

KABALE BRAINSTORM HIGH SCHOOL

P.O.BOX 903, KABALE (U)

Website: www.kabalebrainstorm.ac.ug

Email: brainstormbrains@gmail.com

DEPARTMENT OF ICT

SCHOOL MOTTO: QUALITY EDUCATION FOR A BRIGHT FUTURE

**SCHOOL MISSION: TO PRODUCE QUALITY STUDENTS WITH HIGHER
ACADEMIC STANDARDS & DISCIPLINE FOR A BRIGHT FUTURE**

**SCHOOL VISION: TO PROVIDE QUALITY EDUCATION FOR A BRIGHT
FUTURE**

CORE VALUES: GOD FEARING, DISCIPLINE & ACADEMIC EXCELLENCE

STUDENT LAPTOP USE & MANAGEMENT POLICY est 2026

1. Introduction

In alignment with the school's commitment to digital literacy and 21st-century learning, Kabale Brainstorm High School allows students to bring personal laptops to school. This policy outlines the standards for the acceptable use, storage, and management of these devices to ensure an effective learning environment.

2. Preamble

Technology is a powerful tool for academic research, innovation, and skill development. However, the integration of personal devices requires a high level of responsibility from students. This policy is designed to protect the interests of the students, the integrity of the school's network, and the physical safety of the equipment.

3. Purpose

The primary objectives of this policy are:

- To facilitate personalized learning and research within the school's ICT department.
- To establish clear procedures for the safe storage and handling of personal laptops.
- To define the boundaries of "Owner's Risk" and institutional responsibility.
- To maintain a disciplined and focused atmosphere within the computer laboratory.

4. Guidelines for Access and Use

A. Storage and Security (The Computer Lab)

- **The "Pre-Admission" Hardware Audit:** Before a laptop is cleared for use in the lab, the ICT department should conduct a brief inspection.

Purpose: To record the physical condition of the device (any existing scratches or cracks) and its technical specs. This prevents students from claiming the school damaged a screen that was already cracked, or claiming a high-end laptop was "swapped" for a lower-end one.

- **Centralized Storage:** All student laptops must be kept in the designated storage area within the Computer Lab. Laptops are not to be kept in dormitories or general classrooms unless specifically authorized for a lesson.
- **Sign-In/Sign-Out Registry:** Every student must record their name, device serial number, time of entry, and time of exit in the **ICT Department Logbook** whenever accessing or returning their device.
- **Identification:** Every laptop and charger must be clearly labeled with the student's name and class.
- **Access card:** This will be given to the owner and it will contain the details of the device including serial number and the Model. This card will always be produced at the time of receiving the device in exchange and will be taken by the user once the device is left for storage.

B. Operational Care

- **Handling:** Students must handle their devices with extreme caution. Eating or drinking near the laptops in the lab is strictly prohibited.
- **Power Management:** Charging of devices should only occur at designated power points within the lab to prevent electrical overloads.
- **Routine maintenance:** there shall always be scheduled maintenance activities organized by the department on how to use the laptops, software updates and safety procedures.

C. Academic Integrity & Connectivity

- **Educational Use:** During school hours, laptops are to be used exclusively for academic purposes (research, assignments, and ICT projects).
- **Prohibited Content:** Accessing, storing, or sharing inappropriate content, games, or unauthorized software is a violation of this policy.

D. Network and Internet Connectivity

- **Authorized Access Only:** Students are strictly prohibited from using personal hotspots, VPNs, or private data bundles. All laptops must connect exclusively to the **Official School Wi-Fi**.
- **Monitored Browsing:** Students must use the school-approved, monitored browsers. The ICT department reserves the right to audit browsing history and block sites that are not of an educational nature.
- **Bandwidth Integrity:** Downloading of heavy non-academic files (movies, large games, or software) is prohibited to ensure the network remains fast for all learners.
- **A "Restricted Software" White-List:** A list of "Approved Academic Software" (e.g., MS Office, ChemSketch for your Chemistry students, Python for coding, VLC for educational videos) is provided in the computer lab. Any software found on a laptop that isn't on the list or clearly for a school project will result in a "Digital Detention" as prescribed in the rules and regulations.

E. External Storage Media

- **No External Drives:** To protect the school network and student devices from malware and viruses, the use of **USB flash drives, external hard drives, or CDs/DVDs** is strictly prohibited.
- **Cloud Storage:** Students are encouraged to use school-approved cloud storage (e.g., Google Drive or Microsoft OneDrive) for saving and transferring academic work. Any physical drive found will be confiscated.

5. Remedies and Disciplinary Measures (Updated)

- **Cyber Security Breach:** Any student found bypassing school internet filters or using unauthorized external storage will face immediate confiscation of their device.
- **Virus Negligence:** If a student intentionally introduces a virus into the school network via an unauthorized drive, they may be held liable for the costs of system recovery.

6. Owner's Risk & Liability

- **Personal Responsibility:** The school provides a secure space for storage; however, the ultimate responsibility for the device remains with the student.
- **Insurance:** Kabale Brainstorm High School is not liable for any loss, theft, or accidental damage (such as screen cracks or software failure) that may occur while the device is on school premises. Parents are encouraged to ensure devices are covered under personal insurance if possible.

7. Remedies and Disciplinary Measures

Failure to adhere to the above guidelines will result in the following actions:

1. **First Violation:** A formal warning and temporary suspension of laptop privileges for one week.
2. **Second Violation:** Confiscation of the device for the remainder of the term, to be returned only to the parent/guardian.
3. **Damage to Others:** If a student’s negligence causes damage to another student’s device or school infrastructure, the offending student’s family will be held responsible for repair or replacement costs.
4. **Illegal Activity:** Use of the device for cyber-bullying or hacking will result in immediate loss of privileges and further disciplinary action as per the School Rules and Regulations.

8. Conclusion

By bringing a laptop to school, the student and parent/guardian agree to abide by the terms of this policy.

Signed:

Head of ICT Department

.....

Headteacher