DEPARTMENT OF EDUCATION SERVICES
CAYMAN ISLANDS GOVERNMENT

Department of Education Services
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# Student Laptop Loan Agreement

**The purpose of this form is to ensure that your son or daughter uses their laptop effectively for educational purposes. Please read the notes below, sign at the bottom and return to your school principal.**

- The provision of a device for a student is given on the understanding that the device is used for educational purposes
- The device remains the property of the school.

I understand that:

- The laptop remains the property of the school.
- I am responsible for the laptop including all its accessories. I will not leave it unattended; I will protect it from possible damage and will not loan it to others; I will not decorate or customise the laptop or its case, and not allow it to be subject to graffiti
- In accordance with the **Student Information and Communication Technology (ICT) Use Policy** I will make sure the laptop is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites.
- I will report any damage or loss of laptop promptly to the school principal.
- If the laptop is stolen the school must be informed immediately and a police report regarding the theft must be obtained and provided to the school to aid in tracking the laptop using the installed antitheft tracking software
- Wilful misuse of part or the whole of the equipment may result in the laptop being recalled by the school.
- The school may charge parents/guardians for all or part of the costs if there is evidence of deliberate damage, careless breakage or loss of the device provided to the student

**I confirm that I have read and understood the items above and discussed this with my son/daughter**

Parent /Guardian name: _____
*(print first name and last name in full)*

Student's name: _____
*(print first name and last name in full)*

School name and Year Group : _____

Parent/Guardian Signature: _____ Date:_____

Student Signature_____Date:_____

| Quantity | Asset ID | Description | Serial Number | Please initial to indicate you have received this item |
|---|---|---|---|---|
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| | | | | |

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| **Policy Name: Student Information and Communication Technology (ICT) Use** | |
|---|---|
| **Policy Code:** | **ED 4** |
| **Approved in:** | September 2010 |
| **Reviewed in:** | October 2020 |
| **Next Review in:** | September 2023 |
| **Cross References:**<br>This policy should be cross-referenced with the following:<br>• Staff Information and Communication Technology (ICT) Use Policy | |

## INTRODUCTION:

Department of Education Services (DES) and Ministry of Education (MoE)MOE computing resources are intended to support the Cayman Islands Education Service by facilitating educational activities that enhance teaching, learning and communication by all the relevant stakeholders.

The provision of ICT resources by the schools helps to further one of key aims of the education service of providing high-quality cutting-edge resources to benefit the teaching population. Responsible use of all technological resources is the backbone of this policy.

The ICT policy for the MOE refers to all computer hardware, software, systems and technology (including the internet and e-mail) and any telecommunications devices provided by the DES and MOE to further teaching, learning and school administration.

The MOE understands that schools may wish to adapt this policy on acceptable use to fit the procedures as outlined in the school's behavior and discipline policy; however, any adaptation must maintain the primary scope and guidelines set out in this document.

ICT resources include, but are not limited to, telecommunications equipment, transmission devices, electronic video and audio equipment, data processing and storage systems, computer systems, network infrastructure, servers, terminals, laptops, projectors, input/output and connecting devices, software programs, computer records, database records, learning and management platforms, and documentation that supports electronic communications services.

The policy applies to the use of DES and MOE resources whether accessed on or off the school site.

### Aims:

This policy aims to:

- define the range of ICT resources to which the policy applies;
- outline the acceptable use of ICT resources in schools;

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- allow provision for adaptation of the policy based on behavior and discipline procedures of the school.

