

## Year 10 and Year 11

### Blended Learning Friday and Remote Learning Laptop Agreement Form

We understand that Elutec Academy may wish to change this policy as advancements in technology arise. Parents/students will be made aware of these changes and an updated copy made available on the Elutec Academy website.

Elutec Academy configures each laptop for sixth form students in a way in which they are able to further their education.

#### **Students must:**

- **Always keep login passwords confidential** and do nothing to allow others to access the system using their login name.
- Immediately change their password if it becomes known to someone else.
- Never attempt to access Elutec Academy ICT network or equipment either by using another user's name, a false name or by any other means (e.g. by hacking).
- Never attempt to access or alter another student's files or folders or any of their settings on Elutec Academy ICT network or equipment.
- Respect other ICT users and ensure they are not harassed, harmed, offended or insulted.
- Never attempt to infringe the security or privacy of other users.
- Be aware that staff may review files and communications (including e-mails) where there are concerns about the content and/or to ensure that the system, equipment and other media are being used responsibly. This may include random checks.
- Be responsible for **charging their laptops each night**. Students are required to take extra care with their laptops; wires wrapped too tightly can cause kinks and will result in a failed power adaptor.
- Students should keep their laptop in a carry case at all times when not in use. At no time should laptops be left unattended unless directed by a member of staff.
- Take care of their allocated laptop on the Elutec Academy site and when away from the premises.
- **Report any faults or damage** to the ICT Team immediately. Any malicious damage may incur a cost which must be borne by the student/parent.
- Inform the ICT team or their mentor if the laptop is lost or stolen as they are responsible for the cost replacement.
- In the event the laptop is damaged students must complete an incident statement form and hand it to a member of the ICT Team.
- Use their areas of the network and e-mail responsibly.
- Keep their folders and files organised appropriately and delete any that are no longer needed.
- Use only discussion forums, message boards, blogs, wikis and other electronic communication forums that are part of Elutec Academy provision and not access internet chat rooms and social websites (e.g. Twitter, Facebook, etc.) using Elutec Academy equipment.
- Not access online game sites.
- Not use aggressive language or swearing.
- Not intentionally visit websites that contain obscene, illegal, hateful or otherwise objectionable materials. This includes viewing, displaying, downloading, and printing, sending, or otherwise transmitting materials.
- Let a member of the ICT team or their mentor know if an inappropriate site is viewed.
- Never copy information into assignments without fully acknowledging the source; failure to do so could be classed as plagiarism and/or copyright infringement and have serious consequences.
- Never copy or distribute copyrighted material (software, video, music, etc.); this is illegal.
- Keep themselves and others safe and never disclose or publicise personal or other information about themselves or others.

- Hand their laptop and power pack back to Elutec Academy following the Blended Learning Friday and or the end of a remote learning period (learning from home) as a consequence of COVID-19.

We understand that we are responsible for any damage to the laptop allocated to the student named below and that Elutec Academy will request payment for the incurred damage or loss. We also understand that we should look to take out our own insurance to cover theft, accidental damage, fire and flood damage.

By signing below, we certify that we have read and understood all that is in the policy as summarised above. We understand that failure to follow this policy will be dealt with under Elutec Academy student Behaviour Management Policy. Failure to return the laptop will require payment from the parents to cover the cost of replacing the laptop.

**Signatures:**

**Student:** .....

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

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

**Parent/Carer:** .....

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

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

On receipt of this signed form, the Elutec ICT Team will create a login for the network, assign an e-mail address and issue a laptop and power pack for use by the student named above whilst they attend Elutec.

---

**For office Use only**

Date form returned:

Passed to ICT team: