



Immanuel College Laptop Policy

The general rule is that pupils in Years 7 – 9 are only be allowed to use lap tops during lessons with the authorisation of the Teaching and Learning Department. If a pupil in Years 7 – 9 who is given permission to use a lap top needs to purchase a new one, it is recommended that he/she acquires the "Alpha Smart" model which is inexpensive and essentially a word processor.

Pupils in other Years of the school may use lap tops with the agreement of the Teaching and Learning Department or with permission from the subject teacher if it is deemed helpful and appropriate to allow such use to take place (e.g. for the production of coursework). If students use lap tops without permission from T and L, it should be made clear that only those who have appropriate educational reports and approval from the examination boards will be able to use lap tops in examinations.

USE OF LAP TOPS IN LESSONS

1. The teacher will decide when a lap top is to be turned on.
2. Once the lap top has been switched on, the lid should remain down until the teacher advises that it can be used.
3. Misuse of the lap top includes logging on to any programme or site not necessary for the lesson. This might take the form of viewing another word document, accessing the internet, looking at screen savers, and using a camera facility or recording system.
4. If a member of staff considers that a lap top has been used for any form of filming or recording during a lesson, the lap top will be confiscated immediately, and appropriate disciplinary action may follow
5. The internet must not be used during a lesson unless permission is given by the teacher.
6. When in use, the volume must be turned off.
7. The lap top should only be operated and viewed by the designated user.
8. When not in use, the lap top must be turned off and the lid closed.
9. All work produced on a lap top must be backed up.
10. All work must be printed off and filed appropriately.