**Policy Statement**

This policy applies to all computers and digital devices, including personal mobile and tablet devices that are used for schoolwork, and also to online behaviour towards other users inside and outside of school.All users must:

1. use ICT resources responsibly, by respecting the rights of other users, respect the integrity of the system and related physical resources and observe all relevant laws, regulations, and contractual obligations;
2. refrain from making any alterations to the DES and MOE hardware, network configurations to which they have access;
3. use computer resources with care and not be given to waste;
4. not perform any acts that will cause interference with the DES and MOE ICT resources; any deliberate act will be considered as malicious;
5. refrain from using computer resources for illegal, commercial and financial gain;
6. not use MOE and DES network/computer resources to display, generate or spread any messages that may be obscene, demeaning, defamatory, libelous or pornographic. While reasonable minds may differ as to when an item is obscene or offensive, the MOE and DES reserves the right to limit and delineate use of its network resources at the discretion of the ICT Manager in conjunction with the school's administration;
7. prevent unauthorized access for every single account and computing resource provided to them by using passwords and other controls, and keep these passwords and access controls confidential at all times;
8. never knowingly run or install on any computer system or network, or give to another user, a program intended to damage or to place excessive load on a computer system or network; this includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms;
9. never use accounts and computing resources for personal commercial purposes or financial gain;
10. never send harassing communications or send unauthorized and unsolicited bulk electronic mail;
11. never tamper, intercept or try to intercept network communications (such as e-mail messages, user-to-user dialogue) not intended specifically for them;
12. never use accounts or computing resources to try to gain unauthorized access to nonschool resources;

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13. comply with all data protection schemes, copyrights, trademarks and trade-name rights and licenses in all software or other material;
14. report any problems with hardware, software or network resources appropriately and in a timely manner to the staff member supervising them at the time.
15. Do not upload or share images, video and other content that is indecent or could embarrass or harass others, or could break the law .
16. Protect your identity online by not sharing passwords, not uploading personal details of you or other users. Regularly check and review your privacy settings on online sites & accounts.
17. Electronic contact & discussions must be respectful and appropriate at all times. Electronic communication should be treated with the same care as a letter on school headed paper.
18. Do not publish or share any information that defames, undermines, misrepresents, or tarnishes the reputation of others, the school or its users.
19. Report any suspicious online inappropriate or threatening behaviour to IT services or the schools DSL where necessary.
20. Always ensure that mobile and tablet devices have passcodes, passwords, biometrics, etc. switched on, and that passcodes or passwords are not revealed or shared with others.
21. Do not access unsuitable or inappropriate material
22. Always make use of strong passwords for school systems and also for other online services. Further guidance on creating strong passwords is available from IT Services.
23. Do not access someone else's computer, phone or tablet or school/ online accounts
24. The school may monitor your use of IT systems and online behaviour to maintain safety and also compliance with this policy.
25. Always ensure that personal data is secure and that you comply with the schools Data Protection Policy
26. Copying files (images, music, video, text) that are copyright protected is against the law, therefore is strictly prohibited

**Electronic Devices in the Classroom**

Students will switch off cell phones, laptops or similar electronic devices immediately if they are instructed to do so by a staff member. The only devices allowed in the classroom are those acceptable as outlined in the school's guidelines and policies.

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**Hardware Support for Personal (Non DES/MOE-Owned) Computers**
The ICT staff generally does not perform hardware maintenance or provide specifications for privately owned computers or peripherals. The Help Desk is to provide support for access to MOE and DES delivered services, and should therefore not be burdened with requests of personal non-MOE and non-DES related maintenance services.

**Ownership and Control**
All computing equipment and software procured by DES and MOE funds, either by purchase or rental, as well as that which is donated belong to the DES and MOE.

**Policy Violations and Misuse of IT resources**
Violations may be incidental or willful/malicious. It is possible for students to misjudge or accidentally violate a policy. In the event that this violation was of an accidental nature and the school is aware of the student's unintended violation, the student may be reprimanded taking into account the severity of the violation and the accidental nature of the act.
Willful or malicious violations of the student ICT policy will result in immediate restriction in the use of DES and MOE computer resources; while further action may be taken upon the completion on an investigation into the matter.
Consequences for violations may include restricted access to ICT resources, payment for damaged equipment up to the full cost for replacement and any other appropriate consequence as outlined in the school's discipline policy.

