

15 June 2020

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

I am pleased to inform you that «Legal_Forename» has been **loaned** a laptop for use during «hisher» time at Goldington Academy. When «Gender» leaves the school the laptop must be returned to the school.

It was felt that the laptop may have a positive impact in developing «Legal_Forename»'s education at home, especially during these changing times of schooling arrangements.

The same Goldington Academy pupil ICT user agreement instructions apply. A reminder of these is attached. Please sign the slips attached and return to the school office.

We hope that you will find the laptop a useful tool and that «Legal_Forename» will have an enjoyable learning experience from it.

Yours sincerely



Mr F Galbraith
Principal



**Artsmark
Gold Award**
Awarded by Arts
Council England



Re. ICT Acceptable Use Policy (AUP)

ICT including the Internet, learning platforms and email have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-Safety and know how to stay safe when using ICT.

The school has devised an 'ICT Acceptable Use Policy' (see overleaf) to ensure that everyone stays safe and has a positive experience when using ICT. Please read through the policy and discuss the rules with your child. By returning the attached form signed by you and your child, you are accepting the rules for ICT usage in school.

We would like all pupils to have access to the same resources and we are asking for your parental consent so that your child can use the Internet whilst at school. If we do not receive the consent form, your child will not be able to use the full resources available to them.

If you have any queries, then please contact Ms Fearon fearont@goldington.beds.sch.uk

Please return the form to school as soon as possible for our records.

Yours sincerely

M Latchman

Mr M Latchman
Head of Computing

Laptop Agreement

To: Mr Galbraith

Pupil's Name: «Legal_Forename» «Legal_Surname»

Form: «Reg_Group»

I/We hereby agree to take full responsibility for use and monitoring of the laptop, purchased by the school and we accept full liability for safeguarding «Legal_Forename» in connection with the use of this.

I/We hereby agree to return the laptop at the end of «Legal_Forename»'s schooling at Goldington Academy.

Parent/Carer Signature: _____ Date: _____

ICT Acceptable Use Policy

I/We give permission for «Legal_Forename» «Legal_Surname» to use the internet at school/home for educational purposes.

I/We have discussed this document and «Legal_Forename» «Legal_Surname» agrees to follow the e-Safety rules and support the safe and responsible use of ICT at Goldington Academy.

Parent/Carer Signature: _____ Date: _____

Pupil Signature: _____ Date: _____

Please return the form to the School Office