

## PARTICIPATION IN THE SCHOOL LAPTOP SCHEME

At Otumoetai Intermediate School we provide students with the opportunity to use their own laptops within the school. . As technology changes and provides new and exciting tools for learning, we adjust our school Information and communications programmes and network to accommodate these.

From 2010, Otumoetai Intermediate will be moving to a solely Windows based operating system. The constant changes made by Apple makes updating Apple computers and servers too expensive. As a result, there will only be one model specified for use in our Year 7 laptop classes and future years.

By purchasing or leasing a laptop for your son or daughter to use at school, you are also agreeing to adhere to the following conditions for bringing a laptop for use on the school network.

You are agreeing to purchase a PC laptop that meets school specifications.

- You are agreeing for Edtech, our school technicians, to monitor the programmes used on our school network and the laptop's software.
- You are agreeing not to download or install programmes at home without prior consent from the school. This is to prevent conflicts with our network, the software we use and that on the laptop. In return we will arrange to install programmes that we use at the school on the laptop as well where appropriate.
- You are agreeing to ensure no file sharing software such as Limewire is installed on your child's laptop.
- You are agreeing to pay a technical support fee of \$400 to the school. This is to enable the Edtech technicians to administer the laptop on the network. This includes updates and solutions to minor problems. Any hardware faults will be covered by warranty. The technical support fee covers both Year 7 and 8.
- You are agreeing to put in place safe procedures as to how your son or daughter will transport their laptop to and from school.
- You are agreeing to take responsibility for recording the laptop's serial number and other relevant details for warranty purposes.
- You are agreeing to monitor and take responsibility for your child's use of the laptop, particularly with regard to accessing and using internet sites.
- You are agreeing to the school's right to withdraw your child's right to have a laptop at school if they breach the school's internet use rules and rules for electronic communications. (These will be given to all families at the beginning of the year).
- It is recommended that your son or daughter also have a laptop lock to secure the laptop to a table when appropriate.

As a school we will:

- Group laptop students together within home classes.
- Provide an instructional programme that will enable your child to regularly use their laptop as a tool for learning.
- Have your son or daughter's laptop secured in a locked classroom during all breaks.
- Have the power supply checked regularly to ensure your son or daughter's safety.
- Provide regular monitoring and maintenance of the software installed on the computer.
- Provide your son or daughter with guidelines for the use of the laptop and looking after peripherals like the battery to prolong the life of the laptop.
- Instruct your son or daughter on the School Internet Use Policy and Policy on Electronic Communications.

