



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

**Kamo Primary School**

## **NAG 4 - Policy and Procedure Computers and Mobile Devices**

### **Rationale**

The school is aware that their teaching staff and some other selected staff members are required to have their own computer to allow them to complete the requirements of the position they hold. These computers may be stand alone computers or laptops. The school is also aware that classrooms require the use of mobile devices such as iPads to support their students' learning. Staff at Kamo Primary School are not required to contribute to the cost of their computers or mobile devices. However, they must be aware that these are owned by and remain the property of the school.

### **Guidelines**

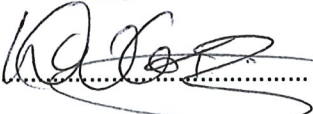
The following guidelines apply to all computers and mobile devices that are provided by the school. It is the responsibility of the staff members using these to ensure the following occurs:

- Use the computers and mobile devices for the purposes they were provided for.
- Provide suitable care and security at all times. This includes mobile devices being kept in locked cabinets when not in use, and overnight.
- Regularly install updates as they become available.
- Report any technical problems immediately.
- Report any damage or loss to the school immediately. If the damage or loss results from your negligence, you may be asked to cover the excess, or the cost of repair or replacement.
- Return the computer or mobile device to the school when you leave, resign, or will be away from the school for an extended period of time.

It is the responsibility of staff members to determine who else accesses and uses their computer or mobile device in times when the approved staff member is not using it. Staff will be held responsible for any user of their computer who accesses inappropriate, illicit or illegal materials and websites. The school has the right to look at the contents or history of all computers or mobile devices belonging to Kamo Primary School at any time.

The school is responsible for advising staff of the school's insurance policy conditions that apply to the computers or mobile devices that have been allocated to them.

Signed: .....  ..... Principal

Signed: .....  ..... BoT Chairperson

**Reviewed:** Term 2, 2021

**Review date:** Term 2, 2024