



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, provided as part of the One Device Per Child (ODPC) project, are valuable educational tools and must be used responsibly, safely and appropriately.

This policy outlines the expectations and responsibilities of students and their parents/legal guardians regarding the use, care, security and management of school-issued laptops, both at school and, where applicable, at home. It should be read in conjunction with the relevant ODPC procedures and agreements, the Acceptable Use Policy (AUP), and other applicable school and MEYR procedures.

1. General Expectations & Ownership

Educational Purpose Only

Laptops are provided for educational purposes and should be used for school-related learning, research and assignments. Any action taken by the school in relation to a student's laptop must be authorised, necessary, proportionate and consistent with this policy, the ODPC agreement and applicable procedures.

Assigned Device and Responsibility

Each student is responsible for the appropriate care and use of their assigned laptop. Students are not permitted to swap, loan, share or exchange their laptop with other students. Parents/legal guardians assume responsibility for the device during the period in which it is assigned to the student, as it is an essential learning tool. The school is not responsible for laptops that are lost, stolen or damaged.

Identification and Labelling

To ensure proper identification, the laptop must be clearly labelled with the student's full name and class. The same labelling procedure should be applied to the laptop's protective case and any other associated equipment, where appropriate. This enables school staff to identify the owner of each item easily.



No Unauthorised Alterations

Students must not alter the laptop's hardware, install unauthorised software, change restricted system settings, or attempt to bypass security measures or filters. This includes the unauthorised installation of games. Agreed accessibility tools and reasonable adjustments must not be disabled or treated as unauthorised alterations.

Log In Requirement

Students must log in using their assigned school iLearn username and password. Login credentials must not be shared with other students or third parties.

Leaving Malta / Return of Device

If a student is leaving Malta and is therefore no longer eligible to retain the device under the ODPC arrangements, the parent/legal guardian must formally inform the school and follow the applicable ODPC procedure for the return of the laptop.

Change of School / School Transfer

When a student changes school, the applicable ODPC transfer procedure must be followed. All requests relating to a change of school must be submitted by email to ict.support@ilearn.edu.mt. The following information must be provided:

- current school;
- new school;
- laptop asset number; and
- laptop serial number.

The details should be carefully verified before submission to avoid delays and ensure that the transfer is processed correctly.

State-to-State School Transfers

When a student transfers from one State school to another State school, the laptop does not need to be returned or taken to the service centre. The transfer will be processed internally by the laptop contractor's team. No further action regarding the laptop is required from the parent/legal guardian or the school unless otherwise instructed.

Transfers Between State, Church and Independent Schools

When a student transfers between State, Church and Independent schools, the laptop must



be reimaged before the transfer can be completed. The laptop must therefore be taken to the designated service centre. As reimaging will permanently erase all data stored on the device, parents/legal guardians must back up any important files before handing over the laptop.

Once the transfer request has been submitted to ICT Support and the corresponding ticket has been received by the contractor's team, the applicant will be contacted directly by email with confirmation of the transfer details and any further action required. Where applicable, this will include the service centre address, opening hours and contact information. The contractor's technical team will then manage the remaining stages of the transfer process.

For further clarification regarding the school-transfer procedure, the ODPC Team may be contacted at odpc.meyr@gov.mt.

2. Care and Maintenance

Daily Charging & Bringing the Laptop to School

- School laptops must be fully charged at home before being brought to school. Charging laptops at school is not permitted.
- Students are responsible for bringing their fully charged laptop to school when instructed to do so by their teachers.
- Laptop chargers should not be brought to school.
- Students and parents/legal guardians are responsible for routine care of the device, including ensuring that it is charged and kept appropriately updated. Technical faults and repairs must be reported through the appropriate support procedure.

Protective Case and Accessories

Laptops must always be transported and stored in the protective carry case provided. Students are expected to take proper care of the laptop and all accessories issued with it, including the charger, protective carry case and microfiber cloth.

Handle with Care

Students must handle their laptops carefully and responsibly. This includes:

- avoiding dropping, throwing or otherwise mishandling the laptop;
- keeping food and drinks away from the device;



- not placing heavy objects on top of the laptop;
- protecting the laptop from extreme temperatures, including leaving it in a hot vehicle; and
- not charging or using the laptop on soft surfaces such as carpets, rugs, sofas or beds, where ventilation may be restricted.

Screen Care

The laptop screen should be cleaned using the microfiber cloth provided. Liquids, sprays or abrasive cleaning products should not be applied directly to the screen or device.

Reporting Damage/Malfunction

Any damage or malfunction affecting the laptop must be reported promptly through the appropriate technical support procedure. Students and parents/legal guardians must not attempt to repair the laptop themselves.

3. Damage, Loss, and Technical Support Procedures

Reporting Issues

All operational, software or hardware issues relating to the laptop must be reported to the MITA Service Call Centre by calling 2093 5000. The ticket number provided should be retained for reference. Students and parents/legal guardians should not attempt to repair the device themselves.

Theft or Loss

If a laptop is lost or stolen, the parent/legal guardian must immediately log a call with the MITA Service Call Centre. A police report must also be filed and submitted to IMU via ict.support@ilearn.edu.mt. The ticket number provided by the MITA Service Call Centre should be retained for reference.

Damage, Misuse and Negligence

Any damage resulting from misuse, intentional mishandling or negligence will be investigated fairly and addressed proportionately. In determining responsibility, a distinction should be made between accidental damage, negligence and deliberate damage before any financial or disciplinary responsibility is assigned.