**ROLES AND RESPONSIBILITIES:**

**The Ministry of Education and Department of Education**
**Services will:**

- provide support to troubleshoot hardware, software and network problems;
- follow up on Help Desk tickets in a timely manner, depending on the severity of the problem;
- be available for consultation by the school on appropriate actions to be taken with respect to restricted network access as a result of a violation of the policy.

**Principals (or their designates) will:**

- ensure the policy is disseminated to all students;
- ensure students and parents have signed the policy and keep the signed copies on the student's file;
- provide reports where applicable on any violations of the policy;
- follow-up on any necessary disciplinary action that is taken as a result of a violation of the policy.

**Parents will:**

- ensure students read and understand the guidelines set out in this policy;
- ensure students sign the document and understand the responsibilities they have under this policy;

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- sign the document, understanding that they are liable as legal guardians for any damage done to ICT resources by the student.

**Students will:**

- read the policy outlined in this document and agree to the terms set out in the Policy Statement;
- accept and agree by signing, that they are responsible for all use of their accounts and computing resources.
- ensure, to the best of their ability, that the ICT resources are treated with respect and care, and abide by the guidelines set out in the Student ICT Use Policy.
- ICT use can pose a health risk; always ensure your seating position is appropriate to prevent strain and that you take regular breaks from screen use.

Declaration

*By using personal, online, and school-provided ICT facilities and systems, I agree to comply with the rules described in this document and:*

1. I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour through my use of ICT, in school and when I am out of school and where such incidents involve my membership of the school community.

2. I understand that if I fail to comply with this agreement, I may be subject to disciplinary action. This may include: restricted or loss of access to facilities, disciplinary action, and the involvement of the police.

3. I understand that this agreement covers my use of school ICT systems and equipment, and my use of my own equipment in school when allowed (e.g. laptops, tablets, smart watches, cell phones, , cameras etc.). This agreement also covers my use of my own equipment out of school where accessing school systems (e.g. remote desktop, email, SIMs, Everest, MS Teams, etc. ) and my use of online facilities when its use impacts on me being a member of the school community.

4. The specifics of this document are subject to change as technology evolves, and I understand that the intent of this document will still apply, and further guidance from time to time will be communicated to me.

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**Print Name (Student):** _____

**Sign Name (Student):** _____

**Tutor Group** _____

**Date:** _____

**Print Name (Parent):** _____

**Sign Name (Parent):** _____

**Date:** _____

**Phone Number (Parent):**

**Phone Number 2 (Parent):**

**Email Address (Parent):**

**General guidance appendices**

## 1. Use of Mobile Learning technologies and school WIFI

The content of this policy applies to all IT devices connected to the school network, school systems and other devices or online services used in conjunction with school activities including but not limited to personal devices, school issued devices, desktop computers, etc. Within this policy the school and are used to refer to the Senior School and Prep School sites including EYFS provision, Enterprises, OM Society and Development Operations. Separate guidelines are provided on school issued iPads as issued to teachers and some other staff. The school reserves the right to monitor, remove, reconfigure, and suspend use of devices connected to the network and content to ensure compliance with this policy.

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The recording of sound, images or video should only be undertaken where permission and consent has been established. Do not upload online, share or broadcast any such content unless permission and consent has been established. Mobile devices should have passcodes set, 'find my iPad' (or similar) settings switched on, not be left out of sight and should be locked when not in use.

## 2. Protecting our identities online

Be aware that identity theft is an online danger that is increasing, and you should take precautions to prevent this happening. Do not upload or reveal your, your families or other users' personal details online (e.g. address, phone number, date of birth, financial details, passwords, etc.) Do not upload any images and/or comments that could embarrass you or other users and families – once uploaded it is often difficult or even impossible to remove such online content. Be aware that uploading digital photographs taken from a mobile device may reveal your precise GPS location at a given date and time, and therefore may reveal your movements and locations to those you would wish not to know. Where possible avoid using your own photographs to identify yourself online, try to use an avatar or cartoon images instead. Where photographs are required these should be professional and appropriate to their usage.

