

September 2010

Dear Parent/Guardian


If your child is in possession of a laptop computer, we would draw your attention to the attached code of conduct regarding its use and ask for your support in reinforcing the recommended guidelines, particularly with regard to the installation of appropriate and up-to-date anti-virus software.

So that we can keep a record of ownership, please register the make, model and serial number of the laptop with the ICT department by returning the slip at the bottom of this letter. There is no need to re-register if details have already been given.

Thank you for your help in this matter.

Yours sincerely

Debby Evans  
Head of ICT

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Please complete and return to Debby Evans (Head of I.C.T.)

LAPTOP REGISTRATION DOCUMENT

Name of Pupil: .....

Tutor Group: .....

Make of Laptop: .....

Model: .....

Serial Number: .....

Does the equipment have wireless network connectivity?

Yes  No

Date: .....

## LAPTOP CODE OF CONDUCT

If a pupil brings a laptop computer to school, he/she must adhere to the following guidelines:

### USE LAPTOP APPROPRIATELY

- Always ensure work is printed out and handed in on time. Failure to meet deadlines is unacceptable
- Do not use the Internet or email in lessons without permission
- Playing of games, use of messenger services and social networking sites is not allowed during school time
- Always ask the class teacher before using a laptop in a lesson
- Close or lower the lid of the laptop when the teacher is talking to the class
- Turn sound off, unless using voice recognition technology, to avoid disturbing others
- Make sure the laptop is fully charged prior to working
- Back up work regularly on a memory stick or other removable storage medium
- Transfer work to a memory stick for printing – never disconnect printers from school computers
- Inappropriate use of a laptop, software, network or Internet will be treated as matters of misconduct
- The school reserves the right to ask a parent/guardian to remove unsuitable material from a pupil's laptop

### KEEP LAPTOP SECURE

- Ensure that the laptop is clearly named
- Details of the make, model and serial number must be recorded by returning the school laptop registration document to the Head of ICT
- The laptop computer must be covered by the owner's insurance policy
- Virus protection software must be installed and regularly updated
- The laptop should be carried in a well-padded bag and stowed in a safe place, such as in the form room in a locked locker, when not in use
- Never leave a laptop unattended
- Don't lend a laptop to others

### USE LAPTOP SAFELY

- Don't work on the laptop for more than 30 minutes without taking a break
- Place the laptop on a table or other solid surface when working
- Sit near to an electric socket, if mains power is required, to avoid trailing cables