

Laptop Policy

Requirements

In order to meet their needs to the fullest, we recommend that pupils wishing to bring a laptop to school purchase a new machine (under warranty) that meets or exceeds the following specifications:

- Reputable maker, such as Dell, Samsung, Toshiba, HP, etc. with Intel Pentium or Centrino processor
- English edition of Windows XP Pro (or VISTA Business Edition) installed, in order to be connected to the network
- 512 Mb RAM
- DVD-RW drive
- Built-in wireless and network card
- Anti-Virus protection
- Anti-Spam protection
- Anti-Phishing (included with Internet Explorer 7)

All laptop computers must be set up *before* arriving at Leweston in accordance with our policies and requirements:

- A licensed English language operating system must be installed;
- The laptop must have up-to-date virus protection software, which can continue to be updated regularly;
- A licensed copy of Microsoft Office 2003 or later must be installed;
- No illegal, prohibited or insecure software must be installed;
- System Restore capability must be activated.

Once pupils have arrived with their laptops, they are required to:

- Bring them to the IT Administrator to have monitoring software installed (required for all computers accessing the Internet through the school network)
- Attend maintenance training sessions and be responsible for basic user maintenance (i.e., updating virus protection, disk defragmenting)
- Adhere to the Computer Access Code of Practice that covers all pupils and staff;
- Safeguard their work by backing it up onto the school's server or their own storage devices (e.g., memory key) on a regular basis;
- Keep their laptops safe and secure.

Support Charge

There is a modest initial setup charge per laptop computer, which includes the installation of the necessary monitoring software, of £15. This is a one-off charge which will only be incurred for a second or subsequent time if a different laptop is brought to school. Diagnosis of faults and minor repairs incurring more than 1 hour of time will be charged on a case-by-case basis at a fee not exceeding £70.

Please note: while Leweston will make every attempt to help pupils keep their laptops in safe working order, the school is not responsible for damage caused by misuse, viruses or malware, or external IT servicing. Parents are advised that pupils bring laptops at their own risk.