



Laptop Code of Conduct

Use appropriately

- Laptops may only be used during lesson times if specifically permitted by a teacher.
- Always ensure work is printed out and handed in on time. Failure to meet deadlines is unacceptable
- Do not use the Internet or email in lessons without permission
- Playing of games, use of messenger services and social networking sites is not allowed during school time
- Always ask the class teacher before using a laptop in a lesson
- Close or lower the lid of the laptop when the teacher is talking to the class
- Turn sound off, unless using voice recognition technology, to avoid disturbing others
- Make sure the laptop is fully charged prior to working
- Back up work regularly on a memory stick or other removable storage medium
- Transfer work to a memory stick for printing – never disconnect printers from school computers
- Inappropriate use of a laptop, software, network or Internet will be treated as matters of misconduct
- The school reserves the right to ask a parent/guardian to remove unsuitable material from a pupil's laptop

Keep Secure

- Ensure that the laptop is clearly named
- Details of the make, model and serial number must be recorded by returning the school laptop registration document to the Head of ICT
- The laptop computer must be covered by the owner's insurance policy
- Virus protection software must be installed and regularly updated
- The laptop should be carried in a well padded bag and stowed in a safe place, such as in the form room in a locked locker, when not in use
- Never leave a laptop unattended
- Don't lend a laptop to others

Use safely

- Don't work on the laptop for more than 30 minutes without taking a break
- Place the laptop on a table or other solid surface when working
- Sit near to an electric socket, if mains power is required, to avoid trailing wires.