

Laptop/Chromebook Use Agreement

Sir Thomas Fremantle School

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To: Sir Thomas Fremantle School <office@sirthomasfremantle.org>

Dear Parents & Carers,

We are expecting delivery of Chromebooks from Freedom Tech imminently, so I am writing to share some information and an agreement that will enable students to use their laptops/Chromebooks in school.

Please read the following information very carefully and ensure that the relevant parts of the linked agreement form are completed and submitted.

Once the agreement form has been completed and the Chromebooks have arrived, we will distribute them to the students.

The agreement form can be accessed via the link below. Please read through with your child and ensure the relevant sections are completed.

[STFS Laptop/Chromebook Use Agreement](#)

This must be completed for students with their own laptops as well as students who have purchased through Freedom Tech.

For the purpose of this agreement, where the term 'laptop' is used it refers to Chromebooks, iPads and laptops. If a student brings their own device to school, some parts of the below may not be applicable.

Health and Safety

It is important to be aware of the possible health risks of sitting in uncomfortable positions and staring at a laptop for prolonged periods of time. Students will not be using laptops in every lesson and we encourage students to take regular breaks when using their laptop at school and at home. For more information on the importance of the correct posture when using laptops, please refer to this guide: <https://www.hse.gov.uk/msd/dse/good-posture.htm>

Personal Safety

The likelihood of being approached outside of school by someone trying to steal your laptop is slim, but it is important that all students act safely to limit this risk. We recommend that students do not use laptops on buses to and from school to minimise risk of damage, loss or theft. If a student is approached and threatened, we implore them to hand over the laptop. Student safety is far more important than the devices. Any work completed on the laptop should be using their school account and will therefore be backed up to the cloud which limits the impact of their loss.

Device Safety

Laptops should be looked after carefully at all times. They should not be left in unattended bags and care should be taken not to leave them in bags where they can be stepped on or accidentally kicked in classrooms, around school or elsewhere. Care should be taken to ensure that bags are not thrown to the floor when storing laptops. All laptops purchased through the Freedom Tech scheme come with insurance. If you choose to bring your own device to school, it is recommended that gadget insurance is taken out to protect the device.

E-Safety

Both parents and students will have already agreed to the ICT and internet acceptable usage terms when the student joined the school. All internet usage at school is monitored using a third party firewall system. Teachers have the right to confiscate, inspect and access files on laptops and stored on our cloud.

Privacy

There is a possibility that other students could access an unlocked laptop and view files stored on there and in the cloud. All students' accounts will be protected by a password that only they and staff know. Students will be expected to lock their laptop whenever it is not in use. Any malicious attempt to access another student's account will be dealt with in line with the behaviour policy.

Using the Camera

Most laptops have a camera function. Issues regarding the use of photographs are covered in other policies. It is unlikely that students will be required to use the camera in the laptop but if they do, they should not take photos of other students unless absolutely necessary and only with their permission. Photos taken at school by students should never be shared by students on social media.

Email Etiquette

There will be times when students will need to share work with members of staff. There are several ways to do this on laptops, including the use of Microsoft Teams or via email. Students should only email using their school account and will only have access to staff's school email addresses. As these are professional exchanges, students should write all messages and the emails in a polite manner.

Social Networks

Students' access to social media will be limited on laptops in school. Our expectation is that all students do not access social media using the laptops. If students do, they will be sanctioned using the school's behaviour policy and their laptop may be confiscated.

Appropriate use in School

Laptops will not be required for all lessons at school. Staff will inform students when they need to use them. When this is not the case, students are expected to keep their laptops in their bags. Students found using their laptops in lesson without permission will be issued a suitable sanction.

Break/Lunchtimes

Students are allowed to use laptops during their breaks but they must do so when sat down. Students who walk around using their laptops can expect to have them removed for a short period to protect the device from potential damage. Laptops should not be used outside.

Ready for Use

It is the responsibility of the student to make sure that their laptop is charged and ready for lessons. Laptops are designed to last a full working day so charges should not be required during the day. Often it will not be possible to charge in lessons so students need to ensure that the device is fully charged when they arrive in school.

Appropriate Use

The use of the laptops and the internet at school are a privilege and not a right. Students who are found to be using a laptop for purposes not intended by the school will have them confiscated and an appropriate sanction will be applied. All laptops can also access the internet at home. It is the responsibility of the parent to ensure that the laptop is used in an appropriate manner in much the same way as the student's own mobile device. Ultimately a laptop is a tool for learning and should be treated as such.

Inappropriate Use

Inappropriate use includes, although not limited to:

- Sending or displaying inappropriate messages or images
- Using inappropriate language
- Harassing or insulting others
- Malicious use of their laptop to damage other laptops or ICT
- Violating copyright law
- Accessing other students' accounts including their profiles, files and information.

As noted above, the school has the right to either temporarily or permanently remove access to the school's ICT systems (including the laptops) should a student violate the laptop agreement. Additional disciplinary action may be used when appropriate. Where appropriate, local authorities or the police may be contacted.

If borrowing a device from STFS please be aware of the below:

The laptop is the property of Sir Thomas Fremantle School and will be given to another student when returned. It is therefore essential that the laptops are well looked after. Whilst wear-and-tear damage might be expected (e.g. scratches on the case), all efforts should be made by the student to minimise any possibility of serious damage. In risk-assessing the use of laptops, the most likely scenario for damage is either the dropping of the laptop or attempting to close it when a pen is resting on the keyboard. As such, students must not walk around the school with a laptop in their hand. It should be safely packed away in their bag. They should also never rest a pen on their keyboard. If either of these scenarios occur, the laptop will be taken from the student for a period of time and a sanction will be applied.

Faults and Damage

Any damage or faults needs to be reported to the school immediately. Damage deemed likely to have been caused intentionally or through misuse (e.g. missing keys on the keyboard) will result in the cost of repair being forwarded to the parent.

Responsibility

Where laptops have been damaged beyond what is considered to be wear-and-tear or damaged through wilful actions or clear neglect, the cost of repair will be passed onto the parent of the student. If the device is damaged and cannot be repaired by our providers, parents will be charged the full cost of the device and the student will be able to keep the laptop. The full price we paid for the Chromebooks is £179.

Students are required to consent to our Laptop/Chromebook Use Agreement before they will be permitted to use their device in school.

As always, please reply to this email if you have any questions.

Many thanks,

Mat Payne

Director of Learning Leaders and Deputy DSL
[Sir Thomas Fremantle School](#)

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