



**DAY WATERMAN
COLLEGE**

Netbook Responsibilities & Acceptable Usage Policy Agreement

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Introduction

In order to increase the amount of individual study time available and to facilitate a 21st century blended learning environment, the use of netbooks has been introduced for all pupils. Netbooks are to be used for curriculum work and serve as a learning tool for educational purposes and for a limited range of named recreational activities.

Parents/guardian are to purchase netbooks for their Children. It is important that all students have netbooks with similar configuration and with the same recommended software installed, so that we can support all students with minimal in-house maintenance.

The netbook should have the following configuration:

Intel or AMD processor with at least 1.6 GHz speed. Maximum of 320 GB HDD or 64GB SSD, 2GB RAM (4GB preferable). Bluetooth, Web cam. 10.1" to 14" screen, Windows® Operating System.

Parents should also ensure that they have installed Microsoft Office and an antivirus software of choice. There is a variety of software that students will require in school; these will be installed on the using the school's proprietary software. The netbook remains the property of the student but will be subject to the [DWC IT Policy](#) while your child remains a student of this college.

Student Responsibilities

- When using the netbook at school, or anywhere else, I will follow the policies of Day Waterman College and abide by all local, state, and federal laws.
- My netbook will be treated with care by not dropping it, getting it wet, leaving it outdoors, or bringing it to the dining hall. I will always carry it in the sleeve, case, or bag in the proper manner.
- I will use my netbook for learning purposes as directed by the teacher.
- All accounts, programs, and files are subject to inspection and search at any time without notice.
- I will not store any inappropriate files or videos on netbook while in school.
- I will not leave my netbook unattended in unsupervised areas of the school, If I do so I understand that the school cannot accept responsibility for any loss or damage that may occur.
- I will not lend my netbook to anyone.
- Cyberbullying or any form of bullying will not be tolerated at DWC. I will not use the internet to threaten, harass, offend, or bully any other person.
- Misuse of Teams Application or similar Applications
- I will only use the school internet and will not attempt to bring an external source of internet into DWC. I understand this is a serious breach of Safeguarding and will be dealt with very severely by the school leadership.
- I am responsible for all the contents of my netbook.
- I will be responsible for all damage or loss caused to the netbook by neglect or abuse
- I cannot load any software onto the netbook without first receiving permission from my teacher or house parent
- I agree that e-mail or any other computer communication will be used only for appropriate, legitimate, and responsible communication.
- I will not search for, download, display, post, or distribute vulgar, offensive material or images on the netbook as described in applicable DWC policies (Internet usage policy).
- I will comply with any member of Staff who asks me to open the netbook to check on the contents.
- If my netbook is confiscated, I must check the netbook in the presence of the staff to ensure it is in the condition I gave it to the staff.
- I will not bring or download unauthorised programs or files.
- I will always have the lid closed when carrying the netbook
- I will report any damage to my class teacher, ICT technician or House parent when it occurs or first noticed.
- I understand that files stored locally on the Netbook or on school servers are not private.
- Netbooks are to be taken home during half term and end of term.

Netbook Confiscation Policy:

The netbooks are an educational resource that needs to be managed carefully. The temptation for students to be off task is something that as teachers we need to deal with, whether that be with their netbooks or otherwise. Confiscation of the netbooks is not an ideal sanction for their misuse as it hinders progress in subsequent lessons.

Restricting the use of netbooks in your lesson and free time should be enough to help students modify their behaviour (please use the DWC BFL policy to log and rectify any inappropriate behaviours).

Student Responsibility (from the Netbook Responsibilities & Acceptable Usage Policy Agreement)

I will use my netbook for learning purposes as directed by the teacher.

If you do not require students to use netbooks during your lesson, then instruct them to put them away (in their bags or in a specified area of the room) at the start of the lesson.

The SLT have agreed on the following sanctions for misuse of netbooks during lessons or prep.

Sanctions

Code 0 Warning

Code 1 Withdrawal of the netbook for the remaining part of the lesson

Code 1 Detention and (possibly) withdrawal of the netbook for the remainder or part of the lesson

Code 2 Withdrawal of the netbook use outside lessons and prep for 1 day and referral to HOY (BH, IT and SLT are informed)

Code 2 Withdrawal of the netbook use outside lessons and prep for 3 days referral to HOY (BH, SLT and parents are informed)

Code 3 Withdrawal of the netbook use outside lessons and prep 1-week HOY (BH, SLT and parents are informed)

Code 3 Referral to SLT and further steps taken to modify behaviour

If the Netbook has been confiscated it will be handed in to either the boarding staff or SLT during all recreational times.

This is now the procedure that staff must follow for the misuse of netbooks. If the procedure is not followed, the staff member will be asked to return it to the student.

Any member of staff who suspects that a netbook contains illicit material has a responsibility to confiscate the netbook and follow the procedures below:

1. If confiscation happens during the day, the staff **must complete the Netbook Confiscation form** and take the netbook to the Vice Principal Pastoral **(the form will be completed and signed by both parties)**.
2. The netbook will be retained by the Vice Principal Pastoral whilst the laptop is checked. The ICT Department will be informed and will undertake a check of the netbook by the close of business on that day. The Vice Principal will decide of the next step in line with the school behaviour policy.
3. If the netbook is found not to contain illicit material, the student will collect the netbook the next day from the PA.
4. A list detailing the names of those students whose netbook has been confiscated will be kept by the ICT department.
5. If misuse of the netbook is discovered out with lesson time such as during Prep. The SLT member of staff on duty will be involved who in the first instance will take responsibility for the netbook until the next day when the above procedures can be completed.

Student:

By signing below, I agree to follow the rules as outlined by this form and the Student Network and Internet Acceptable Use and Safety policy as outlined by DWC internet usage policy. I understand that my use of the netbook and network is a privilege and may be revoked at any time for the misuse of either. I further agree to restrict my usage of the netbook, network and/or e-mail to purposes that are school appropriate.

Student Name: _____

Boarding House and Form: _____

Student Signature and Date: _____

Parent Responsibilities

For your child to take the netbook home during half term and end of term, you (parent/guardian) must be willing to accept the following responsibilities:

- Will discuss, at home, acceptable and non-acceptable uses of the netbook and use of internet according to DWC policy on Internet Acceptable Use and Safety policy.
- Will supervise the use of the netbook at home, making sure that it is used and stored appropriately.

Parents Name: _____

Parents Signature and Date: _____