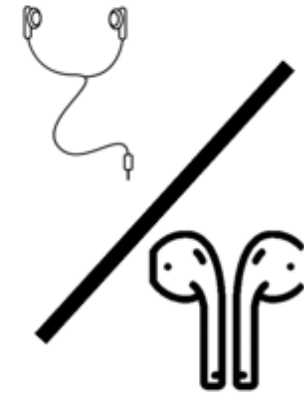
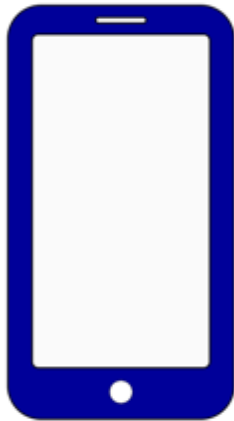
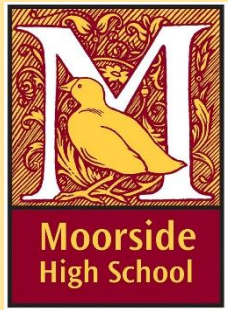


Acceptable Use of Technology



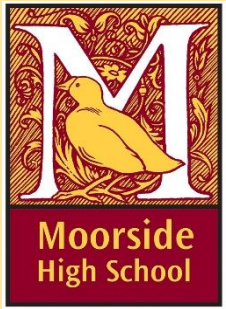
- Devices are *ONLY* to be used with express permission & supervision of a teacher
 - Devices are put *AWAY* during break and lunch time
 - Images and videos of *WORK* only (no people)
 - *LOCK* your screen when not using your device
 - Keep your password *PRIVATE*



REACH

What do I do if I forget my laptop?

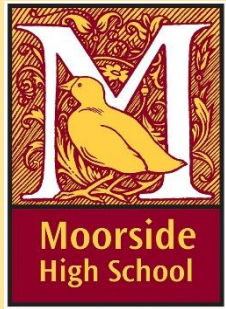
- Tell your form tutor
- Your form tutor will
 1. Sign your SMART card
 2. Email IT support stating your full name and saying you need to borrow a laptop and where your lesson will be period 1.
- The IT support staff will bring you a laptop to borrow for the day – they will take a note of your name and the laptop number.
- You will hand in the borrowed laptop to 'Student Reception' when you leave school at the end of the day.



REACH

What do I do if my laptop runs out of charge at school?

- Tell your teacher
- Your teacher will
 1. Ensure your SMART card has been signed once (for Y7 this should have already been done by your FT in AM reg)
 2. Use their charger to plug your device in so you can continue to work in the lesson.
 3. Email IT support stating your full name and saying you need to borrow a laptop and which classroom you are currently in/will be in next (if it is close the end of the lesson).
- The IT support staff will bring you a laptop to borrow for the rest of the day – they will take a note of your name and the laptop number.
- You will hand in the borrowed laptop to Student reception when you leave school at the end of the day.

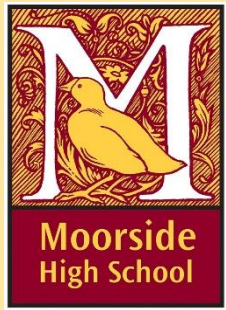


REACH

What do I do if my laptop is lost or broken?

- Tell your form tutor
- Your form tutor will;
 1. Email IT support stating your full name and saying your laptop has been broken or stolen and you need to borrow a laptop and where your lesson will be period 1.
- The IT support staff will bring you a laptop to borrow for the repair/replacement period – they will take a note of your name and the laptop number.
- You will be able to take the laptop home until yours is repaired/replaced.
- Once your laptop is returned to school the IT support team will contact your form tutor to arrange collection and you will hand back the loan laptop.

Your Form Tutor WILL NOT sign your SMART card for a stolen or broken laptop.



REACH

Pupil guidance for Y8 – 10 with laptops

How can I use my laptop at school?

- Your laptop is to support your learning at school and at home
- You should bring your laptop to school everyday at least 85% charged
- You will have Class Notebooks set up for all of your lessons in Teams
- You can use your laptop to make class notes rather than writing in your exercise book
- You need to keep your work in your class notebook organised (date and title) as you would in an exercise book
- Your teacher can see all of your work in the class notebook.
- All assessments will be completed on paper (unless your usual access arrangements for examinations are to use a laptop)
- You will need to complete any work on paper which your teacher asks you to – you can keep this in your exercise book or take an image of this and put it into your class notebook if you wish
- If a worksheet/hand out is provided in a lesson you can take an image of this and complete it in class notebook
- You must abide by the appropriate use of ICT guidance at all times.