



## Harrogate High School Laptop Home School Agreement

To ensure continuous education for your child, Harrogate High are providing a laptop to be used for educational purposes during the period they have to learn at home. As you read through this leaflet you will see a summary of the e-learning commitment that the school is making to your child and to you as parents. It also outlines the commitment needed and responsibilities placed on you and your child.

When you have read the document please sign it and return it to the school, we can then issue a laptop when it is needed. If you have any queries please make sure that they are answered before you sign it.

### THE SCHOOL

---

As a school we will...

- Provide a laptop for the duration of any period of isolation your child may be asked to take.
- Make sure that the laptop is kept in working order and is fit for educational purposes.
- Provide technical support and advice remotely to students to allow them to use their laptops for the intended purposes.
- Provide technical support to parents and carers from within school to enable the laptop to be used successfully at home (please note that our support team will not be able to go out to homes to provide support and will not normally be able to provide specific support for wider home computing issues such as broadband Internet connection, home networking or printing)
- Ensure your child receives the same standard of teaching as students still in school by providing online lessons and digital learning resources.
- Keep a record of the attendance of your child and their attendance at online lessons.
- Provide a laptop that has in-built internet content filtering which prevents access to a wide range of inappropriate material and websites online.

## PARENTS AND CARERS

---

As a parent or carer I will...

- Ensure my child abides by all the rules and guidance set out in the Protocols for Online Remote Lessons document attached to this agreement.
- Ensure my child keeps the laptop safe and is charged ready for any online lessons scheduled each day.
- Be responsible for monitoring my child's activity on the laptop to ensure their safety whilst using the laptop at home.
- Report any loss or damage to the laptop or other equipment provided to the school promptly.
- Report any faults in hardware or software to the school promptly.
- Work with the school in enforcing and supporting any sanction which has to be imposed following misuse of the laptop by my child.
- Ensure that the laptop is not used at home for any purpose which is illegal or anti-social or which would put my child or other students at risk.
- Ensure the laptop is only used by my child within the confines of your home or that of any relatives during any period of isolation or time spent away from school.
- Ensure that the laptop is not left unattended in a vehicle unless it is out of sight in a locked boot.
- Be responsible for the cost of repairs to the laptop for any physical damage caused whilst in the possession of my child (The cost of any malicious or intentional damage to the laptop caused whilst in our possession will be the responsibility of parents).
- Ensure that the laptop is returned to school in the same working condition as it was initially received once my child returns to school.

## STUDENTS

---

As a student I will...

- Abide by and agree to all the rules and guidance set out in the Protocols for Online Remote Lessons document attached to this agreement.
- Commit to participating in online lessons provided by HHS whilst isolating or spending time away from school.
- Keep my laptop in the case provided whenever not in use to avoid damage to the laptop.
- Make sure I do not leave my laptop unattended anywhere out of school or my home.
- Look after the laptop carefully, making sure that I avoid the possibility of careless or malicious damage
- Not attempt to bypass or remove the internet content filtering which is installed on the laptop.
- Not use the laptop for any purpose which is illegal or anti-social or which would put myself or other pupils at risk.
- Not attempt to access or download illegal or inappropriate material from the internet or other sources.
- Not lend my laptop to other students or anyone else outside of my family, or divulge the login details of the laptop to anyone else.
- Not intentionally damage or attempt to disassemble the laptop in any way, or decorate it with stickers etc.
- Report any faults or suspected viruses to the school as soon as they are discovered.

### Students/Pupils

- There is an expectation that all Students/Pupils attend and engage in scheduled lessons / meetings. Contact to the teacher prior to the meeting if there are any issues with regards to attendance.
- Lessons may be recorded where there is a good educational reason for doing so and you will be informed at the start of the lesson.

### Meeting Protocols

- Students/Pupils should be in a quiet area, sat at a reasonable desk or table and chair, where they can be comfortable and productive.
- Students/Pupils should power their devices from a wall socket when necessary, being mindful of trip hazards when extension cords are used and being sure not to overload any single socket with multiple devices.
- All Students/Pupils and staff must use their school office 365 account. The [Teams App](#) should be used rather than the web version.
- All Students/Pupils should have their webcam switched on during lessons unless agreed with the teacher beforehand. The teacher will check the student is present for safeguarding purposes. All recordings are secure and are unable to be downloaded and shared.
- To help reduce background noise, you should use the ‘mute’ function when you are not speaking. If you need to ask a question, use the “raise hand” function, (remembering to ‘unmute’ when you wish to speak).
- The chat function must only be used to ask and respond to questions asked by the teacher.
- Preferably use headphones.
- Be dressed appropriately – no pyjamas or revealing attire.
- Parents and Students/Pupils should not take any video or audio recordings or pictures of the screen. Any unauthorised distribution of images or recordings could be a criminal offence under the Data Protection Act and could be subject to disciplinary measures by the school.
- Teams should be used for work/study purposes only.
- Adhere to the Student Acceptable Use of IT Policy and School Behaviour Policy and expectations.
- Any recordings of the lesson / session will be deleted after 12 months.

### Joining the lesson / meeting

- Join the lesson via the Teams post bar for your group prior to the start time, ensuring the meeting background is blurred.
- Ensure you have pen, paper and your lesson materials / resources.
- You will enter the “online lobby” and the teacher will admit you to the lesson.

### At the start of the lesson / meeting

- The teacher will mute all Students/Pupils at the start of the lesson.
- If Students/Pupils have not joined – the teacher will ask them to join.
- If the lesson/meeting is to be recorded the teacher will let you know at the start of the lesson. A message will also be displayed on the screen when recording commences.
- Recording access is restricted to the participants of the meeting, and other relevant members of staff as appropriate and when relevant.

### Ending the Meeting / After the Meeting

- The teacher will end the meeting for all Students/Pupils at the end of the lesson.
- The recording will be stored the channel within the class team.
- Everyone in the team will have access to the recording via the posts section (this cannot be downloaded or shared). All recordings will be private between the group / class / participants.

### Parents / Carers can:

- Support their child to access the Teams lessons if they have a device available. This will include checking their child can log in to their school Office 365 account and Teams and have the Teams app downloaded on their device.
- Ensure their child is joining live lessons and dressed appropriately.
- Ensure their child has a suitable space to work in, wherever possible, so that their child can hear and engage fully in the lesson.
- Where possible, check-in with their child’s learning by asking them about the live lessons and engaging in conversations with them about these.
- Let school know if their child is having difficulties or needs some support accessing the live lessons.
- Support school in maintaining high standards of behaviour wherever possible, encouraging their child to avoid interrupting others or posting inappropriate comments in the chat. The same high standards of behaviour are expected on Teams as in school lessons.

**Enhanced Learning using Laptops  
Home School Agreement  
COPY FOR SCHOOL**

**School**

I agree on behalf of the school to provide a laptop computer on the terms contained in our Home School Agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Parent / Carer**

I agree to my child having the use of a laptop on the terms contained in the Home School agreement and ensure they abide by the guidance set out in the Protocols for Remote Lessons document attached.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Student**

In my use of the laptop I agree to abide by the terms in the Home School Agreement and in the guidance set out in the Protocols for Remote Lessons document attached.

Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_