

Appendix 5 - Laptop Computer Device Contract Parent/Guardian Permission

I have read and understand the mobile devices acceptable use policy about appropriate use of laptop devices at the school and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a laptop computer should the need arise (e.g. if lost, or if the laptop is being used inappropriately).

I give my child permission to carry a laptop computer device to school and understand that my child will be responsible for ensuring that the laptop computer device is used appropriately and correctly while under the school's supervision, as outlined in this document. I understand that the school will not accept any responsibility for loss, damage or theft of a laptop computer device. I understand that my child will not be allowed a laptop computer device in school unless this form has been completed in full, signed and returned.

Computer Contract

All pupils

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| Name of Parent/carer: (Please print) | |
| Name of pupil: (Please print) | |
| <p>Mobile device details:</p> <p>Make and model number</p> <p>Size</p> <p>Colour/description of laptop</p> <p>I confirm that parental controls are set up on my child's devices with the correct age appropriate content filters.</p> <p>Android link: Family Link from Google - Family Safety & Parental Control Tools (families.google)</p> <p>Apple link: Share with your family – Apple Support (UK)</p> <p>For Boarding pupils</p> <p>Tick here if you wish your child to have access to his/her laptop in boarding time. </p> <p>Parent name:</p> <p>Parent Signature:</p> <p>Date:</p> | |

Pupil Laptop / Tablet Contract for Pupils

- My name must be on my laptop computer device and I am responsible for looking after my laptop computer device when in use.
- I am responsible if my laptop computer gets lost or broken.
- When using my laptop computer in school, I will only access lesson content and use the laptop for the intent of supporting my learning.
- I will hand my laptop computer into the Admin office over the lunch break, and return to collect it before the afternoon lessons begin.
- I will not take photographs/videos/recordings of any pupil or staff at any time.
- I will never use my laptop computer device in the dorms or toilets.
- I will have my device collected before bedtime and kept overnight by the Houseparents. The Houseparents also have the right to decide when and where any devices can be used.
- The Headmaster or Head of Boarding may search my laptop computer if he/she feels it necessary and I understand that if I use my laptop computer to look at anything inappropriate, I will have my laptop confiscated by a member of staff. My parents will be informed and it will not be returned to me until an investigation is concluded.
- I will not upload any data. School work can be shared on Student Shared.

Appleford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- I understand that using a laptop computer to bully or threaten other pupils is not allowed and that 'ganging-up' on anyone, or cyber bullying is not allowed. I will have my laptop computer device confiscated if I do this.
- I will inform a staff member if I become aware of another pupil using their laptop computer inappropriately.
- I agree to these rules.

Print Pupil Name.....

Pupil Signature.....

Date