

Dear Parents/Caregivers,

To support student learning, Seaford Secondary College recommends that BYOD devices arrive at school fully charged and it is able to last a full school day. However in some circumstances this is not possible and there may be a need to top-up laptop batteries during the school day.

The Department for Education (DfE) requires that all portable devices are tested, tagged and inspected before being plugged in.

To meet these requirements, and to ensure the safety of everyone, Seaford Secondary College has developed a policy that allows students to charge their laptops under teacher supervision. The full policy is available for parents/caregivers to read on the school website. Key requirements and responsibilities are identified below.

Parents/Caregivers:

- complete a consent form each year to allow testing and tagging, at no cost, through the school
- consent to student charging of their laptop
- understand that all charging at school is at the risk of student, including accidental damage caused whilst charging in the classroom
- collect the charger, or arrange collection by another adult, if it is found to be faulty

Students:

- give their charger to the school on the designated date for testing and tagging
- understand that teachers have the right to refuse permission for students to charge their device
- obtain teacher permission and have the charger visually checked before each use
- only use the charger under teacher supervision in permitted charging areas
- not remove the current year electrical test tag provided through the school
- only place their device on charge when they have direct supervision of it to prevent damage occurring

Staff:

- only allow charging in permitted charging areas under teacher supervision
- visually inspect the student's charger to ensure it is safe to use
- retain possession of the student's charger if it is deemed unsafe and inform the designated staff who will contact a parent/caregiver to arrange collection

If you understand and agree to the SSC student laptop charging policy then please complete the consent form on the reverse side and return it with the laptop charger on the designated testing day.

If you have any questions or concerns contact Ben Hardy at the school on the details above.

Kind regards,



Harry Stassinopoulos  
**PRINCIPAL**



Ben Hardy  
**STEM & TECHNOLOGIES LEADER**

## 2020 Student Laptop Charging Consent Form

- We confirm that the student laptop battery is taken to school fully charged but does not last a full day with normal educational use.
- We understand and agree to the conditions for student laptop charging at Seaford Secondary College.
- We give consent for the device to be electrically tested and tagged at Seaford Secondary College at no cost to ourselves.
- We understand that testing and tagging can only be carried out through Seaford Secondary College.
- We understand that the testing is only valid for this current year.
- We understand that other student owned mobile devices are not allowed to be charged at school.
- We understand that teachers can refuse permission for students to charge their laptops.
- We understand that charging is only permitted with teacher supervision and is not permitted in restricted areas.
- We understand that faulty chargers cannot be returned to the student and must be collected by the parent/caregiver or designated adult.

Student Name: .....

Care Group: .....

Student Signature: .....

Date: .....

Parent/Caregiver name: .....

Contact number: .....

Parent/Caregiver Signature: .....

Date: .....

To allow student laptop chargers to be electrically tested and tagged for use in 2020:

- complete the form above
- take the completed form and the laptop charger to L05 (Biology Lab) during the designated testing week before 9.00am
- tagged chargers should be available to be collected from L05 (Biology Lab) at the start of lunch or at the end of the day

### Note:

To reduce the possibility of failure during testing, please ensure that the charger has an Australian 'tick of approval'  or an AUS/NZ standards number and that it has no visible damage.