



# **Hutchesons' Grammar School**

## **Behaviour Policy – Laptops**

**Policy Owner:** Mrs G Clarke, Depute Rector

**Policy Approval:** Mr M Ronan, Rector

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# Behaviour Policy – Laptops

## Introduction

This behaviour policy is designed to ensure a safe, respectful, and productive learning environment for all students. Laptops and electronic devices are valuable tools for educational purposes, and it is important that their use is aligned with the school's values and educational objectives. Laptop use will not be required for every lesson but pupil should bring their devices to school every day.

## General Guidelines

- 1. Purpose of Laptop use:**
  - Laptops are to be used solely for educational purposes during school hours and for school-related activities such as homework, projects, research.
- 2. Responsible use:**
  - Students are expected to use laptops responsibly and in line with the Digital Acceptable Use Agreement and any other school rules.
- 3. Respectful behaviour:**
  - Respect for other pupils, for staff and for school property must be maintained at all times.
- 4. Internet use:**
  - Internet access is provided for educational purposes. Pupils must use the internet responsibly and refrain from attempting to access inappropriate content, in line with the Digital Acceptable Use Agreement.
- 5. Software:**
  - Only authorized software provided by the school may be installed on laptops. Students must not download or install any unauthorized software, in line with the Digital Acceptable Use Agreement.

## Specific Guidelines

- 1. Laptop Care:**
  - Students are responsible for the care of their assigned laptops, which must be handled with care and kept in good condition.
  - Laptop hardware should not be customised or personalised in any way – for example, no stickers or graffiti. The school will provide an identity label.
  - Laptops should not be defaced, tampered with or modified in any way.
  - Laptops should be charged prior to each school day and be brought to school fully charged. Pupils should conserve battery life by shutting down or putting laptops to sleep when not in use.
- 2. Storage and Transport:**
  - Laptops should be stored securely in designated areas when not in use.

- Laptops should NOT be left in bags in toilets, common areas, outside, or changing rooms.
- Laptops should be transported safely in appropriate cases or bags to prevent damage.

### **3. Data Backup:**

- Pupils are responsible for backing up data regularly. All work should be saved to OneDrive. The school is not liable for any loss of data stored on laptops.

### **4. Behaviour:**

- Pupils should not damage, access or interfere with a laptop (or the work or files) belonging to another pupil. Failure to comply may result in disciplinary action.
- Pupils must adhere to all instructions issued by staff and should only use their laptop in class for the relevant tasks set by staff.
- Pupils may not use their device to record, transmit or post photos or video of a person or persons on site, unless directed to do so and under supervision from a teacher. This includes the recording of online lessons. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a member of staff.
- Whilst in class, pupils should only access content on their device or internet sites which is relevant to the curriculum. Pupils should not bring inappropriate computer games or any other inappropriate materials to school on the device.
- Whilst in class, staff will be able to use software in order to monitor device access during class.

### **5. E-Safety:**

The safeguarding of our pupils when they are working online is very important. The school uses an Internet Service Provider whose filtering software is dynamic, updated daily and specifically designed for educational establishments. The school uses software designed to keep pupils safe. Pupils must observe to all the measures in place.

- Pupils must not use their laptop for any form of bullying or sending, accessing or distributing insulting, threatening, pornographic, violent or obscene material, or material which encourages radicalisation or extremism.
- In the unlikely event of any inappropriate material accessed in error, pupils should report this to their class teacher (if during a lesson) or House staff at any other time.
- Any attempt to access inappropriate material will be flagged to the Depute Rector (Pastoral) and this will be followed up with pupils/parents.
- Pupils must not install, use or configure any third-party proxy or VPN systems to bypass internet filtering or monitoring systems.
- Parental options for safeguarding (year group specific).

## **6. Privacy:**

Pupils should expect only limited privacy in the contents of their personal files on the school system or on their laptop if used to connect to the system. SLT and Pastoral staff, System Administrators, and parents/guardians have the right at any time to require access to a pupil's school directory or laptop. As a general rule, pupils should not store anything which they would feel uncomfortable justifying in front of any member of staff or their parents.

## **7. Damage and Loss:**

- Any damage, loss or other issues during the school day should be reported to the I.T. Helpdesk in the first instance.

## **8. Consequences**

Violation of the laptop behaviour policy or the Digital Acceptable Use Agreement may result in disciplinary action, including but not limited to:

- Loss of laptop privileges
- Financial responsibility for damages
- Implementation of the school Behaviour policy for appropriate sanctions

## **Review and Amendments**

This policy will be reviewed annually and may be amended as needed. Changes to the policy will be communicated to pupils, parents and staff in a timely manner.

## **Acknowledgement:**

By using a school-issued laptop, students and parents acknowledge that they have read, understood, and agree to abide by the terms outlined in this laptop behaviour policy and in the Digital Acceptable Use Policy.