



## Students' School Laptop Policy

### Introduction

Our school is committed to providing students with access to modern technology to enhance their learning experience and prepare them for a technologically driven future. School-issued laptops are valuable educational tools and must be treated with care and used responsibly. This policy outlines the expectations for all students regarding the use, care, and security of their school laptops, which are provided as part of the 'One Device Per Child' (ODPC) project.

### 1. General Expectations & Ownership

**Educational Purpose Only:** Laptops are provided for educational purposes only and should be used for school-related work, research, and assignments. It is at the school's discretion to take any necessary action at any given time should the need arise.

**Assigned Device and Responsibility:** Students are solely and fully responsible for their laptop at school. Students are **not permitted to swap, loan, share or exchange** their laptops with other students. Parents/guardians are to assume **full responsibility and ownership** of the device during its lifetime, as it is an essential learning tool. The school is **NOT** responsible for lost, stolen, or broken laptops.

**Identification and Labelling:** Crucially, to ensure proper identification, students and parents/guardians are instructed to affix to the laptop, a label which includes the student's full name, surname and class

The same labeling procedure must be applied to all associated parts of the assigned equipment the laptop protective case, and any other peripherals issued. This labeling is mandatory so that all school staff can immediately identify the student owner of each item.

**No Alterations:** Students are prohibited from altering the laptop's hardware, installing unauthorized software, changing system settings, or attempting to bypass security measures or filters. This includes, but is not limited to, changing the desktop background or installing games except games installed through Company Portal (e.g. Minecraft Education). Online activity should be supervised while at home.





**Log In Requirement:** All students **must log in** using their school iLearn username and iLearn password.

**Return of Device:** In the eventuality of a student leaving the island, the parent/guardian needs to formally inform the school. The parent/guardian is to return the laptop to school.

## 2. Care and Maintenance

### Daily Charging & Bring to School:

- School laptops **must be fully charged at home**. Charging at school is **strictly prohibited**.
- Students are responsible for bringing their fully charged laptop to school **when teachers inform students to do so**.
- Students are not allowed to bring the laptop charger to school.
- The **school is NOT responsible for maintenance or upkeep** (charging, updates, repairs).

**Protective Case and Accessories:** Laptops must always be transported and stored in the **protective carry case provided**. All new devices come with a protective carry case, charger, and **microfiber cloth**.

**Handle with Care:** Students must handle their laptops with care. This includes:

- Avoiding dropping or throwing the laptop.
- Keeping food and drinks away from the laptop.
- Not placing **anything heavy on top** of the device.
- Avoiding extreme temperatures (e.g., leaving it in a hot car).
- Not charging it on carpets, rugs, sofa or beds.

**Screen Care:** Clean the screen only with the **microfiber cloth provided**; avoid any liquids or abrasive cleaners.

**Reporting Damage/Malfunction:** Any damage, malfunction, or loss of the laptop must be reported **immediately** to the **MITA Service Call Centre**. Do not attempt to repair the laptop yourself.



### 3. Damage, Loss, and Technical Support Procedures

**Reporting Issues:** All issues related to laptop computers (operational, software, or hardware) need to be **solely** reported to the **MITA Service Call Centre** by calling **20935000**.

**Theft or Loss:** If a device gets stolen or lost, the parent needs to log a call with the MITA Service Call Centre, and a **police report will need to be raised and submitted** to IMU via [ict.support@ilearn.edu.mt](mailto:ict.support@ilearn.edu.mt). Keep ticket number provided.

**Misuse and Negligence :** Damages that occur due to **misuse, intentional mishandling, or loss due to negligence will not be tolerated**. No replacement device will be given out to the student without a valid reason. In the eventuality of blatant abuse, the case will be referred to an **arbitration board set up by MEYR** which is empowered to take disciplinary action.

### 4. Usage and Security

**Secure Storage:** When not in use, it is recommended that laptops should be stored securely in the students' locker. Laptops should never be left unattended.

**Personal Responsibility:** Students are responsible for the security of their assigned laptop at all times.

**Internet Safety & Digital Citizenship:** Students must adhere to the MEYR's **Acceptable Use Policy (AUP)**. Accessing, downloading, or distributing inappropriate, illegal, or harmful content is strictly prohibited. Cyberbullying, harassment, or any form of inappropriate online behavior using the school laptop is not tolerated.

**Backup Data:** Students are responsible for regularly **backing up their important schoolwork** to cloud storage (One Drive through iLearn) or an external drive. The school is not responsible for lost data.

### 5. Classroom Management and Efficiency

**Bring to Class:** Students must bring their fully charged laptops to school **when teachers inform students to do so**.

**Teacher Discretion:** Teachers reserve the right to instruct students to close their laptops



or put them away if their use is distracting or not conducive to the learning environment.

**Focused Use:** Laptops should be used for the current lesson's activities only. Multitasking with unrelated applications or websites during class time is prohibited. **Laptops cannot be used during replacements and break time.**

## 6. Consequences of Non-Compliance

Violations of these policies and rules may result in, but are not limited to, the following consequences:

- Verbal warning.
- Disciplinary action (e.g., detention, suspension).
- Financial responsibility for repairs or replacement.
- Referral to law enforcement for illegal activities.

## 7. Communication and Agreement

### Parent/Guardian and Student Agreement

The school requires that all parents/guardians and students acknowledge their understanding of an agreement to abide by this Students School Laptop Policy. This policy is a vital part of the **Acceptable Use Policy (AUP)** and the **GDPR form** that parents/guardians signed when collecting the laptop.