



BECCLES FREE SCHOOL

"Providing a foundation for life"

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9 November 2016

Dear Parent / Carer

We are very excited to be able to announce that the Chromebooks are now in school and ready to be issued to all students. Today students have been assigned a device and have been registering and signing into their device to check that it is fully functioning.

The students have handed the Chromebooks back into school for the official launch on Monday. On Monday students will bring their devices home to support their learning at home as well as at school.

I would like to take this opportunity to draw your attention to the 'Acceptable Use Policy' that you signed when enrolling your child at the Beccles Free School. I have attached a copy of the full agreement. Below are a few key points that I would like to draw your attention to from the agreement.

- All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item.
- Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school).
- Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent/carer to make a contribution towards the replacement of the device.

If you have any questions about the Chromebooks or how best to support your child with the device, please contact the school.

Yours faithfully,

Mr T Ward
Deputy Headteacher



Section 6a – Personal ICT Device Acceptable Use Policy (Parents / Carers)

This acceptable use policy relates specifically to the agreement made between parents / carers and Beccles / Ixworth / Saxmundham Free School with regard to the supply of personal ICT device for the purposes of enhancing learning.

- The Headteacher, Deputy and Assistant Headteachers have the right to view the content on any device that is brought onto the school site if the Trust / Free School feels that a student is at risk or is in possession of material that is related to a safeguarding, bullying or behavioural issue;
- Students should not store personal data, pictures, documents on devices provided by the school;
- All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item;
- While the device is on the school site it must only be used for educational purposes;
- Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school);
- Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent / carer to make a contribution to the replacement of the device;
- Any software / apps that the student has downloaded for free or paid for and is stored on the device will not be returned or compensation paid if the device is lost stolen or confiscated. It is recommended by the Trust that only free software / apps are downloaded onto the device and / or that students back up their purchases to their own accounts regularly in the event of an issue with the device;
- While the device is in the school it must be used within the rules outlined in the Trust ICT Policy and Behaviour Policy. If a student consistently breaches these rules then the use of the personal ICT device may be withdrawn and the device confiscated;
- It is recommended by the Trust that the device is not used for personal banking or paying for goods where a credit or debit card maybe needed as the Trust will not take any responsibility for the protection of this information while the student is in possession of the personal ICT device or when it is handed back to the Trust;
- It is the responsibility of the student and their parent / carer for content that is viewed on the device. The device should not be used by a third party;
- If it is found that the device has been used to view inappropriate material or used improperly then the device will be confiscated by the school;
- All software / apps that are preloaded onto the device must remain on the device at all times;

- If a student feels that the device has been misused in anyway then they must report it to a member of staff;
- The Trust is not responsible for the maintenance of the product but may offer support depending on the nature of the fault and how it occurred;
- The photographic and video function on any personal ICT device is only to be used in lesson time with instruction from the teacher. The Trust does not condone the use of these functions for personal use and notice must be taken of the Trust's Safeguarding Policy in this regard.

Please read, sign to say that you:

- I agree to the conditions of the Acceptable Use Policy above;
- I undertake to inform the school immediately if, at any time during my son / daughter's school career, there is an issue with the use of the personal ICT device;
- I agree that a charge may be levied for loss or damage to the personal ICT device;
- I consent to my son / daughter accepting the device and having responsibility for its use.

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| Parent / Carer Signature: | |
| Print Name: | |
| Date: | |

Section 6b – Personal ICT Device Acceptable Use Policy (Students)

This acceptable use policy relates specifically to the agreement made between parents / carers and Beccles / Ixworth / Saxmundham Free School with regard to the supply of personal ICT device for the purposes of enhancing learning.

- The Headteacher, Deputy and Assistant Headteachers have the right to view the content on any device that is brought onto the school site if the Trust / Free School feels that a student is at risk or is in possession of material that is related to a safeguarding, bullying or behavioural issue;
- Students should not store personal data, pictures, documents on devices provided by the school;
- All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item;
- While the device is on the school site it must only be used for educational purposes;
- Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school);
- Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent / carer to make a contribution to the replacement of the device;
- Any software / apps that the student has downloaded for free or paid for and is stored on the device will not be returned or compensation paid if the device is lost stolen or confiscated. It is recommended by the Trust that only free software / apps are downloaded onto the device and / or that students back up their purchases to their own accounts regularly in the event of an issue with the device;
- While the device is in the school it must be used within the rules outlined in the Trust ICT Policy and Behaviour Policy. If a student consistently breaches these rules then the use of the personal ICT device may be withdrawn and the device confiscated;
- It is recommended by the Trust that the device is not used for personal banking or paying for goods where a credit or debit card maybe needed as the Trust will not take any responsibility for the protection of this information while the student is in possession of the personal ICT device or when it is handed back to the Trust;
- It is the responsibility of the student and their parent / carer for content that is viewed on the device. The device should not be used by a third party;
- If it is found that the device has been used to view inappropriate material or used improperly then the device will be confiscated by the school;

- All software / apps that are preloaded onto the device must remain on the device at all times;
- If a student feels that the device has been misused in anyway then they must report it to a member of staff;
- The Trust is not responsible for the maintenance of the product but may offer support depending on the nature of the fault and how it occurred;
- The photographic and video function on any personal ICT device is only to be used in lesson time with instruction from the teacher. The Trust does not condone the use of these functions for personal use and notice must be taken of the Trust's Safeguarding Policy in this regard.

Please read and sign:

- I agree to the conditions of the Acceptable Use Policy above;
- I undertake to inform the school immediately if, at any time during my school career, there is an issue with the use of the personal ICT device;
- **I agree that a charge may be levied to parents / carers for loss or damage to the personal ICT device;**
- I understand that by signing this AUP I am accepting any responsibility related to its use.

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| Student Signature: | |
| Print Name: | |
| Date: | |