



## St John the Baptist School Sixth Form BYOD Scheme

2020-21

### What is the BYOD Scheme?

We are constantly looking for ways to enhance learning opportunities and it has become increasingly clear that students who have access to their own devices in school can work in a more personalised way. Given that post-16 students follow a more personalised curriculum we run a Bring Your Own Device (BYOD) Scheme in the Sixth Form. This allows all students to bring their own mobile device / laptop into school so that they can use them in lessons and during private study to access a wide range of electronic learning materials and facilitate learning.

### How does the scheme work?

Students may bring any mobile device / laptop into school and use it to support learning. They will have access to the school Wi-Fi network, the shared area and wireless printing to facilitate this. Many of the students have access to an iPad from Year 11 and we would encourage them to continue using this in the Sixth Form, however, previous students have found that the increased amount of coursework and essay writing required by many courses means that, in some cases, iPads are no longer the most appropriate device. For this reason, we offer Sixth Form students



Have faith...believe you can!

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the opportunity to buy a variety of mobile devices, laptops and keyboards at a slightly discounted rate at the beginning of Year 12 and then again at the beginning of Year 13 should they wish. The significant benefit of purchasing a device through the school is that we do not need to charge you VAT as the items are being purchased for education purposes.

The devices and accessories available to purchase through us are listed below (Prices are correct as of 1 June 2020). You can choose to pay for the device upfront by making a one-off payment at the time of ordering, or if you feel this is prohibitive you may wish to pay in 4 instalments over the course of the academic year. Full details of this can be found on the forms attached. This offer is only available at the start of the academic year.

## Which device is best?

This is an excellent opportunity for the students to purchase a device at a significantly discounted rate. Which device they choose, will depend entirely on which courses the student is studying, how they work best and what they are planning on doing beyond the Sixth Form. We would recommend they talk to their subject teachers as well as other students in the Sixth Form so that they can make an informed decision. Here are few examples from previous students which might help:

- Student A: *Apple iPad* – Studies Maths, Physics and Chemistry. In general, this student isn't required to write essays and therefore their mobile device will be used largely for online research, taking notes, to source and complete past papers, to print and to communicate via email with their teachers.
- Student B: *Microsoft Surface* – Studies Maths, Economics and Geography. This student is required to write short essays frequently and has coursework to complete for Geography. They need a keyboard to type with so that they can complete their coursework and like to use a stylus with the device to keep all their class notes, essays and exam papers organised digitally.
- Student C: *Apple MacBook Air/Pro* – Studies Photography, Geography and Product Design. This student has significant coursework to complete in all their subjects and requires specialist software for Photography as well as storage space for large resolution images. They intend to study Graphic Design at university and decided to invest in a high spec Apple MacBook now that will last them a long time.
- Student D: *Google Chrome Book* – Studies BTEC Travel & Tourism, BTEC Sport and Business Studies. This student has significant coursework to complete in two of their three subjects. The only software they need is for word processing, creating presentations and accessing the internet for research. They are intending to take a gap year before university.

## How do you purchase a device?

If you wish to purchase a device through us, please complete the order form and return it to Mrs Risman / Mrs Areington with your payment/deposit **by Friday 11 September 2020** (any orders placed after this date will not be placed and all monies will be returned). Devices will be ordered soon after this date and will be

available to students within approximately 2 weeks. *Devices are limited to one per student* (plus appropriate accessories).

All specifications and prices listed below are correct as at 1 June 2020, we will contact you prior to placing the order if any of the details change. The SJB Price (excl. VAT) is the price that you will have to pay for the device, you do not need to add VAT on top.

## Apple Devices

### iPad

<b>Order No.</b>	<b>Description</b>	<b>RRP (inc. VAT)</b>	<b>SJB Price (excl. VAT)</b>
MW6A2B/A	10.2-inch iPad Wi-Fi + Cellular 32GB - Space Grey	£479.00	£357.26
MW6C2B/A	10.2-inch iPad Wi-Fi + Cellular 32GB - Silver	£479.00	£357.26
MW6D2B/A	10.2-inch iPad Wi-Fi + Cellular 32GB - Gold	£479.00	£357.26
MW6E2B/A	10.2-inch iPad Wi-Fi + Cellular 128GB - Space Grey	£579.00	£431.84
MW6F2B/A	10.2-inch iPad Wi-Fi + Cellular 128GB - Silver	£579.00	£431.84
MW6G2B/A	10.2-inch iPad Wi-Fi + Cellular 128GB - Gold	£579.00	£431.84
MW742B/A	10.2-inch iPad Wi-Fi 32GB - Space Grey	£349.00	£260.29
MW752B/A	10.2-inch iPad Wi-Fi 32GB - Silver	£349.00	£260.29
MW762B/A	10.2-inch iPad Wi-Fi 32GB - Gold	£349.00	£260.29
MW772B/A	10.2-inch iPad Wi-Fi 128GB - Space Grey	£449.00	£334.88
MW782B/A	10.2-inch iPad Wi-Fi 128GB - Silver	£449.00	£334.88
MW792B/A	10.2-inch iPad Wi-Fi 128GB - Gold	£449.00	£334.88

