Digital Home School Agreement

Isaac Newton Academy Primary

For office use only:

Childs name:.....Class.....

Date of deployment:.....Date of Return.....

Device No:.....

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Rationale and Purpose

We are excited to share with you the details of our Digital Device Programme as part of our digital strategy.

By September 2022 each student in an Ark school, from Year 3 upwards, should have a 1:1 device which they can use to support their learning at home.

The digital device that we will provide for your child provides more time for learning at home, which might include:

1. Completing usual home learning on their device
2. Working through online learning materials that the school has shared
3. Researching on topics for school projects
4. Pre-reading articles or watching videos in advance of a new topic at school
5. Completing quizzes to check learning from lessons during the day or week
6. Communicating with teachers and accessing lessons in the case of absence from school
7. Studying and revising independently

The digital devices will come with all of the apps and software that your child needs to support their learning for no additional charge. They will have access to email and Microsoft Teams to enable communication with their teachers.

It is important to remember though that a digital device is an additional educational tool and not as a replacement for traditional teaching and learning methods. It is still important for your child to attend school every day and to participate in their lessons fully.

Ownership of the Device

Isaac Newton Academy retains ownership of the device and grants permission to the pupil to use the device according to the guidelines set out in this document and in conjunction with our Acceptable Use Policy. Isaac Newton Academy retains the right to collect and/or inspect the device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software or hardware.

If your child leaves the school after April 2022, you may should you wish, choose to purchase the device at a depreciated cost. Please contact a member of school office to enquire costs.

Internet Access

For the digital device to be of use at home, you need to have access to the Internet. We know that this is not always the case.

If your child does not have internet access at home then you should contact your school and speak to a member of the Senior Leadership Team to explore options.

Your and our Responsibilities

By accepting this device you are accepting these responsibilities as well. You agree to:

- Treat the equipment with as much care as if it were your own property.
- Allow all automatic updates pushed to the device by Ark Schools/Isaac Newton Academy.
- Always keep the device secure (or in a secure place where others do not have access) or with you (or within your sight).
- Use the device on a hard, flat surface. Leaving a device on a soft surface (blankets, pillows, furniture) can lead to overheating and damage.
- Keep the equipment clean. For example, avoid eating or drinking while using the device.
- Care for and prevent damage to the power cord (you will be required to pay for replacements).
- Refrain from applying any stickers, paint, glitter, or other decorations. The device is the property of Isaac Newton Academy and should not be altered.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Establish a routine of charging the device at home overnight.
- Read any safety warnings included with the device.

You agree <u>not</u> to:

- Let anyone use the device you have been assigned. Loss or damage that occurs when anyone else is using your assigned device or accessories will be your full responsibility.
- Expose the device to extreme temperatures or elements including water.
- Remove or cover the device asset tags on the bottom of the device or power cord.
- Change the physical structure of the device. Doing so will void the warranty, and you will be responsible for the repair or replacement cost.
- Remove or interfere with the serial number or any identification placed on the device.
- Do anything to the device or accessories that will permanently alter it in any way.
- Touch the device screen with sharp objects (e.g., pen, pencil, etc.).
  Close the device with an object (such as pencils, pens or headphone plugs) on the keyboard that can damage the screen.

Isaac Newton Academy has responsibilities too. By accepting this device, you are accepting that Isaac Newton Academy can discharge our responsibilities as well. You agree that:

- Isaac Newton Academy will monitor your use of the device using a variety of methods to ensure compliance with Ark School's Pupil Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the Ark Schools/Isaac Newton Academy profiles will result in disciplinary action.
- All aspects of Isaac Newton Academy's Pupil Acceptable Use Policy remain in effect during the use of the device. We will provide content filtering outside of the network. However, Isaac Newton Academy does not have full control of information on the Internet and no filtering solution is perfect. Further details can be found in the accompanying Safeguarding Policy.
- The use of any Internet-based file-sharing tools or Proxy Apps/websites or VPNs designed to circumvent filtering software are explicitly prohibited. File sharing applications and protocols may not be used to facilitate the illegal sharing of copyrighted material.
- Pupils are permitted to alter or add files to customise the assigned device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). All customisations must follow the Isaac Newton Academy Pupil Acceptable Use Policy.

Dealing with issues

The below process outlines how a pupil gets support for the digital strategy device that has been allocated to them.

