

## Acceptable Use Policy for C2k Managed Portable Devices

<b>School Name:</b>		<b>DE Number:</b>	
<b>Device Serial Number</b>			
Conventional Laptop (HP ProBook 450)		Convertible laptop (HP Pro x2 612)	

This policy should be signed by any member of staff who will take a devices away from the school.

I understand that I am the *nominated member of staff* for this device, and I agree that:

(Please tick each box)

Ownership of this device rests with C2k, and that I may retain it for school use while in the employment of this school.	<input type="checkbox"/>
Use of device, in and outside school, is subject to the school's AUP.	<input type="checkbox"/>
Logon to the device is only possible with a valid C2k Username and password, and that disclosure of individual C2k Username and password represents a security breach.	<input type="checkbox"/>
The facility to install software should only be used to load resources which are licenced and which are appropriate for school needs. In particular, device users may not install Windows updates or any hacking tools and should not switch off Windows firewall	<input type="checkbox"/>
The device is insured by C2k only while inside school for thefts or malfunction and not for accidental damage. If the device is removed from school, alternative insurance cover must be provided (or replacement liability accepted) both for car and other location.	<input type="checkbox"/>
Antivirus software is provided and automatically updated in school or when connected to the Internet. <b>This protection must be kept up to date if the device has not been connected to the school network or the Internet for more than two weeks.</b>	<input type="checkbox"/>
The device may be used outside school for Internet use with any Internet Services Provider (ISP). <b>It is the responsibility of device users to ensure that confidential information is not saved to the portable device.</b>	<input type="checkbox"/>
The device should not be given or lent or used by anyone other than the nominated member of staff when outside school.	<input type="checkbox"/>
If the device is lost or stolen, the school should be notified immediately, or during school holidays, the C2k Helpdesk (0870 6011 666).	<input type="checkbox"/>
The device must be returned to school if the nominated member of staff ceases employment with the school.	<input type="checkbox"/>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_