## 3. Protecting yourself from Internet dangers

Report any suspicious or inappropriate approaches, messages or similar online behaviour to IT Services and the schools DSL where necessary. Do not store, transmit, or distribute any inappropriate or revealing images of yourself or others.

## 4. Use of chat, blogging and social networking facilities

These and similar facilities should be used safely, responsibly and not to excess, and should be accessed at times agreed by your Line manager in accordance with school rules. You must not use offensive, derogatory, racist, sexist, unpleasant language comments/audio/imagery that could embarrass the school or its users, on any app, chat, blogging, e-mail, messaging, VLE or similar internal or external system. Please ensure that when using any such sites that your security and privacy settings are set to protect the safety and identity of you and your friends. Electronic contact with others must be respectful

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and appropriate at all times. Electronic contact with pupils must be only as part of approved school activities and should only be made from school user accounts.

Where email or file cloud storage is used in relation to school activities, the school provided email address and storage must be used.

## 5. Online publication of school-related information

You must not submit or publish information about the school, or any of its users, or its logo unless appropriate permission and consent exists. This includes using apps, micro-blogging sites such as Twitter, blogging, social networking, personal web pages, VLE, e-mail systems, text, online forums & chat or any other web-based public information and collaboration systems, and any app service.

Where information relating to the school or its members (staff or pupils) is to be published online, the content must not defame, undermine, misrepresent, or tarnish the reputation of the school or its users. Further guidance is available in the schools Social Media policy.

## 6. Online bullying

Using apps, e-mail, text, messaging, chat, VLE, social networking, blogging, or any other electronic method to send or publish offensive or untrue messages or post unpleasant comments/imagery that could intimidate, harm, or humiliate other users or their families, is forbidden and could also be breaking the law. This includes 'trolling'.

## 7. Staying within the laws

What you do or say online is covered by a number of laws, and increasingly people are being prosecuted for offensive and illegal comments made by electronic communications, and on sites such as Twitter,

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and Facebook etc., so think before you post online or send. Unauthorised access to IT systems, accessing others' social networking accounts, e-mail accounts etc., without their permission is an offence under the Computer Misuse Law (2015).

## 8. Personally owned computing & mobile devices

Regardless of the ownership of such devices (laptops, Smart watches, Smart phones, tablets, digital cameras, mobile/cell phones etc.) the school rules still apply to the use of such devices inside and outside of school where such use relates to school activity, and therefore the guidelines described within this document apply when such devices are being used.

All personal devices should have adequate security to ensure data is not accessible by people other than staff authorised to access the data, including using user account login details and data encryption.

## 9. Use of the Internet

Use of the Internet may be monitored where concerns have been raised, and a web-filtering system is in place. You must not access, store or share 'unsuitable' or illegal material on any school IT system or your own tablet, laptop or personal IT/telephony devices, or try to bypass school filtering or password security controls. Access to unsuitable content includes: gambling, pornography, promotion of bullying, proxy bypass sites, or sites inciting hatred of a particular group. Where internet access is gained outside of the school network e.g. via Mobile 3G/4G, the same rules apply in terms of not accessing 'unsuitable' material. Any access to unsuitable content, whether intentional or accidental, must be reported to the supervising member of staff and IT Services.

## 10. Logons

By logging onto the school network, your iPad, and any other school IT systems, you agree to the guidelines and policies for ICT use at school. You are responsible for any activity that takes place using

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your school logon or any other password protected system. You must use strong passwords for the school network and any other online facility and these passwords must be kept secret. Inform IT Services if you believe someone has obtained your passwords. Use passwords that are difficult to guess, and do not let anyone see you entering your passwords. You should have different passwords for different systems rather than the same password for all. Do not log on to a computing device or any ICT system using another person's password, or use such devices or systems that have been left logged on prior to your use. When you have finished a session, exit and close any IT systems and always log off computers and any password protected sites.

