



Student/Pupil use of mobile computer devices, such as laptop, ipad, pc tablet, notebook etc. in school

“That the man of God may be competent, equipped for every good work.” Timothy 3:17

CODE OF CONDUCT:

When using a personal mobile device in school, students/pupils must, at all times, follow the rules set out below:

1. Students/Pupils must not connect, or attempt to connect, the personal laptop to the school network, or any other wireless network available on school premises, under any circumstances (unless directed to do so by the subject teacher and/or network manager).
2. The laptop will, at all times, have an up to date anti-virus checker running. It is strongly recommended that Microsoft Office software is installed on the laptop which is fully compatible with the school's software.
3. The student/pupil is responsible for ensuring that the laptop battery is suitably charged before coming to school. The purchase of a spare power supply might be considered to avoid bringing back and forth to school.
4. The power supply for the laptop will need to be tested for electrical safety before its use in school.
5. The school is not responsible for any technical support for the laptop or any other mobile device.
6. The laptop and/or mobile device should only be used for work in lessons as appropriate; it must not be used for any other purpose or by any other student/ pupil. Students should not connect to the internet using their own 3G or 4G enabled mobile device.
7. Students/Pupils are responsible for printing their own work and should ensure that it is saved safely.
8. When not in use, the laptop and/or mobile device will be locked away in either a pupil locker or a laptop locker in the general office.
9. The laptop and/or mobile device will not be covered by school insurance.
10. Students/Pupils who use a laptop and/or mobile device in lessons will be expected to have materials with them in order to continue working in the lesson in the event that the laptop/mobile device crashes/ loses charge/ suffers a malfunction.
11. The use of the laptop/mobile device must not have a detrimental effect on the progress of any lessons or on the learning of other students/ pupils in the classroom.
12. A review of the student's/pupil's use of the laptop/mobile device, initially between the pupil and the Inclusion Manager, will take place after the first several weeks of its use.
13. Students/pupils using laptops should ensure that they proof read their work carefully before submission.
14. The use of laptops in public exams will be decided based on evidence of need provided by the school. This is subject to the rules laid down in the JCQ publications “instructions for conducting examinations” and “Access arrangements”.
15. Where appropriate, parents give permission for the school to complete and submit an application to the exam boards about using a word processor in an examination for each examination.

I also understand that breach of these rules is a breach of the School Rules and may lead to the withdrawal of ICT facilities and/or exclusion (either for a fixed term or permanently) from the school in accordance with the school's Disciplinary Policy, depending on the seriousness of the breach.

Pupil signature: _____ **Form Group:** _____

Parent signature: _____ **Name of Parent:** _____

Date: _____

(This indicates acceptance of the school's general ICT Code of Conduct and gives permission for your daughter to use the school's ICT system).