### iPad Air

<b>Order No.</b>	<b>Description</b>	<b>RRP (inc. VAT)</b>	<b>SJB Price (excl. VAT)</b>
MUUJ2B/A	10.5-inch iPad Air Wi-Fi 64GB - Space Grey	£479.00	£357.26
MUUK2B/A	10.5-inch iPad Air Wi-Fi 64GB - Silver	£479.00	£357.26
MUUL2B/A	10.5-inch iPad Air Wi-Fi 64GB - Gold	£479.00	£357.26
MUUQ2B/A	10.5-inch iPad Air Wi-Fi 256GB - Space Grey	£629.00	£469.13
MUUR2B/A	10.5-inch iPad Air Wi-Fi 256GB - Silver	£629.00	£469.13
MUUT2B/A	10.5-inch iPad Air Wi-Fi 256GB - Gold	£629.00	£469.13
MV0D2B/A	10.5-inch iPad Air Wi-Fi + Cellular 64GB - Space Grey	£599.00	£446.76
MV0E2B/A	10.5-inch iPad Air Wi-Fi + Cellular 64GB - Silver	£599.00	£446.76
MV0F2B/A	10.5-inch iPad Air Wi-Fi + Cellular 64GB - Gold	£599.00	£446.76
MV0N2B/A	10.5-inch iPad Air Wi-Fi + Cellular 256GB - Space Grey	£749.00	£558.63
MV0P2B/A	10.5-inch iPad Air Wi-Fi + Cellular 256GB - Silver	£749.00	£558.63
MV0Q2B/A	10.5-inch iPad Air Wi-Fi + Cellular 256GB - Gold	£749.00	£558.63

## iPad Mini 5

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
MUQW2B/A	iPad mini Wi-Fi 64GB - Space Grey	£399.00	£299.25
MUQX2B/A	iPad mini Wi-Fi 64GB - Silver	£399.00	£299.25
MUQY2B/A	iPad mini Wi-Fi 64GB - Gold	£399.00	£299.25
MUU32B/A	iPad mini Wi-Fi 256GB - Space Grey	£549.00	£411.75
MUU52B/A	iPad mini Wi-Fi 256GB - Silver	£549.00	£411.75
MUU62B/A	iPad mini Wi-Fi 256GB - Gold	£549.00	£411.75
MUX52B/A	iPad mini Wi-Fi + Cellular 64GB - Space Grey	£519.00	£389.25
MUX62B/A	iPad mini Wi-Fi + Cellular 64GB - Silver	£519.00	£389.25
MUX72B/A	iPad mini Wi-Fi + Cellular 64GB - Gold	£519.00	£389.25
MUXC2B/A	iPad mini Wi-Fi + Cellular 256GB - Space Grey	£669.00	£501.75
MUXD2B/A	iPad mini Wi-Fi + Cellular 256GB - Silver	£669.00	£501.75
MUXE2B/A	iPad mini Wi-Fi + Cellular 256GB - Gold	£669.00	£501.75

## iPad Pro

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
MXAT2B/A	12.9-inch iPad Pro Wi-Fi 256GB - Space Grey	£1069.00	£797.29
MXAU2B/A	12.9-inch iPad Pro Wi-Fi 256GB - Silver	£1069.00	£797.29
MXAV2B/A	12.9-inch iPad Pro Wi-Fi 512GB - Space Grey	£1269.00	£946.46
MXAW2B/A	12.9-inch iPad Pro Wi-Fi 512GB - Silver	£1269.00	£946.46
MXAX2B/A	12.9-inch iPad Pro Wi-Fi 1TB - Space Grey	£1469.00	£1095.63
MXAY2B/A	12.9-inch iPad Pro Wi-Fi 1TB - Silver	£1469.00	£1095.63
MXDC2B/A	11-inch iPad Pro Wi-Fi 256GB - Space Grey	£869.00	£648.13
MXDD2B/A	11-inch iPad Pro Wi-Fi 256GB - Silver	£869.00	£648.13
MXDE2B/A	11-inch iPad Pro Wi-Fi 512GB - Space Grey	£1069.00	£797.29
MXDF2B/A	11-inch iPad Pro Wi-Fi 512GB - Silver	£1069.00	£797.29
MXDG2B/A	11-inch iPad Pro Wi-Fi 1TB - Space Grey	£1269.00	£946.46
MXDH2B/A	11-inch iPad Pro Wi-Fi 1TB - Silver	£1269.00	£946.46
MXE42B/A	11-inch iPad Pro Wi-Fi + Cellular 256GB - Space Grey	£1019.00	£760.01
MXE52B/A	11-inch iPad Pro Wi-Fi + Cellular 256GB - Silver	£1019.00	£760.01
MXE62B/A	11-inch iPad Pro Wi-Fi + Cellular 512GB - Space Grey	£1219.00	£909.17
MXE72B/A	11-inch iPad Pro Wi-Fi + Cellular 512GB - Silver	£1219.00	£909.17
MXE82B/A	11-inch iPad Pro Wi-Fi + Cellular 1TB - Space Grey	£1419.00	£1058.34
MXE92B/A	11-inch iPad Pro Wi-Fi + Cellular 1TB - Silver	£1419.00	£1058.34
MXF52B/A	12.9-inch iPad Pro Wi-Fi + Cellular 256GB - Space Grey	£1219.00	£909.17
MXF62B/A	12.9-inch iPad Pro Wi-Fi + Cellular 256GB - Silver	£1219.00	£909.17
MXF72B/A	12.9-inch iPad Pro Wi-Fi + Cellular 512GB - Space Grey	£1419.00	£1058.34
MXF82B/A	12.9-inch iPad Pro Wi-Fi + Cellular 512GB - Silver	£1419.00	£1058.34
MXF92B/A	12.9-inch iPad Pro Wi-Fi + Cellular 1TB - Space Grey	£1619.00	£1207.51
MXFA2B/A	12.9-inch iPad Pro Wi-Fi + Cellular 1TB - Silver	£1619.00	£1207.51
MY232B/A	11-inch iPad Pro Wi-Fi 128GB - Space Grey	£769.00	£573.54