## 12. Network Folders

School network folders, including content and folders in OneDrive, Teams and Sharepoint, are school property and should therefore be used for the storage of school-related work. Network folders may be scanned from time to time, and the school reserves the right to remove or delete inappropriate content without notice.

## 13. Monitoring

School has the right to monitor the ICT activity of users to ensure safe and proper use of its IT systems and to protect its members (staff and pupils).

## 14. Software

Software is not to be installed on any of the ICT facilities. Downloading or the installation of executable files (.exe) is forbidden.

## 15. Backing-up work

The school makes every effort to protect school data from loss. Users should therefore ensure data is stored on school storage solutions including on network storage, OneDrive, Teams and Sharepoint.

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Users are responsible for ensuring that data they require is not accidentally deleted and for the safe storage and backing up of work held on online services, websites and mobile devices. When using mobile devices important work should be saved to OneDrive.

## 16. Data Protection

Users must comply with the Data Protection Law 2017, GDPR and the schools Data Protection Policy and Guidelines, as well as any other legislation which applies at the time. Where any doubt exists you should contact the schools Data Protection representative.

## 17. Copyright

You must not copy or store files, documents, music, video, or any other material where copyright restrictions exist, unless permission by the copyright holder has been given. Any external work that is used by you in your studies & in coursework should be clearly referenced and acknowledged in accordance with examination board guidelines. Using copyright material without permission is an offence under the Designs Copyrights and Patents Act.

## 18. Prevention of viruses

It is recommended that you have suitable anti-virus protection at home and on any personal computing/mobile devices that you use. In addition, all devices and software should be kept up to date. For Windows based devices accessing the school network anti-virus software is a requirement due to the higher level of risk. Where IT Services are concerned in relation to the risk presented by any device attempting to access the network such devices may be prevented from access. Do not open attachments to e-mails or click on links if you are suspicious or uncertain who the sender is. Do not introduce to the school network any removable device (e.g. USB memory stick) that you suspect is infected. If you suspect a virus is present on any school system, please contact IT Services.

## 19. Protecting the school network

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You must not attempt to gain administrative access to the School's network or bypass security restrictions. If you discover a problem with the School's network security, do not demonstrate the problem to other users. Instead, you should report it immediately to IT Services. The Computer Misuse Law (2015) makes it a criminal offence to gain unauthorised access to a computer system in order to view or change information. The School reserves the right to inspect data files and network logs in order to investigate complaints.

## 20. Liability

Users' work areas are scanned daily for the presence of viruses, and files are automatically disinfected, but the School accepts no liability for any damage caused by computer viruses, however they originate. The School accepts no liability in the unlikely event that damage is sustained to your computer/tablet/mobile device as a result of its being connected to our network. Although our systems offer a very high level of protection, the School can ultimately accept no liability for data loss or its consequences.

## 5. Printing

Please consider carefully before printing. Please report any faults or problems to IT Services.

## 21. Use of ICT rooms and equipment

ICT rooms and equipment must be left in good order; any damage must be reported to IT Services.

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## 22. Health and Safety

Use of ICT equipment can pose health risks. It is your responsibility to seek clarification and advice on this issue from the Schools' nominated Health & Safety representative and understand school Health & Safety policies.

In general terms, staff should avoid eyestrain by taking regular breaks from viewing the screen, adjust keyboards, screens, and desk posit ions to prevent strain and promote good posture. Staff should ensure that adjustable chairs are adjusted to the correct position applicable to the user.

## 23. Disposal of equipment

All IT equipment reaching end of life or where it is no longer used must be disposed of safely and securely. Where devices, particularly those with data storage capacity, are no longer being used they should be passed to IT services for secure disposal

## 24. Breach notification

Where users suspect or are aware that unauthorised access to their computer or a school account has occurred, they must report this to IT Services immediately so that appropriate action can be taken.