject to disciplinary action.
- If a device is found, coaches must return it immediately to the Head Office.
- The ability to take photographs on all coach devices has been disabled. If a coach requires use of the camera on their device for a particular purpose in relation to their job, then they must get this agreed with Head Office.
- As with all other devices, outlined within our ICT and Safeguarding policies, coaches are strictly forbidden from using their device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
- Coaches are forbidden from utilising their device to partake in illegal activities of any kind
- Coaches must not use their device to post images, movies, or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded. Where this includes students, the coach must refer to the head teacher, and ensure that full permission has been received from the head, as well as parents/guardians before a post is made.
- All devices and any content are subject to routine and ad-hoc monitoring by the Head Office. Coaches must hand over their device upon request by any member of staff. All checks to individual devices will be on a random basis, but will take place at least once every half-term.
- Coaches must ensure compliance with the E-Safety policy when using their device.

5. Personal Use

- Coaches are not permitted to use their device for personal use. They have been provided for work-related use only.
- Coaches must refer to Onside Coaching's E-Safety policy for guidelines on utilising their device to browse the internet outside of school.
- Coaches must not grant access to anyone, unless expressly authorised to do so by Head Office.
- Coaches are prohibited from taking or storing personal photos/videos on devices as these may be seen in school by students or other staff.