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Bond Academy & Bond International College

Laptop Policy

Students may bring personal laptop computers to school providing they have a signed permission form on file in the main office. The permission slip will include computer documentation (serial numbers, etc.).

The school assumes no financial liability for the security of a private laptop computer. Students are responsible for securing their own computer equipment and assuring the equipment is not damaged. Should a laptop computer be stolen it will be reported to the School Principal, who will determine the appropriate extent to which an investigation will occur.

Students may not access the internet without explicit teacher approval, on a situational basis. Students may not access email or messaging at school.

Teachers will allow students to use private laptop computers in their class for activities where it is appropriate. The teacher will outline specific guidelines for their classroom.

Laptops must be operated on the student's battery and recharging may not take place in school; no electrical cords.

Students must abide by all other Bond Education Group guidelines about computer use.

The use of a personal computer in a classroom may not, in any way, disrupt the learning environment. Students may not use their laptops to play computer-related games.

File sharing Programs(P2P/BT)

As the whole school shares the network, all persons need to have access to the resources they need. The use of such programs as **BitTorrent, Xunlei, Thunder, PPLive, PPStream, QQLive, eDonkey, eMule, Flashget, Kazaa, Morpheus**, and other peer-to-peer(P2P) file sharing programs is prohibited, due to the fact that they slow the flow of information.

Virus Protection

All laptops must have approved virus scan software. Antivirus software must be kept turned on when a student is using the laptop. If a laptop has been infected and cannot be cleaned, the school may require that the specific laptop may not be brought to school or used.

Any violation of the *Acceptable Use Policy For IT Resources* will result in permanent revocation of private laptop use at Bond, and could result in additional disciplinary consequences.

Personal Laptop School Use Permission Form

Full Name (Student/Teacher)	
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Grade		Student Number (If Known)	
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I _____ (Student Name) understand that:

1. This laptop/notebook computer is being brought to school at the risk of the owner. Bond Education Group and its employees do not assume any liability for the damage, loss, or theft of this computer.
2. Bond Education Group is not responsible for the maintenance of this computer.
3. Use of my laptop/notebook is subject to the Information Technology Rules of Bond Education Group.
4. **I will not use any P2P/BT download, like BitTorrent, Xunlei, Thunder, PPLive, PPStream, QQLive, eDonkey, eMule, Flashget, Kazaa, Morpheus etc.**
5. My computer is subject to inspection/verification and documentation before I will be given permission to use the laptop/notebook on the school wireless network.
6. I will submit my laptop for inspection when requested by Bond Education Group IT personnel.
7. I may not be able to use electrical power in the classroom, and that I may NOT use extension cords.

Signature:	Date:
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OFFICE USE ONLY:

Inspection Date:			
Computer Make/Model:			
Computer Serial Number:			
O/S & Auto Updates (Y/N)			
WIFI MAC Address:			
Computer Name:			
Antivirus Type:			
Antivirus Expiry Date:			
File Sharing Software (P2P/BT):			
Approved for use at Bond	YES		NO
Approved By:			
Date:			

Print out, complete, and send this form in to the Reception Desk (will be forwarded to IT Department) to register the use a personal laptop in school.