

Our Ref: 114 16

Date September 2016

Dear Parent/Carer,

Your son has been supplied with a laptop to use for his classwork. Laptops are provided if there has been prior involvement and recommendation following an ICT assessment from a specialist teacher. This recommendation will be due to handwriting speed and/or inaccuracy compared to typing speed and accuracy. There may also be medical reasons which suggest a laptop may be more beneficial. These needs are assessed in the same way.

The laptop which is being provided belongs to the SEND department at St Margaret's Academy. However, it is your son's responsibility whilst he moves around the school building.

The conditions of supplying a laptop for use within school are set out below:

- Laptops should not be used by another student.
- Laptops should be left in the SEND office at the end of the school day and collected before lessons start each morning.
- The laptop cannot be taken home.
- The internet must not be accessed without subject teachers consent.
- It is your son's responsibility to print out work and collate it, per the subject teacher's request.
- There will be sanctions for misuse of any ICT equipment.
- Students should ensure that the laptop is kept securely during a PE lesson. We have an arrangement with the main school office that laptops can be dropped off on the way to PE and picked up again immediately after the PE lesson.

Please note, it is the responsibility of the student to ensure he follows the above procedure. Should he forget to collect the laptop following his PE lesson, it will remain in the school office until he does so.

If your son has a memory stick which he is able to bring in to school, he may find it useful to store the work on, particularly if it is needed for homework.

Please sign the slip below and return it to school to acknowledge the conditions outlined above. Your son should also sign to state that they fully understand the conditions and they are responsible for the laptop. Once the slip is received, the laptop will be issued.

Mrs K Pritchard
SENCO

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I have read and agree to the conditions outlining the use of a school laptop in lessons.

Parent/carer signature _____ Date _____

Pupil signature _____ Date _____