You must do the following if your device becomes faulty or damaged

- Take your digital device to the main school office, where you need to speak a member of the office team. You will need to state your name, form class and inform them of the damage/issue.
- The school staff will then log a ticket with the IT team, who will aim to repair the damage or fault.
- If the damage or fault incurs a cost, then you will be issued with a letter confirming the repair and payment required.
- Once the school office receive payment, you will then be given your repaired or replacement device.

Warranty and Repair Costs

Free and included:

- Anything covered by the 1-year manufacturer warranty covering hardware and manufacturing defects.
- Anything software related where appropriate software up to and including the Operating System needs to be re-installed.

Not included and therefore paid by the Parents/Carers

- Hardware repairs after the first year.
- Repairs to cover accidental damage.

The maximum charge if the device is written off and a replacement is required is the Cost Price of the device. This is currently £200 however this may increase over time due to inflation and currency rates.

Typical charges for typical repairs are:

Job	Details	Price
Screen repair	Supply and replace broken laptop screen.	£135
Replace powerpack	Supply and replace powerpack for laptop.	£32
Repair liquid damage/drink spillage	Dry out various parts, assuming none need replacing. (If replacements are needed, the price will be higher.)	£135

Parent/Pupil Digital Device Programme Contract

The following items reiterate some of the most important points covered in the Pupil Device Home School Agreement.

	Pupil Initial	Parent/Carer Initial
I understand that I will report any damage, loss or theft of the device to Isaac Newton Academy staff immediately. In addition, I understand that my parent/carer will be held responsible for the loss or damage of the device in accordance with the policies outlined in the Isaac Newton Academy Pupil Device Home School Agreement. The maximum charge if the device is lost or written off and a replacement is required is the Cost Price of the device. This is currently £200 however this may increase over time due to inflation and currency rates. Typical charges for typical repairs vary and are up to £200.		
I will not leave my device or accessories unattended unless it is locked in a secure place. I take full responsibility if my device or accessories become lost or stolen.		
I will read and follow the device care advice in this document		
I will only use the device for the purposes set out in the Isaac Newton Academy Pupil Device Home School Agreement and the Pupil Acceptable Use Policy.		
I will immediately report any problems with my device to the main school office.		

Terms of Agreement

The parent/carer and pupil are responsible for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the Isaac Newton Academy Pupil Device Use Agreement or Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.

The device and accessories remain the property of Isaac Newton Academy. Parents/carers and pupils agree to return the device and accessories to Isaac Newton Academy in the same condition it was issued to the pupil less reasonable wear.

Pupil Name: _____Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Pupil Acceptable Use Contract

At Isaac Newton Academy excellent computer facilities and internet access are provided to support students' learning. We require students to respect the following rules to ensure that digital technology is used responsibly and safely at all times:

	Pupil Initial	**Parent/Carer Initial**
1. I will only use the Academy's computers to support my learning, using my own login and password, which I will not share with others.		
2. I will only use the internet responsibly and for educational purposes.		
3. I will only use the Academy's email system to communicate with members of the school community and for educational purposes. I will not use third party email systems such as hotmail or MSN.		
4. The messages I send will be polite and sensible. I will not use ICT to bully, upset or insult anyone.		
5. I will not give my home address, phone number or other personal details or images to anyone, or arrange to meet them, unless a member of staff has given me permission.		
6. I will tell a member of staff if I receive a message or witness anything inappropriate that contravenes this policy.		
7. I will not access other people's files without their permission.		
8. I will not access inappropriate materials or banned websites.		
9. I will not access social networking sites or chat rooms whilst at the Academy.		
10. I will not listen to music unless it is a required part of my lesson.		
11. I will not record, publish, deface or distribute images or videos of other members of the Academy community without formal permission.		
12. I will not use external storage devices such as USBs in the INA system.		
13. I will not use digital technology in any way to bring the Academy into disrepute.		
14. I will not download or stream any content that is not directly linked to my learning.		
15. I will follow guidelines surrounds the use of MS teams, including only access meetings when invited and when scheduled and never sharing the link with anyone (including others in the class).		

I understand that the Academy will check my computer files and may monitor the internet sites I visit and/or emails I send/receive. I agree that if I fail to follow the rules outlined above, my access to the internet and/or the computer network will be affected, and I will face sanctions as outlined in the Academy's Positive Behaviour for Learning Policy.

Pupil Name: _____Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____