A replacement device will not automatically be issued and will be subject to the applicable



ODPC procedures and the circumstances of the case. In cases involving deliberate or serious misuse, the matter may be referred to the appropriate MEYR arbitration process, in accordance with the applicable ODPC procedures.

4. Usage and Security

Secure Storage

When not in use, laptops should be stored securely in the student's assigned locker, where available and appropriate. Laptops must never be left unattended in classrooms, corridors, common areas or other unsecured locations. Locker storage and access should be managed in accordance with lesson requirements and school procedures.

Personal Responsibility and Security

Students are responsible for keeping their assigned laptop secure while it is in their possession. Students must protect their passwords and login credentials, must not share them with others, and should remain alert to phishing attempts or other suspicious online activity.

Internet Safety & Digital Citizenship

Students must comply with the MEYR Acceptable Use Policy (AUP) and use the laptop in a safe, respectful and responsible manner. Accessing, downloading, creating, storing or distributing inappropriate, illegal or harmful content is prohibited. Cyberbullying, harassment or other inappropriate online behaviour using the school laptop will not be tolerated.

Privacy and Personal Information

Students must take appropriate steps to protect their own personal information and that of others. Personal information, passwords or other sensitive information must not be shared unnecessarily through websites, applications, messages or other online services.

Cameras, Microphones and Recordings

The laptop's camera, microphone and recording functions may only be used for an authorised educational or accessibility purpose and with appropriate permission. Students must respect the privacy of others and must not photograph, record or distribute images, audio or video of students, staff or other persons without permission.



Storage and Backup of Schoolwork

Students should use OneDrive through their iLearn account as the primary location for organising and storing schoolwork. Students are responsible for ensuring that important work is saved appropriately and, where permitted, an additional backup may also be maintained. The school cannot be held responsible for data that is lost because it has not been appropriately saved or backed up.

5. Classroom Management and Efficiency

Bringing the Laptop to School

Students must bring their fully charged laptop to school when instructed to do so by their teachers. Students should ensure that the device is ready for use at the start of the relevant lesson.

Teacher Direction

The use of laptops during lessons is at the direction of the teacher. Teachers may instruct students when to open, close or put away their laptops according to the requirements of the lesson and the learning environment. Students are expected to follow these instructions promptly.

Focused Use

During lessons, laptops must be used only for the learning activities authorised by the teacher. Students must not access unrelated applications, websites, games or other content while the laptop is being used for a lesson.

Use Outside Scheduled Lessons

Laptops may be used during replacement lessons or break time only for an authorised educational or accessibility purpose and under appropriate supervision. At all other times, laptops should remain securely stored in accordance with the school's procedures.

Accessibility and Reasonable Adjustments

Where a student has agreed accessibility tools or reasonable adjustments, these should be respected when managing laptop use in the classroom. Such tools should not be regarded as unauthorised use where they form part of the student's approved educational or accessibility arrangements.



6. Consequences of Non-Compliance

Failure to comply with this policy may result in appropriate action being taken in accordance with school procedures and applicable ODPC/MEYR procedures. Any response will take into consideration the nature, seriousness and circumstances of the incident and will be applied fairly and proportionately.

Depending on the circumstances, consequences may include, but are not limited to:

- a verbal warning or other appropriate corrective action;
- disciplinary action in accordance with the school's behaviour procedures;
- financial responsibility for repair or replacement, where this is established through the applicable procedures; and
- referral to the appropriate authorities where the incident involves suspected illegal activity.

Where damage to a laptop is involved, a distinction will be made between accidental damage, negligence and deliberate damage before financial or disciplinary responsibility is assigned.

7. Communication and Agreement

Parent/Guardian and Student Agreement

Students and their parents/legal guardians are expected to read, understand and comply with this Students' School Laptop Policy. Responsible use of the school-issued laptop is a shared responsibility and forms part of the conditions associated with the use of the device.

This policy should be read in conjunction with the Acceptable Use Policy (AUP), the relevant ODPC agreement and procedures, and applicable data protection documentation completed in connection with the issuing and use of the laptop.

Parents/legal guardians and students are expected to cooperate with the school and the relevant support services whenever action is required concerning the use, care, security, repair, loss, transfer or return of the device.

Any updates to procedures relating to school-issued laptops will be communicated to students and parents/legal guardians as appropriate.



8. Digital Wellbeing

The school recognises the importance of maintaining a healthy and balanced approach to the use of digital devices. Students are encouraged to use their school-issued laptop in ways that support both their learning and their overall wellbeing.

Healthy Device Use

Students should:

- take regular breaks from the screen, particularly during extended periods of laptop use;
- maintain an appropriate sitting posture and use the laptop in a suitably lit environment;
- avoid prolonged or unnecessary screen time; and
- balance the use of digital devices with physical activity, adequate sleep and offline activities.

Responsible and Balanced Use

School-issued laptops are intended to support and enhance learning and should not unnecessarily replace other appropriate forms of learning, interaction and activity. Students are encouraged to develop responsible digital habits and to recognise when it is appropriate to step away from the screen.

Supporting Student Wellbeing

Where the use of a laptop causes discomfort or presents an accessibility or wellbeing concern, students should inform an appropriate member of staff so that suitable support or reasonable adjustments can be considered.