



ST MARY'S COLLEGE

September 2023

Dear Parent/Carer

I am writing to inform you of our Digital Literacy plan which involves your child receiving a college-issued preowned Google Chrome Book. These will be distributed on Wednesday 6th September across the morning. Students will also receive a charger and a laptop case.

Students are expected to take their devices home with them to support with their studies and bring them to school, charged, every day. It will form part of their compulsory equipment. There is **no charge** for the device, the school is funding the rollout of these devices as we believe they will enhance our students' learning experiences. We do politely ask that students keep the devices charged. When students receive their devices, they will need to be charged so students are able to use them for their lessons on Thursday

The device is like any other, meaning students can connect to the internet within and outside of the school where there is WiFi. However, for Safeguarding reasons, we have strict usage protocols and what students are accessing will be fully visible to school staff regardless of the location of use.

Please be aware that student use of their device will be monitored and any infringement of the acceptable use policy can result in the removal of the student device and sanctions issued in accordance with our Behaviour Policy. The Student Device Acceptable Use Policy is included in this letter for your convenience.

This is a fantastic opportunity for your child to have their own device which they can access at any time. We are sure they will look after it and use it appropriately.

Yours faithfully,

Mrs M Stead

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Student Device Acceptable Use Policy - one-to-one device.

St Mary's College recognises that digital technologies have become integral to children's and young people's lives. These technologies can stimulate discussion, creativity, and context awareness to promote effective learning. Therefore, young people should have access to these digital technologies.

Part of the school's vision is to ensure that all our young people have the digital skills to learn effectively, work productively and live safely in modern-day society.

Each student will therefore be provided with a school-owned, one-to-one device to use inside and outside school to complete classwork, homework and other school tasks.

We request that parents/carers sign the electronic agreement on Forms to show that they have read, understood and agreed to the rules in the Acceptable Use agreement. We will not grant students access to a device and school systems if the agreement is not signed.

This acceptable use agreement is to ensure that:

- Students will be responsible users and stay safe while using the internet and other digital technologies for educational use.
- Learners understand good online behaviours that they can use in and outside school.
- That systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk. Learners will have good access to digital technologies to enhance their learning and we will expect students to be responsible users.

Acceptable Use Agreement

We ask that as parents / carers, you understand that your child must responsibly use the school system to ensure that there is no risk to their safety and the security of the systems and other users.

For my child's safety:

- I understand that the school will monitor the use of the systems, devices and digital communications.
- I will ensure that the device will only be used to visit internet sites that are appropriate.
- I will ensure that the username and password will be kept safe and secure – they will not be shared with another student or adult, nor will I try to use any other person's username and password. I understand that I should not write down or store a password that someone may steal.
- I will be aware that I can access guidance and support for keeping safe online from National Online Safety.
- I will ensure that my child does not disclose or share personal information about themselves or others online (including names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material, messages, or anything that makes me or my child uncomfortable online. Report to the year team should this ever occur.

Your child has been asked to ensure that they will look after the devices so everyone in school can be safe:

- I will ensure that my child will handle all the devices carefully and only use them if they have permission.
- I will ensure that my child will not try to alter the settings on any devices or install any software or programmes.
- I will ensure that we will tell an adult in school (the year team) if a device is damaged or if anything else goes wrong.
- I will ensure that the device will only be used to complete school work.



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Your child has been made aware that there are other rules that they need to follow, including:

- They understand that the school's systems and devices are for educational use and that they will not use them for personal or recreational use.
- They will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- They will not use the school's systems or devices for anything illegal.
- They will respect others' work and property, and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- They will be polite and responsible when communicating with others, they will not use strong, aggressive or inappropriate language, and they appreciate that others may have different opinions.
- They will not take or distribute images of anyone with their device.
- They understand that they are responsible for their actions in and out of school.
- They know that they are expected to follow these rules in school and should behave the same way when out of school.
- They understand that if they fail to comply with this acceptable use agreement, they may be subject to disciplinary action. This action could include loss of access to the school device/network/internet, detentions, suspensions, and in the event of illegal activities, the involvement of the police.

We understand that we are responsible for my device, both in and out of school:

- We know that the device provided to me by the school remains the school property, and it is our responsibility to look after the device.
- We understand that the device needs to be charged and brought into school each day.
- We understand that failure to bring a fully charged device to school daily may result in sanctions in line with the behaviour policy/code of conduct.
- We understand that the school-owned device will only be logged into by a school email account and not accessed by anyone else.
- We understand that if the device becomes damaged, lost or stolen, I will report it to the school immediately, and whilst charges will not incur for cosmetic wear and tear, any malicious and purposeful damage will result in the following charges - Screens £30, keyboard £30, back case £20, top case £20, charger £30, touch pad £15, USB port £15.
- We understand that all activity on the device will be monitored and filtered, in line with the school's online safety policy.
- We understand that we must return the device at the end of each academic year or on my child's final school day.

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