



St Mary  
Magdalene  
Academy

# **TABLET PC & LAPTOP USAGE POLICY**

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”  
James 3.13

- **ST MARY MAGDALENE ACADEMY**

<b>Approval Committee:</b>	<b>Curriculum &amp; Standards Committee</b>
<b>Review Committee:</b>	<b>Curriculum &amp; Standards Committee</b>
<b>Author/responsible person:</b>	<b>Head Teachers (Primary and Secondary)</b>
<b>Last reviewed:</b>	<b>21st April 2016</b>
<b>Next review date:</b>	<b>April 2018 (every 2 years)</b>
<b>Required to publish on website?</b>	<b>NO</b>
<b>Statutory?</b>	<b>NO</b>

# 1 **Tablet PC & Laptop Usage Policy**

## **Introduction**

- 1.1 The Academy has drawn up a policy so the Academy, its staff and its students can know what is, and what is not, expected of them regarding the use of the Academy's Tablet PC's (Tablets) and laptops. This policy has been drawn up as a guideline for staff and students when using the Academy's Tablets and laptops.

## **Policy**

- 1.2 The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. The Academy's staff members are responsible for making sure the computers are treated correctly and looked after for all staff to enjoy.

## **Booking Tablets**

- 1.3 Tablets must be booked a week in advanced.
- 1.4 Sets of Tablets may only be booked by permanent members of teaching staff, not by teaching assistants or supply teachers.
- 1.5 Tablets are available for booking in sets of 15 or 30, unless specifically requested and agreed with the IT department.
- 1.6 Tablets are available from 8:45 to 5:00 daily.
- 1.7 Tablets/Laptops must be booked using the electronic forms.
- 1.8 Non-permanent teachers may borrow a laptop from the IT department. Equipment is not permitted to be taken off site.

## **Usage of Tablets**

- 1.9 Tablets must be returned and plugged in to cabinets.
- 1.10 Tablets should be used for work not for free lessons, as other staff who require them for better reasons may not have Tablets available to them.
- 1.11 Students should not remove the batteries from Tablets under any condition.
- 1.12 Students must not use Tablets unsupervised.
- 1.13 Do not book Tablets, thinking that you may need them and it's just safe to have them there, as supplies are limited.

## **Security**

- 1.14 Rooms with unlocked Tablet cabinets must be locked when a member of teaching staff is not present.
- 1.15 Once Tablets have been delivered to classrooms they then become that member of staff's responsibility; any theft, damage or misplacement of Tablets is in their hands.
- 1.16 If problems occur only send one student at a time accompanied by a signed note from the member of staff responsible with the time the student left the room. Students without notes will be asked to retrieve one.
- 1.17 Do not allow other members of staff or students to take your Tablets, and do not take anyone else's.

### **Failure to Comply**

- 1.18 To ensure the efficient/effective use of the Tablets/Laptops, the IT department have the authority to disallow offenders the use of Tablets/Laptops.

### **Linked Handbooks**

- 1.19 This policy can also be found in the Website Published Documents.