



BSB Laptop Agreement

At BSB, we are delighted to provide our students with laptops in Years 7 to 11. These devices are vital in helping students conduct research, create projects and write documents. With information technologies being such an integral part of life in the 21st century, computer skills and knowledge are vital in helping our students be prepared for life after they leave school.

Our laptops have been configured by our ICT department to ensure maximum functionality and a streamlined learning experience by:

- ensuring that students have all the applications they need and are ready for their lessons.
- monitoring the laptop usage to track inappropriate use.
- installing and updating anti-virus software to protect student work and identity.
- ensuring the laptop meets the required specifications for the tasks required for success at school.
- ensuring that the laptop is used solely for study and not for games, music or videos thereby minimising distractions and enabling students to focus on learning. The school laptop does not have any social media applications installed which reduces the temptation for students to chat or message online when in school.
- ensuring that the school ecosystem (cloud, homepage etc) is already setup on a school laptop which means students do not spend time searching for links or websites.
- quickly resolving software or hardware issues.

Laptop Loan Agreement

This document sets out the conditions that govern The British School of Beijing, Shunyi's one-to-one laptop policy. It specifies the responsibilities entered into by the school, the student and the parents. This document is required to be read and signed by both the student and one of the parents or guardians.

Student Full Name:	Class:	Date:
Asset ID:	Make & Model:	
Serial:	Value:	
Damages on Handover:		



General Conditions

- The laptop is provided on loan to the student and shall remain the property of the school.
- The laptop is provided as a resource to enhance teaching and learning. It should only be used for approved school related activities, educational and / or research purposes.
- The laptop shall be returned to the school if the student permanently leaves the school.
- The laptop shall be returned at any point if the school requires. This includes but is not limited to vacation time, performing updates, maintenance and checking the laptop is being used appropriately.

The school will...

- provide the laptop in perfect working condition.
- provide opportunities to use the laptop whenever it is deemed purposeful and it will help to improve teaching and learning.
- provide a safe network structure and access to Internet that enables the comprehensive use of the laptop.
- provide sufficient and adequate training on the use of the laptop including health and safety precautions and acceptable usage
- cover the cost of any repairs or software malfunction derived exclusively from manufacturing or inherent software problems.
- cover the first instance of repairs or replacement derived from accidents. The school will not cover any additional accidents, damage from misuse/lack of care or loss.
- repair the laptop whenever any damages occur or problems with the software arise and attempt to provide a replacement
- take disciplinary action for any misuse of the laptop or non-compliance with the school's Acceptable Usage Policy
- remove any material deemed inappropriate and report this to the parent
- treat damage / loss / theft cases on a case-by-case basis
- provide a bag for students to carry the laptop and equipment.

The student will...

- be allowed to take the laptop home on a daily basis.
- accept that the laptop is a core piece of equipment and that it is brought into school daily.
- take responsibility for the care and safety of the laptop. This includes, but is not limited to:
 - not eating and / or drinking near the laptop.
 - not inserting foreign objects (paperclips, pens, etc.) into the ports (openings) of the laptop.
 - ensuring there are no foreign objects are placed on the laptop.
 - safe storage of the laptop when transporting to and from home and from one lesson to the next.
 - leaving the laptop unattended anywhere, anytime, unless in the safety of the school.
- read and accept the school's Acceptable Usage Policy.



- only install software that is approved by the school.
- not use the laptop to download any files unless approved by the school.
- use the laptop for school / educational activities only.
- immediately report any damage to the hardware or disruption of the software.
- make the laptop available for regular random checks to monitor the usage and compliance with approved standards.
- ensure the laptop is available to be used each day in school with the battery fully charged.
- be responsible for all data and regularly back up important files.
- return the laptop in the same condition it was received.

The parent will...

- take financial responsibility for any purchases of software not recommended or authorised by the school.
- take financial responsibility for any damage derived from accidents / misuse of the laptop, after the first scenario of damage.
- accept the cost of repair provided by the school in the understanding that the school will seek to repair the laptop in the most cost effective and timely manner possible.
- take financial responsibility for the loss / theft of the laptop outside of school, if 'Find my device' fails to locate the device, reimbursing the school for the residual value of the laptop as stipulated in the school's asset value measuring system. This system calculates a daily value of the laptop by assigning an effective life of three years. Failure to return the laptop upon leaving the school will result in the residual value of the laptop being reflected in pending fees and deposit refunds.
- have the option to reimburse the school for the residual value of the laptop, if repair cost exceeds the residual value
- return the laptop to school at the end of each academic year when the school will erase all data.
- read and accept the school's Acceptable Usage Policy, including monitoring the laptop for educational use only and agreeing to remove any digital item that may identify a 3rd party without their permission from the device / Cloud storage.
- monitor the use of the laptop outside school including safety and care, and that it is used for educational/research purposes only.
- help remove any material deemed inappropriate whilst reporting this to the school
- ensure the software within the computer is regularly updated as prompted by the device.

In exceptional circumstances, such as a student having special educational requirements, students may be permitted to bring their own laptop to school. Child and parents take full responsibility for its use in and out of school, adhering to all the above including the Acceptable Usage Policy and managing the restriction of non-educational games via Screen Time. The school accepts no responsibility for the device in this case. The device must meet minimum specs with regards to performance. The school will only agree to students using their personal laptop if it can be demonstrated that this would be in the best interests of the child's educational and/or personal wellbeing or if the school is unable to provide a school laptop.



The school also will have the right to examine the personal laptop if there are concerns about its usage not being in line with this policy.

By signing below, both the parent and the student accept the conditions and responsibilities stipulated in this document and confirm the laptop has been received in the conditions stipulated above. It also confirms that the Acceptable Laptop Usage policy has been read and accepted. The Acceptable Usage Policy is available on the school website at the following location:

<https://www.nordangliaeducation.com/en/our-schools/beijing/shunyi/our-students/student-life/mobile-phones-and-electronic-devices-guidelines>

Parent or Guardian Signature:

Student Signature:

Date:

Date:

Mr Bevan Graham
Head of Secondary