**YEAR 3-6 BYO LAPTOP USER AGREEMENT**

Clapham Primary School Bring Your Own Laptop (BYO Laptop) program aims to enhance learning opportunities and experiences both inside and outside of the classroom. Any year 3/4/5/6 student who wishes to use a personally owned device at school must read this agreement in conjunction with the Information and Communications Technology Student Acceptable User Agreement (signed at enrolment). The only acceptable devices are laptops with Windows 10 or higher, as described in our minimum requirements of BYO devices. **We do not accept Google Chromebooks, Android devices or iPads.**

**STUDENTS:**

* I have read and agree to use my device in accordance with the Clapham Primary School Cyber-Safety and Device User Agreement Form.
* I agree that my use of the Clapham Primary School Wireless/Internet/Network will be primarily for learning at the direction of the teacher.
* I agree to only using the Wi-Fi and network that is provided by the school and not use a device that uses a SIM card (3G/4G/5G). If I own a device I will remove the sim card whilst at school.
* I agree to only use my own portal/internet login details and never share these with others.
* I agree not to hack or bypass any hardware and software security implemented by Clapham Primary School or DfE.
* I agree not to use a BYO Laptop to knowingly search for a link to access or send anything that is: Offensive, Sexually Explicit, Threatening, Abusive, Defamatory or Illegal.
* I agree to report inappropriate behaviour and material to my teacher.
* I agree to observe all copyright laws, including not downloading software, music and videos without the author’s permission, and avoiding plagiarism by acknowledging all sources of information in my work.
* I agree to stay safe by not giving out my personal information to strangers.
* I agree to regularly back up my data including downloads and all submitted work.
* I understand that my activity on the internet/intranet/printers is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
* I acknowledge that the school cannot be held responsible for any damage to, or theft of my device. I will keep my device in a locked classroom/area when not in use.
* I understand that I am responsible for the care of my device, including any costs of repair, replacement or any modifications needed in order to use the device at school.
* I will keep my device operating system and security up to date.
* I will download updates, apps and programs on my device at home so as not to impact on the school’s Wi-Fi and/or network.

* I understand that the technical support at school is limited to helping me access the school’s wireless/intranet/printers. Software related issues will be dealt with when time permits.

**CHARGING LAPTOPS**

Expectations are that student laptops need to be charged before arriving at school each day, due to inaccessibility of charging facilities at school. All power cords etc. need to be left at home for charging at home.

**BACKGROUNDS AND THEMES**

Images or graphics containing people cannot be used as a background or theme. Students must have teacher approval before uploading a background. Any infringement will be recorded and families informed.

**SOUND**

Sound must be muted at all times unless permission is obtained from the teacher. Individual ear bud/headphones may be brought to school and used at the discretion of the teacher. Students must use their own personal set of headphones for sanitary reasons.

**PRINTING**

Students are to save their work in the cloud using Office 365 OneDrive and share their work with their teacher and peers digitally using Office 365.

**LAPTOPS LEFT AT HOME**

Students are required to bring their device to school **every day** unless notified otherwise by their teacher.

**BYOD AGREEMENT BREACHES (CONSEQUENCES)**

Purpose: The purposes of a Cyber Safety & Device User Agreement and BYO Laptop User Agreement are to enhance the educational learning environment at Clapham Primary School. Therefore, it is necessary to place clear expectations on how this policy is implemented to ensure the integrity of the policy and its processes. As a result, the following consequences have been developed:

* ***1st Infringement*** – Confiscation for remainder of day (student to collect from Classroom Teacher at end of day), and email/diary note/phone call home from Teacher.
* ***2nd Infringement*** – Confiscation for remainder of day (student to collect from leadership at end of day), and email/diary note/phone call home from leadership.
* ***Final Infringement*** – Confiscation for remainder of day and student would need to revisit all expectations with leadership. Termination of technology privileges for an amount of time, decided by leadership.

Depending on the severity of the infringement leadership in consultation with the teacher may decide that the level of infringement is escalated and the consequence increased or deemed appropriate.

**PARENT/CAREGIVERS:**

* I understand it is my responsibility to monitor my child’s use of a device/internet at home.
* The school has a right to request access to a device if it has been compromised by a security attack and to block it from the network until it is deemed safe.
* I understand that the device **must** be brought to school each day and will be available for school related work, unless otherwise notified by the teacher.
* I understand that personal devices are not covered by the school or DfE insurance for loss or damage. I also understand it is my responsibility to insure under my own personal policy.
* I understand that my child will be responsible for abiding by the Clapham Primary School Cyber-Safety and Device User Agreement.
* I have read and discussed these documents with my child.
* I understand that my child’s device will only be supported by a school based technician for a limited time and then the responsibility of repair or rectification is the responsibility of the family of the student.

*GC Ratification Date: September 2022 Review date: September 2025*

*YEAR 3/4/5/6 BYO LAPTOP USER AGREEMENT*

***Please sign and return this page to the school***

We have read, understood and agree to follow all responsibilities as outlined in the Clapham Primary School’s BYO Laptop Agreement and breaches of the agreement consequences.

This agreement remains in place until your child leaves the school or it has been updated.

Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**INSURANCE:** If privately purchasing school laptop, I have added the **device insurance** to my home and content insurance cover, or I will cover the full cost for loss, damage and/or repair.

Parent/ Caregiver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Caregiver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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