**Device user agreement – pupils**

This agreement is between **Bushbury Lane Academy** and **name of pupil (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).**

and is valid for the academic year of 2021/2022. The device is the property of the school and can be monitored.

We have created this agreement to make sure you understand how devices must be used. If you do not follow this agreement, you 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.
* The device should be carried with you during all classes and stored safely in your locker during lunch, break times or sport.
* The device should be taken home with you at the end of the day – it should not be left in your locker overnight.
* You should never leave the 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 during the school day.
* 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 at the end of the school year.
* 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 images and videos.
* Access any other pupil’s account or files on the device.

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Please read each statement and provide a tick to show you agree to the terms, then provide your name below.

* 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.

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| --- | --- |
| Pupil name (please print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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