



1:1 DEVICE RESPONSIBLE USE POLICY (PUPILS)

December 2025

1. Introduction

The use of a 1:1 device at Newcastle School for Boys ('the School') is based on the premise that digital technology can be used safely to improve the quality of the learning experiences that the School offers to its pupils - on site, at home and potentially other remote locations.

This policy sets out the rules, terms and conditions under which our 1:1 device programme operates. The parents/carers of any pupil participating in the programme must read and agree to the details of this policy, and the pupil must agree to abide by the 1:1 device rules. The electronic "Responsible Use Agreement" available on the iSAMS parent portal via the School website, must be signed and dated by the parent/carer and their child and must be submitted before a device will be issued. This electronic form is replicated on the final page of this document for information only.

This policy has been written around the central tenet that each pupil at the School will **respect and protect** themselves, the School and the School community when using any type or aspect of information technology. The School expects all pupils to be responsible for their own behaviour and it is essential that all pupils are aware of e-safety and the School's [Online safety policy](#) and know how to stay safe when using information technology. Relevant training and advice on using devices safely and appropriately is provided and available. We also expect pupils to take the greatest care of the device which is on loan to them. We expect parents to discuss the contents of this policy with their child before it is signed. Pupils can discuss any concerns with their form tutor or the Deputy Head (Teaching and Learning). We expect all pupils to ensure that their digital footprint is a positive one.

Rewards and sanctions will be applied regarding use or misuse of devices in accordance with the Newcastle School for Boys [Behaviour management policy](#).

2. Provision by the School of the 1:1 device, stylus* and case

All devices, chargers, cables, stylus and cases loaned to pupils remain the property of the School under its lease arrangement with Dell Technologies. When a pupil leaves the School, the 1-1 device, charger, cable, stylus and case must be returned to the School before that pupil's final day.

* Stylus were issued with the devices up to July 2024, devices issued after this date did not include a stylus and the school retains a record of this change

A 1:1 device is provided as a personal educational tool; it is not a personal device. It is important to appreciate the distinction. As a personal educational tool, it is intended that the device be used solely for educational purposes. Pupils and parents/carers must understand that the School owns the computer network and the devices loaned to pupils and that the School can set rules for their use.

3. Insurance

The devices are insured under a Dell insurance policy. Should the device suffer damage or loss due to neglect, abuse, or by not following the terms outlined in this agreement, parents/carers may be held responsible for any cost for replacement or repair where such cost is not covered by insurance.

If a stylus is lost, damaged or stolen, parents/guardians of the pupil to whom the stylus was loaned will be responsible for the cost of a replacement stylus.

4. Care of the 1:1 device

When carrying the device, keep the device in the case provided at all times.

Failure to do so may invalidate the insurance and care package.

- Keep the charger and cable at home.
- Do not deface or decorate the device or its case in any way.
- The device casing is made of metal and the screen is made of glass. They can be scratched, cracked or broken by misuse or mistreatment. Do not place other items on top of the device. Do not place paper or other items inside the device case as this could put pressure on the device, causing damage.
- Ensure that items in your bag do not put pressure on the device. Always treat your bag with great care when the device is inside. Similarly, treat other bags with great respect as these may also contain devices.
- If you need to leave your bag in school including during the school day, make sure that your bag is stored securely in your locker. This will avoid unnecessary or unintentional damage.
- Take care to ensure that the device is never dropped.
- Ensure that the device is always placed securely where it cannot fall, i.e., not near the edge of a table.
- The device and case are not waterproof. Keep both away from food, drink and/or other liquids or substances that may be in use in lessons (e.g., in science).
- Clean the screen with a soft cloth. Do not use cleaning products.
- Do not expose the device to high or low temperatures (e.g., do not leave on a desk in full sun on a hot day).
- Do not attempt to disassemble the device or carry out any repairs.
- Do not draw on or deface the case in any way.
- Report any problems with your device to the school's IT Support Team by completing an online form available on the School website, on the RM Unify platform, or in person at the earliest opportunity.
- If a material defect occurs in the device during the term of this agreement as a result of anything done to the device by you or a third party (other than an employee or contractor of the School), you must pay the School's reasonable

costs of repairing the device. In any other case, the School will bear the costs of repair or replacement.

- Charge your device each evening to ensure that it is fully charged for the start of the following school day.
- Take care when removing or connecting the charging cable. Do not remove the cable from the device by pulling on the cable.

5. Accessories

- Apart from the case and the stylus, Newcastle School for Boys will not provide accessories for use with the device
- Earphones may be used in school with a teacher's permission. If using earphones, you must keep the volume low to avoid disruption to others and hearing damage.

6. Security

- All devices are monitored by the School. They can be remotely locked/wiped by the School when they connect to the internet.
- The School use a device management software called classroom. cloud for monitoring device use. This software is for management and monitoring purposes in school and allows staff to remotely view and control pupil devices as required. All staff have access to this software and its use is encouraged, particularly in lessons, to ensure devices are being used as directed.
- Each device will be marked with a distinct code on a heavy-duty label which will be recorded against the pupil to whom the device has been issued.
- You must not change the wallpaper of the lock or home screen.
- You are expected to take all reasonable steps to prevent the items on loan to you from being stolen. When outside of a secure place at home or at School, the device must never be left unattended. You must not leave the device unattended in a car regardless of whether the car is locked or unlocked.
- When not in use at School, the device should be kept in your bag. Your bag, containing the device, must be left securely in the pupil lockers at break or lunch. Your bag must not be left anywhere else (e.g., in the corridor or a communal space).
- When not in use at home, you should keep the device secure.
- Access to your device will be via your school network username and strong password. Passwords can be reset by the School's IT support team as required.
- The School's IT support team will set the restrictions on the student devices as required by the School. Pupils, parents, and carers must not attempt to change these.
- If your device is damaged, take it to the School's IT support team at the earliest opportunity.
- If your device is lost or stolen, inform the police within 48 hours and obtain a crime reference number. Inform the School as soon as reasonably practical after you become aware of the theft. You must promptly provide the School with any information that the School reasonably requires in relation to the theft, including (without limitation) the crime reference number provided to you by the police.

- If your device needs to be taken away to be repaired, the School will endeavour to provide a temporary replacement.

7. Using the 1:1 device

- Pupils must follow the Newcastle School for Boys 1:1 device rules at all times.
- At School, pupils can only use their device when a teacher gives you permission. Pupils must follow the rules for device use which may be put into place by individual teachers.
- Pupils must not seek to access, interfere or tamper with in any way 1:1 devices issued to other pupils or staff.
- Pupils must stop using the device immediately if asked to do so by an adult.
- Pupils must allow the School's staff and parents/carers immediate access to their device when asked. Pupils must not keep "private" information on their loan device as it is not a private space.
- Pupils must not do, write or publish anything that they would not be prepared to show their parents, the Head, or a future employer.
- Pupils must not create, access or distribute any material which could be regarded as illegal, discriminatory obscene, violent, threatening, demeaning or pornographic in nature.
- Pupils must tell a parent/carer or teacher immediately if they access accidentally or receive via email, any material which could be regarded as illegal, discriminatory, obscene, violent, threatening, demeaning, or pornographic in nature.
- Pupils must tell a parent/carer or teacher immediately if anyone tries to engage them in communications or activities which could be regarded as illegal, discriminatory, obscene, violent, threatening, demeaning, or pornographic in nature.
- If any illegal, discriminatory, obscene, violent, threatening, demeaning, or pornographic material is found to be stored on your device, the device will be confiscated immediately, and the content may be reviewed by a member of the School's staff and/or with parents/carers.
- If parents/carers or teachers have any concerns relating to illegal, discriminatory, obscene, violent, threatening, demeaning, or pornographic material or communications, they should report these to the School's Designated Safeguarding Lead (DSL) or one of the deputies (DDSL).
- Pupils should respect copyright laws and ensure that sources are always acknowledged and/or appropriately referenced in their work.
- The device is for use in lesson and private study time and/or for work being completed inside a classroom, in the library or in a study space. **The device should not be used outdoors at any time.**
- Do not use the device in public spaces or on public transport.
- Sound should be muted at all times, unless permission to use sound is given by an adult.
- Photographs, videos and any other recordings must only be taken/made when you are told to do so by a teacher as part of a learning activity.
- Apps and updates will be pushed out to your device by the School and may sometimes be removed remotely.
- Pupils must not remove applications and programmes which have been installed on the device by the School.
- Pupils are not able to download other applications and programme on to their

1:1 device.

- Pupils will be unable to print from their device in school. Work should be saved to pupils' personal area on the School Office 365 OneDrive platform and then shared with teachers, as required.
- Take regular breaks from using the device.

8. Saving work

Whilst working, regularly save a copy of your work to your School OneDrive account. When you have finished, save your final copy to your personal space on the School Office 365 OneDrive platform. This ensures that it is stored securely and that it is backed up. The work will be accessible on other devices should it be required. Do not save data locally to your device without also saving to the School Office 365 OneDrive platform.

Work deleted from the device cannot be 'undeleted'. If you save all work to your personal area on the School Office 365 OneDrive platform, this will not be a problem.

9. Staying safe

- Pupils must never film, photograph or record audio of anyone without their permission and the permission of your teacher.
- Pupils must not upload photographs, videos, audio, or personal details of yourself or any other person to the internet (e.g., you must not upload to social media).
- Pupils must not share content that puts them or anyone else at risk in any way. This includes revealing passwords, personal details, photos or their location. Pupils must tell a parent/carer or a member of staff immediately if someone asks you for these details.
- Internet access is filtered and monitored in School. Pupils must never attempt to bypass the School's filtering systems or restrictions, for example, by connecting your School 1:1 device to a personal mobile device's internet connection.
- Away from school, it is a parent/carer's responsibility to monitor and control internet access.
- Pupils must report any form of bullying, intimidation, inappropriate use of the device, or unpleasantness to an adult immediately.
- Pupils must not share any personal password or attempt to access anyone else's files.
- Pupils must not tamper with the device operating system.
- Pupils are not permitted to use social media accounts on your device.

10. Returning the device

- The School will give pupils and/or their parents/carers written notice to return the device and stylus to the School. Such notice will specify a date for the return of the device. That date will be at least ten days after the date of the notice.
- Upon the earlier of:
 - i) the last day on which you will be a pupil of the School,

ii) the date specified in the notice referred to above, or
iii) the termination of this agreement (for any reason)
you will return the device and stylus to the School.

- If you do not return, the device and stylus to the School, in accordance with this clause you will pay the School's reasonable costs of procuring a replacement.

**1:1 DEVICE RESPONSIBLE USE POLICY AGREEMENT
1:1 DEVICE LOAN RECORD (PUPILS)**

Pupil to read and complete the form on the next page to show agreement with the statements below:

- I have read, understood and agree to follow the Newcastle School for Boys 1:1 device rules for pupils as set out in the ***1:1 device responsible use policy (pupils)***.
- I understand that I will abide by the School's [Online Safety policy](#).
- I understand that the above 1:1 device remains the property of Newcastle School for Boys and that I will immediately hand it over for checking whenever requested by a member of the School staff.
- I understand that if I do not follow the 1:1 device rules, or if I use the device inappropriately, it may be confiscated, or certain features (e.g. the camera) will be disabled.
- I will return the 1:1 device when requested or if I leave Newcastle School for Boys.

Parent to read and complete the form on the next page to show agreement with the statements below:

- As the parent or legal guardian of the child named above, I have read, understood and agree to comply with the School's ***1:1 device responsible use policy (pupils)***.
- I understand that the 1:1 device is provided for educational purposes.
- I understand that whilst the School will take all reasonable steps to restrict access to offensive, inappropriate and controversial materials on School premises, it is my child's responsibility to abide by the 1:1 device rules.
- I understand that it is my responsibility to restrict access to offensive, inappropriate and controversial materials when my child is not on the School's premises.
- I accept full responsibility for my child's use of the device when my child is not on the School's premises and understand that my child is still subject to the terms and conditions of the School's ***1:1 device responsible use policy (pupils)*** when not in school.
- I understand that Newcastle School for Boys retains the right to remove my child's use of the device following any serious violation of the conditions of the School's ***1:1 device responsible use policy (pupils)*** by my child.
- I accept full responsibility for any cost not covered by the insurance, for replacement or repair of the device.
- I accept that I will be responsible for the cost of a replacement stylus should it be lost, damaged or stolen.
- I understand that the device, stylus, charger, cables and case must be returned to the School on request or by the last day that my child is a pupil at the School.



**1:1 DEVICE RESPONSIBLE USE POLICY AGREEMENT
1:1 DEVICE LOAN RECORD (PUPILS)**

The electronic copy of this form is available on the iSAMs parent portal via the School website. The electronic form must be completed and dated by the parent/carer and their child before a device will be issued.

Pupil's Name (select)	
Tutor group	

I have read the statements relating to pupils on the final page of the School's **1:1 device responsible use policy** and agree to abide by its terms:

Pupil's signature/name	
Date	

I have read the statements relating to parents on the final page of the School's **1:1 device responsible use policy** and agree to abide by its terms:

Parent/Guardian's signature/name	
Date	

Office Use Only

Device Model	Dell Latitude 3120
Device Serial Number	
Date of Start of Loan	

Return Information	
Date	
Signed off by	
Comments	

POLICY CONTROL - RESPONSIBLE USE POLICY (PUPILS)

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Statutory policy or document	No
Publish on school website	No
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