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|  | Name: Policy on School Laptops  going home with students  Date: June 2016  Revision no: 01  Page no: 1 of 1 |

1. Only the child to whom the laptop is assigned has permission to use.
2. Only educational websites to be accessed –history will be periodically checked (at the discretion of the school.)
3. Laptop to be left inside school front door on arrival – not in line.
4. If laptop is damaged en-route or at home, the cost of repair will be borne by parent.
5. Please do not have drinks anywhere near the laptop as spillages cause serious damage.
6. Please be aware that laptops emit heat and they should always be placed on a flat solid surface allowing such heat to dissipate – placing the laptop on a cushion or on a sofa for prolonged periods of use may result in the laptop overheating and causing damage to either the hard drive or software.
7. The laptop must be kept in the case provided when not in use.

I/ We agree to the conditions stated above:

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| Parent / Guardian Signature |  |
| Child Signature |  |
| Date: |  |