

**Rossmore School**

**Device User Agreement - Pupils**

The use of technology devices in classrooms is becoming increasingly popular as a method of enhancing pupils' learning. Where pupils have access to devices, such as tablets, it is important they understand their responsibilities and are aware of how the device may and may not be used.

Our agreement outlines the school's responsibilities in terms of loaning the device and maintaining security, followed by pupils' responsibilities clearly identifying how they will and will not use the device. Pupils and their parents are then required to sign the agreement to confirm they have read and understood the terms outlined - ensuring clarity of responsibilities.

**Device user agreement – pupils**

This agreement is between Rossmore School and ………………………………….. (pupil name), and is valid for the length of time he/she is at Rossmore School. The device is the property of the school and can be monitored and tracked. We have created this agreement to make sure you understand how devices must be used. If you do not follow this agreement, you will be disciplined and may have your device taken off you.

**General use principles**

* The device belongs to the school and is given on loan to you.
* The device should be brought to school fully charged every day.
* Never leave your device unattended. Unattended devices will be collected and stored in the school office.
* If you leave the school before completing the school year, you must return the device to your teacher.
* If the device is damaged, lost or stolen you must report it to a staff member immediately.
* If you think the device has been stolen, you must report it to the police and tell a staff member.
* If you lose or damage any covers, chargers or other equipment for the device, you must replace it.
* If you damage or lose the device, you must pay for a replacement or repair costs.
* You must not use your device around food or drink.

**The school will:**

* Make sure the device is secure and has password-protection.
* Monitor your usage of the device to make sure it is being used correctly.
* Make sure all data is backed up securely and remove data every year.

**You will:**

* Use all devices appropriately and responsibly.
* Only use your device for educational purposes.
* Not play any games on the device.
* Make sure sounds are muted and not play any music, unless the teacher gives you permission to do so.
* Store devices safely.
* Obey school rules for behaviour and communication on devices.
* Follow this agreement and take care of devices.
* Follow any instructions from staff.
* Give the device back to your teacher when you leave Rossmore School.
* Use any electronic communication appropriately.
* Only access the school’s Wi-Fi with permission from your teacher.

**You will not:**

* Modify the device in any way, unless a staff member has given you permission to do so.
* Apply marks, stickers or other decorations to the device.
* Give devices to other pupils.
* Remove any covers from the device.
* Sync the device with any computer.
* Delete browsing history from the device.
* Disable any applications on the device, such as tracking.
* Access any websites that you have not been given permission to do so.
* Send any inappropriate messages.
* Send, access or upload any inappropriate (or personal) images and videos.
* Access any other pupil’s account or files on the device.

**Please read each statement and provide a tick to show you agree to the terms.**

**Once complete, please detach this part of the agreement (keeping other parts for your information), and return it to the school office as soon as possible. Please note that until this agreement has been completed and returned, you will be unable to take your device home.**

* I will use my device appropriately.
* I will follow this agreement at all times.
* I understand that if I do not follow this agreement my device may be taken off me and there may be other disciplinary actions. In this event, I understand that my device will be returned after a set period of time (to be determined by the Head Teacher), and only after I have demonstrated my understanding of proper use.

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| Pupil name (please print clearly): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Class: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- |
| Parent name (please print clearly): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parent signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |