

Mobile Technology Security & Safe Use

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Allocation

All teachers and support staff will be assigned a laptop and mobile device of their own on request to their centre manager or line manager. There are laptops and iPads for pupils either stored in the laptop trolleys or by the ICT Manager.

Inventory

The Admin Team and ICT Manager Log mobile devices on the web based Asset Management inventory that is maintained and updated on an annual basis. The Head teacher or School Business Manager will authorise the ICT Manager to issue a mobile device.

A mobile technology agreement must be completed before a mobile device is issued to a staff or pupil. The agreement must be authorised by the appropriate senior manager. A copy should be given to the member or staff or parent for home tutored pupils and the original given to the senior manager. Copies of the agreements are to be kept by the ICT Manager.

It is important that the guidelines be adhered to, as we are accountable to the Governing Body.

Faults and Damage

Any faults should be reported to the ICT Manager either electronically via the IT Log or by informing the Admin Team. Any faults and damages need to be logged on the fault log stored under IT within the staff share and updated on Parago.

Guidelines of Pupil Use

- Supervised use of internet via Impero and internet filtering.
- Pupils should not have access to personal or BLC information.
- Mobile devices need to be stored back in the trolleys to ensure they are charging correctly

Security

Mobile devices should always be kept in a safe environment.

- **Classroom** – Mobile devices should be kept in a locked cupboard or filing cabinet when not in use. Pupils must be supervised at all times during the use of a mobile device. If there is nowhere suitable in the classroom, it should be then handed in to the Admin Office. Laptops and iPads from the laptop trolleys should be returned to the trolley when not in use or at the end of the day and then signed back in on the laptop loan form.
- **In Transit** – Do not leave any mobile devices in your car boot overnight or for long periods.
- **Home** – When not in use keep the mobile device in a safe place way from open view.

For further information regarding mobile device security please refer to the acceptable use policy.

Encryption

All staff mobile devices are encrypted where it is possible. For further information, please refer to the Encryption policy.

Insurance

Most items are covered under the BLC insurance (the LA Balance of Risks Scheme) whilst on site. Laptops should be kept in a case when not in use to prevent accidental damage. Items that are taken offsite are not covered. Staff who take equipment home need to make sure they are covered on their home insurance as they will be liable for the costs if damaged or stolen.

Internet

Staff and student mobile devices are already configured to connect to the wireless network. Staff laptops can be plugged into a network point available in all classrooms/offices to access the BLCs network and the internet. Usual login passwords apply.

Health Checks

Health checks will be carried out during holiday periods normally at the end of the academic year. Staff will be informed and given adequate notice to return their mobile device to the Admin Office. Inappropriate use will be reported to the Head Teacher.

Careful Storage

Never leave a mobile device, even in a well-padded and insulated laptop case in the boot of a vehicle in cold weather. This can reduce the life of the laptop and cause damage. Wherever possible keep laptop out of direct exposure to cold and wet weather conditions.

Excessive Heat Build Up

Do not use your laptop while it is still inside the case as there is no room for air circulation and will cause heat build-up. When storing your laptop in a case please ensure that it is shut down correctly and not hibernating or in sleep mode.

Software

Staff must not install any of their own software onto the laptops without prior permission from the ICT Manager. It is advised that if staff want specific software on their machine they arrange to have it installed by the IT Technician to ensure the school does not fall foul of any licensing/copyright laws.

Local login procedure

All laptops are currently set up so that you are able to login when you are at home. For when you wish to work on data at home then this can be achieved using Remote Desktop. This ensures that if your laptop were to be stolen then this would mitigate any data breach caused as a result.

Updating

During the six week holiday's staff will need to return the laptops to the school. This will take place on the last week before the term ends. This is so that the ICT team can refresh the laptops to clear out any problems, update the mobile device and clear out any malware etc.

Staff will also need to bring their laptops in upon request of the ICT Manager in order to make sure that the Anti-Virus software is updated and for a full system scan.

Optimising Laptop Battery Performance

Avoid leaving your laptop on overnight all the time while charging. Make sure you turn the laptop off occasionally. Fully charge and discharge the battery up to 4 times before achieving full capacity when you have a new battery.

Mobile Technology Security & Safe Use Procedure

Run the device under the battery's power until you get a low battery warning. Then recharge the battery as instructed in the user's manual. Do not completely discharge the battery by turning off the laptops power management. Fully discharging a Li Ion battery can damage it.

Remove from the device and store in a cool, dry, clean place if the battery will not be in use for a month or longer and Recharge the battery after a storage period.

Ensure maximum performance of the battery by optimizing the device's power management features, turning off the screen etc. Ask IT Technician if in doubt.

What not to do to your laptop battery

- Don't expose the battery to heat, don't leave it in the sun or in a car on a hot day.
- Do not completely discharge the battery by turning off the laptops power management
- Do not short-circuit. A short-circuit may cause severe damage to the battery.
- Do not expose the battery to moisture or rain.
- Do not drop, or physically abuse the battery as this may result in the exposure of the cell contents, which are corrosive/dangerous.

By following these instructions you can in some cases double the usable life of your mobile device battery. It is worth it to get into the habit of properly caring for your laptop batteries!

Unfortunately no matter how much you look after your laptop battery eventually it will fail to hold a charge. If you're finding that your laptop won't start up or stops soon after you take it off power pack then most likely your battery has failed. You can continue to use the battery on mains power and replace the battery at a later date.