



Students' School Laptop Policy

Enhancing learning through technology whilst ensuring responsible use and care of school-issued devices.



ST THOMAS MORE COLLEGE
CARLO DIACONO
Middle and Secondary School, Żejtun

Educational Purpose & Ownership

Educational Use Only

Laptops are provided for school-related work, research, and assignments exclusively.

Student Responsibility

Students bring devices at their own risk. School is NOT responsible for lost, stolen, or broken laptops.

No Sharing

Students are prohibited from swapping, loaning, or exchanging laptops with others.



Identification & Security



Mandatory Labelling

All equipment must display:

- Student's full name and surname
- Class designation
- Applied to laptop, charger, case, and peripherals

Login Requirements

Use the school iLearn username and password only.



No Alterations Permitted

Hardware

No physical modifications to device components.

Software

No unauthorized software installation or system setting changes.

Security

No bypassing security measures or filters.

Exceptions

Games through Company Portal (e.g., Minecraft Education) are permitted at the teacher's discretion.

Handle with Care



Use Protective Case

Always transport and store in the provided carry case.



Keep Food Away

No food or drinks near the laptop.



Avoid Dropping

Handle gently; no throwing or placing heavy objects on top.



Avoid Extremes

Keep away from extreme temperatures and unsafe charging surfaces.



Clean Properly

Use only the provided microfiber cloth for screen cleaning.



Daily Care & Charging

1 Charge at Home

Laptops must be fully charged at home. Charging at school is strictly prohibited.

2 Bring When Required

Students bring fully charged laptops when teachers instruct.

3 No Chargers at School

Students are not allowed to bring laptop chargers to school.

 The school is NOT responsible for maintenance, upkeep, charging, updates, or repairs.



Reporting Issues & Support



01

All Technical Issues

Report operational, software, or hardware problems to MITA
Service Call Centre: **2093 5000**

02

Theft or Loss

Log call with MITA, file police report, submit to IMU via ict.support@ilearn.edu.mt

03

Keep Ticket Number

Retain the ticket number provided for all reported issues.



Important: Damages from misuse or negligence will not be tolerated. No replacement without valid reason.

Security & Digital Citizenship

Secure Storage

Store laptops securely in lockers when not in use.
Never leave unattended.

Internet Safety

Adhere to MEYR's Acceptable Use Policy (AUP).
Prohibited activities:

- Inappropriate, illegal, or harmful content
- Cyberbullying or harassment
- Any inappropriate online behaviour



Backup Your Work

Regularly backup schoolwork to OneDrive through iLearn or external drive. School not responsible for lost data.

Classroom Expectations



Bring When Instructed

Fully charged laptops are brought to class when teachers require them.



Teacher Discretion

Teachers may instruct students to close laptops if use is distracting.

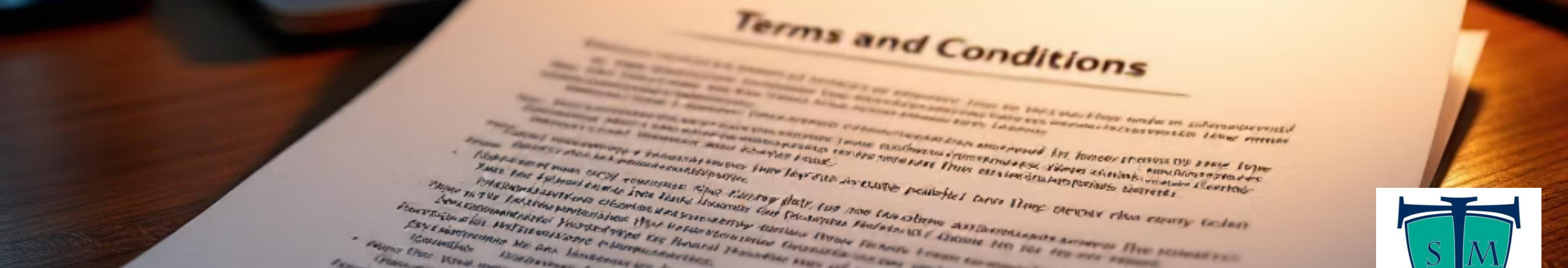


Focused Use

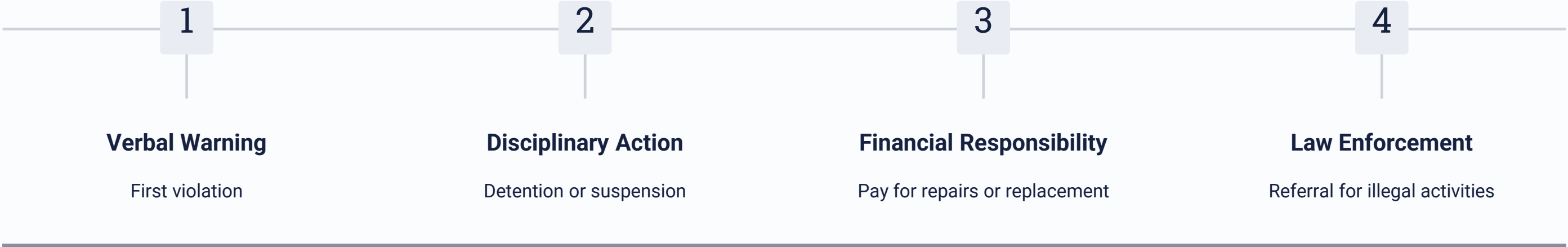
Use for current lesson activities only. No multitasking with unrelated content.



Laptops cannot be used during replacements and break time.



Consequences & Agreement



Parent/Caregiver & Student Agreement Required

All parents/caregivers and students must acknowledge understanding and agreement to abide by this policy. This forms part of the Acceptable Use Policy (AUP) and GDPR form signed when collecting the laptop.

Questions & Answers



Here are some common questions about the school laptop policy and their respective answers to guide you.

What if my laptop breaks?

Report all hardware issues to the MITA Service Call Centre at **2093 5000**. Damages due to misuse or negligence may incur repair or replacement costs.

I forgot to charge my laptop, can I charge it at school?

No, laptops must be fully charged at home. Charging at school and bringing chargers to school are strictly prohibited.

What if I have login problems?

Ensure you are using your official school iLearn username and password. For persistent issues, contact the MITA Service Call Centre for assistance.

Can I use my laptop during break time?

No, laptops are not permitted for use during replacements, break time, or any other non-instructional periods.