



Dear Parent/carer,

22nd January 2016

Increasingly there are situations and opportunities in lessons where the use of personal electronic devices can help enhance learning opportunities and experiences and increase student engagement. After some discussion and consideration we are introducing a new policy whereby students can bring in their own laptops, tablets or other appropriate electronic devices and use them for private study and research in lessons and study areas when permitted or directed by a member of staff.

To make this policy work, we need your daughter/son to read and agree to abide by the terms and conditions of the two key policies i.e. the Student Acceptable Use Policy and the Bring Your Own Device Policy. These can both be found on the school website.

We would also like you to indicate that you have discussed these with your child to ensure that they are fully understood and the implications of misuse are clear. The declaration below must be signed to confirm this situation and you are in agreement for your son/daughter to bring personal electronic devices into school at their own risk. Students will not be allowed to use their personal devices without this agreement.

Please ensure that the letter is signed and returned to the A block letterbox. Once this agreement has been noted, the slip will be returned to students for them to keep with them at all times when they are in College (ideally stuck in their diaries).

Yours sincerely,

Colin Taylor
Headteacher

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REPLY SLIP: BRING YOUR OWN DEVICE POLICY FOR STUDENTS

Student Name: Tutor Group:
(Please print)

I will (tick as appropriate):

- Be responsible for the security, maintenance and insurance of my own device.
- Ensure that I have the best practice anti-virus software and security updates installed.
- Ensure that I use my device when directed by a member of staff and only for learning and college work when on site.
- Abide by the Acceptable Use Policy.
- Keep secure my personal addresses, telephone numbers and those of others.
- Avoid accessing or downloading materials which could make others feel uncomfortable.
- Avoid chat rooms and other social media sites.
- Be aware of the sanctions which may result from misuse of electronic devices.
- Not attempt to charge my own devices at college.

We hereby certify that we have read and discussed the contents of the two policies.

Signed: (student) Date:

Signed: (parent/ carer) Date: