



**JOHN MADEJSKI**  
ACADEMY

# John Madejski Academy

## **Work From Home Laptop Policy**

John Madejski Academy is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

## Purpose

This policy outlines the rules and guidelines for students using school-issued laptops to complete their academic work from home. It is designed to ensure the responsible, secure, and effective use of school technology resources.

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### 1. Laptop Issuance and Ownership

- **School Property:** The laptop issued to the student remains the property of the school.
  - **Usage Period:** Laptops are provided for educational use during the academic year and must be returned by the end of the term or upon the school's request.
  - **Condition:** Students are responsible for the proper care and maintenance of the laptop while in their possession.
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### 2. General Use Guidelines

- **Educational Use Only:** Laptops are to be used exclusively for school-related activities, including online classes, assignments, and research.
  - **Supervision:** Parents/guardians should supervise students' laptop use at home to ensure adherence to this policy.
  - **Access:** Students must use their assigned school accounts and credentials for accessing school systems. Sharing passwords is prohibited.
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### 3. Security and Privacy

- **Antivirus Protection:** Students must not disable or interfere with any school-installed security software.
  - **Updates:** Laptops should be regularly updated with school-provided patches and software updates.
  - **Confidentiality:** Students must not share, upload, or download any sensitive school-related information or software without permission.
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### 4. Internet Use

- **Appropriate Use:** Students must follow the school's Acceptable Use Policy (AUP) for internet access. Accessing inappropriate content or engaging in cyberbullying is strictly prohibited.
  - **Wi-Fi Security:** Students should connect to secure Wi-Fi networks at home. Public or unprotected networks should be avoided when possible.
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## 5. Device Care

- **Physical Protection:** Laptops should be kept in a safe, dry place and transported in a protective case if provided.
  - **Prohibited Actions:** Students must not attempt to repair or alter the hardware or software of the laptop. Any issues must be reported to the school's IT department.
  - **Food and Drink:** Avoid using the laptop near food or drinks to prevent damage.
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## 6. Monitoring and Data Use

- **Monitoring:** The school reserves the right to monitor laptop usage, including browsing history, application use, and files stored on the device.
  - **Personal Data:** Students should not store personal information on the laptop. The school is not responsible for personal data loss.
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## 7. Technical Support and Reporting Issues

- **Technical Support:** If a laptop is not functioning properly, students or parents/guardians should contact the school's IT help desk.
  - **Damage or Loss:** Any loss, theft, or damage must be reported immediately. Depending on the circumstances, students and their families may be responsible for repair or replacement costs.
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## 8. Policy Violations

- **Consequences:** Misuse of school laptops may result in disciplinary action, including restricted access, loss of privileges, or other penalties as determined by the school.
  - **Repeat Offenses:** Repeated violations may lead to suspension of laptop use and additional disciplinary measures.
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## 9. Agreement and Acknowledgment

- **Student Responsibility:** By using a school-issued laptop, students agree to comply with this policy and the IT acceptable Use Policy.
- **Parent/Guardian Acknowledgment:** Parents/guardians are required to review and acknowledge this policy as part of their child's laptop issuance agreement.

**Signature of Student:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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This policy ensures that school-issued laptops are used effectively and responsibly to support student learning.

**Policy Approval Date:** [01/01/25]

**Next Review Date:** [01/01/26]

**Approved by:** [The Head Teacher & IT Lead]