

COMPUTERS FOR PUPILS AGREEMENT

What is Computers for Pupils?

A local authority initiative aimed at helping eligible children improve their education and life skills by putting a computer into the home.

The computer will enable you to benefit as a family from the many uses it will offer – eg. study for schoolwork and revision purposes, developing computer skills, communication and entertainment. It should be used in a safe and secure manner.

Please read through this agreement which summarises the commitment that the school is making to the pupils and to you as parents. It also outlines the commitment that will be needed from home users to make this work.

When you have read these sections we invite you (as parent/guardian/user) to sign the agreement and acceptable use of the computer.

THE SCHOOL WILL...

- Provide a laptop computer for the use of your child/ siblings and family members for the length of the child's education at Falinge Park High School.
- Make sure that the laptop is working when handed over
- Make sure that the laptop is covered by insurance for use out of school for study and leisure purposes, providing reasonable care is taken to prevent loss or damage
- Give parents and learners a proper introduction to using and caring for the laptop and the software

AT HOME WE WILL...

- Ensure that all users understand how to care for and protect the laptop
- Ensure that the laptop is returned if the pupil leaves the school, or at any other time upon the request of a member of staff
- Make sure the laptop is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites and chat rooms
- Ensure that the laptop is protected against computer viruses
- Report any loss or damage (including accidental loss or damage) promptly to the school, returning the laptop if requested.
- Report any faults to the XMA CFP Supportline.
- Inform the school of any change of home location for the laptop.

Computers for Pupils – A Local Authority Initiative

AS A USER I WILL...

- Look after my laptop very carefully all of the time, not leave it unattended, on show.
- Always carry it around in the proper bag so that it is fully protected
- Take care when it is transported that it is as secure as possible
- Make sure the laptop is not subject to careless or malicious damage by myself or others
- Take reasonable precautions to prevent the introduction of computer viruses
- Not decorate or customise the laptop or bag and not allow it to be subject to graffiti
- Look after my own health and safety when using the laptop.

Falinge Park High School is not responsible for and will not accept liability for:

- a machine being hacked into
- loss of personal data
- problems with data protection
- home banking issues
- use for illegal purposes
- maintenance of anti-virus/ spyware
- internet connectivity or associated costs



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The laptop (plus software/accessories) remains the property of the school, even when it is at your home. It will be loaned to the named person for the duration of the period in which the child/sibling is on roll at Falinge Park High School.

You will be issued with:

- A Toshiba laptop
- A carrying case
- An information pack which contains further instructions and CD resources.
- An Internet connection (when this becomes available.)

If your laptop is stolen you must immediately report it to the police and get a crime reference number. Report this to the More4You options & services provided by Toshiba (see docs provided) and the school. Although the school will try to replace the laptop this cannot be guaranteed.

When you no longer have a child on roll at Falinge Park High School you will have to return the laptop to the school. You may want to remove personal data from the laptop before its return.

You will be able to install licensed legally purchased software and equipment such as printers and scanners to your laptop. At no point must you open the laptop and make changes to the inner hardware.

Technical support will **not** be provided by the school. Faults should be reported to the XMA CPF Supportline (tel. 0871 292 0150) or emailed to CFP.support@xma.co.uk giving as much detail as possible and/or information from error messages.

There may be occasions when the laptop needs to be returned to the school and/or XMA for repair, and it may be necessary to completely remove all information on the laptop. We would recommend regular backing-up of your personal work and data (eg. By making CD copies), especially before returning the laptop.

Any inappropriate or illegal materials found on the laptop on its return to school could result in police involvement.

Laptops issued under this initiative should remain at home and should **not** be brought into school.

Due to the nature of their use within the home, these laptops are not configured to use on our school network.

The school will update you with further information relating to this scheme, as and when this becomes available.

PUPIL/USER AGREEMENT:

I agree to abide by these terms in my use of the laptop.

Pupil: _____
Class: _____
Signed: _____

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FROM INTERNET**

In the case of the pupil being unavailable to sign, the parent should agree and sign (above) on their behalf.

PARENT AGREEMENT:

I agree to my child/children/family members (including myself) having the use of the laptop on these terms.

Name: _____
Signed: _____
Date: _____

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FROM INTERNET**

SCHOOL AGREEMENT:

We agree (on behalf of school) to provide a laptop on these terms.

Name: Mr G. Boff / Mrs G Skerrow.
Deputy Headteachers

Date: _____

