

# HOME UTC AGREEMENT FOR E-LEARNING PROGRAMME

Using technology in the UTC and at home brings learning right into the 21st century. It gives learners the opportunity to learn at their own pace, and for learning at home to be more structured and effective.

We believe that this technology will give every learner the opportunity to progress faster and achieve more. We also believe that it will help to strengthen relationships between home and the UTC.

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## HOME UTC AGREEMENT

To help ensure that our 1:1 programme is a big success at South Wiltshire UTC and that we get maximum value from our *joint* investment in your children, we invite you to commit to the principles outlined in this agreement. As a UTC we are prepared to provide all of the back-up and resources needed to make this work, but we also need the commitment of parents and students.

As you read through this leaflet you will see a summary of our 1:1 programme commitment that the UTC is making to the students and to you as parents. It also outlines the commitment that will be needed from the home, and from the children themselves, to make this work.

When you have read these sections we invite you and your child to sign the agreement and return it to the UTC. This will help to ensure that we are all working together to achieve success.

Remember that using a UTC Chromebook (referred to as the 'device' in this leaflet) is a privilege, not a right, and should be used in a responsible and ethical manner at all times.

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## TERMS & CONDITIONS

- Failure to take reasonable care or to abide by the other conditions in this document may result in the device being reclaimed. The UTC reserves the right to claim financial recompense in such cases
  - The device should be charged at home overnight, but the UTC cannot accept responsibility for electricity costs
  - The device and its software will remain the property of the UTC until the end of the loan period
  - Ensure that the device is returned either at the end of the programme or if the student leaves the UTC for whatever reason before then, or at any other time upon the request of a member of staff
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## THEFT:

A stolen device must be reported to the UTC as soon as possible when you will be required to fill in a Theft form. From there the police will be notified and a crime number assigned. We will not cover the cost of replacing the device under the following circumstances:

- The device was left in plain view in an open bag or unlocked locker, car or house
  - The device was stolen due to negligence, careless behaviour or unwise use in or out of the UTC
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## SOFTWARE:

The UTC will ensure that the device is set up with all software necessary to support the UTC learning programme.

## **THE UTC WILL:**

- Provide a device for your child's use, for the length of the programme
  - Provide a case to protect the device
  - Provide the Apps and Resources required for educational purposes
  - Make sure that the device is covered by insurance for use in and out of the UTC for study purposes, providing reasonable care is taken to prevent loss (through theft) or damage
  - Provide secure storage for the device when it is not needed for any particular lesson
  - Provide on-going support for the device
  - Ensure that the device is protected against computer viruses
  - Give parents and learners a proper introduction to using and caring for the device & software
  - Teach students to use the device safely
  - Monitor the use of the device both remotely and directly in and around the UTC
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## **AT HOME WE WILL:**

- Ensure that our child understands how to care for and protect their device
  - Report any loss or damage (including accidental loss or damage) within one week
  - Report any faults in hardware or software promptly
  - Ensure that your child understands that the device is primarily for educational purposes and that it is always in a state to work with
  - Pay a £50 contribution toward the cost of a second breakage (UTC insurance covers the first incidence of breakage)
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## **AS A STUDENT I WILL:**

- Look after my device very carefully all of the time. It will be kept in its case and stored securely when not in my possession
  - Take responsibility for setting up a secure password and not sharing it with other students
  - Create a lock screen for my device which shows my name and form
  - Bring it to the UTC every day fully charged, unless I have been told not to
  - Take care when the device is transported so that it is as secure as possible (e.g. not visible in a vehicle / not left unattended on a bus / etc.)
  - Make sure the device is not subject to careless or malicious damage (e.g. as a result of horseplay)
  - Ensure my device is only used for educational purposes whilst in the UTC
  - Regularly back up my device as instructed by the UTC
  - Allow staff to access the device to check for inappropriate materials. I understand that staff will be allowed to remove inappropriate resources
  - Always act on the advice of the UTC in the safe use of this device
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## **AS A STUDENT I WILL NOT:**

- Use my device for any form of cyber bullying or for sending, accessing, uploading or distributing any insulting, threatening, pornographic, violent or obscene material
  - Use my device for sending mass emails (spamming)
  - Remove the device from its case
  - Use my the UTC email account for any form of commercial or financial gain
  - Take photographs or videos without the permission of the subject. I will not upload or share these images with anyone without the permission of the subject
  - Install age-inappropriate games and content
  - I will not use any software or other method to break any of the security systems in place on my device Any detection of this kind of software will result in sanctions and possible temporary confiscation
  - Use my device to access VPN (virtual private networks). These apps whilst available on the App store allow the user to bypass any the UTC internet security protocols and access blocked websites or social networking sites
  - Physically decorate, customise or use graffiti on the device or its case
  - Delete any software I have been asked to install
  - Use my device for any illegal and/or anti-social purpose, including access to inappropriate websites
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## **BROKEN DEVICE:**

We have deliberately chosen a very robust and resilient Chromebook device for the scheme which has been specially designed to cope with regular use in a learning environment. Unfortunately, devices on occasion do get broken and this is the procedure should the need arise.

A broken device must be reported straight away as we only have a short window to claim on the insurance, even if it is during the holidays. All breakages must be reported even if it is a tiny crack in the screen and a form must be completed.

**1st Breakage:** your device will be returned to you and the insurance will cover the repair

**2nd Breakage:** you will be responsible for a £50 charge that will go towards the repair of the device. Payment should be completed through the UTC and the device will not be sent off for repair until payment has been received.

**3rd Breakage:** you will be asked to contribute a further £50 and also choose between one of the two following options:

1. You can opt out of the scheme and the device can only be used in the UTC. It can be collected first thing in the morning and must be returned after final lesson of the day
2. You can remain in the scheme but must commit to contributing £50 for each future claim for repair of the device following any future damage

We will not support the following breakages and therefore you will be required to pay for them:

- Deliberate and wilful damage to the device
- Any problems resulting from device that has been 'Jailbroken' (removing software restrictions see [https://en.wikipedia.org/wiki/IOS\\_jailbreaking](https://en.wikipedia.org/wiki/IOS_jailbreaking))

During the time it takes to repair the device we have a limited stock of loan devices for use during the UTC day which must be returned after the last lesson

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Please sign this tear off slip and return it to the UTC as soon as possible:-

**STUDENT'S AGREEMENT**

I agree to abide by these terms in my use of the Chromebook

Name: \_\_\_\_\_ Class: \_\_\_\_\_

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

**PARENT'S AGREEMENT**

I agree to my child having the use of the Chromebook on these terms

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

**PRINCIPAL'S AGREEMENT**

I agree on behalf of the UTC to provide a Chromebook on these terms

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