MY252B/A	11-inch iPad Pro Wi-Fi 128GB - Silver	£769.00	£573.54
MY2H2B/A	12.9-inch iPad Pro Wi-Fi 128GB - Space Grey	£969.00	£722.71
MY2J2B/A	12.9-inch iPad Pro Wi-Fi 128GB - Silver	£969.00	£722.71
MY2V2B/A	11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Grey	£919.00	£685.42
MY2W2B/A	11-inch iPad Pro Wi-Fi + Cellular 128GB - Silver	£919.00	£685.42
MY3C2B/A	12.9-inch iPad Pro Wi-Fi + Cellular 128GB - Space Grey	£1119.00	£834.59
MY3D2B/A	12.9-inch iPad Pro Wi-Fi + Cellular 128GB - Silver	£1119.00	£834.59

## MacBook Air

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
MVH22B/A	13-inch MacBook Air: quad-core 10th-generation Intel Core i5 processor, 512GB - Space Grey	£1299.00	£920.13
MVH42B/A	13-inch MacBook Air: 1.1GHz quad-core Intel Core i5 processor, 512GB – Silver	£1299.00	£920.13
MVH52B/A	13-inch MacBook Air: 1.1GHz quad-core Intel Core i5 processor, 512GB – Gold	£1299.00	£920.13
MWTJ2B/A	13-inch MacBook Air: 1.1GHz dual-core Intel Core i3 processor, 256GB - Space Grey	£999.00	£707.63
MWTK2B/A	13-inch MacBook Air: 1.1GHz dual-core Intel Core i3 processor, 256GB – Silver	£999.00	£707.63
MWTL2B/A	13-inch MacBook Air: 1.1GHz dual-core Intel Core i3 processor, 256GB - Gold	£999.00	£707.63

## MacBook Pro

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
MVVJ2B/A	16-inch MacBook Pro with Touch Bar, Intel Core i7 processor, 512GB - Space Grey	£2399.00	£1699.29
MVVK2B/A	16-inch MacBook Pro with Touch Bar, Intel Core i9 processor, 1TB - Space Grey	£2799.00	£1982.63
MVVL2B/A	16-inch MacBook Pro with Touch Bar, Intel Core i7 processor, 512GB – Silver	£2399.00	£1699.29
MVVM2B/A	16-inch MacBook Pro with Touch Bar, Intel Core i9 processor, 1TB – Silver	£2799.00	£1982.63
MWP42B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 512GB - Space Grey	£1799.00	£1274.29
MWP52B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 1TB - Space Grey	£1999.00	£1415.96
MWP72B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 512GB – Silver	£1799.00	£1274.29
MWP82B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 1TB – Silver	£1999.00	£1415.96
MXK32B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 256GB - Space Grey	£1299.00	£920.13



	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 512GB - Space Grey	£1499.00	£1061.79
MXK62B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 256GB – Silver	£1299.00	£920.13
MXK72B/A	13-inch MacBook Pro with Touch Bar, Intel Core i5 processor, 512GB - Silver	£1499.00	£1061.79

## Apple Accessories

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
MK0C2ZM/A	Apple Pencil (1st Generation)	£89.00	£72.00
MU8F2ZM/A	Apple Pencil (2nd Generation)	£119.00	£94.00
MX3L2B/A	Smart Keyboard for iPad (7th generation) and iPad Air (3rd generation) - British English	£159.00	£126.00
MXNK2B/A	Smart Keyboard Folio for 11-inch iPad Pro (2nd generation) - British English	£179.00	£142.00
MXNL2B/A	Smart Keyboard Folio for 12.9-inch iPad Pro (4th generation) - British English	£199.00	£159.00
STM-222-237JU-01	Dux Plus Duo (iPad 7th Gen) - Black	£59.95	£18.00
STM-222-237JU-02	Dux Plus Duo (iPad 7th Gen) – Red	£59.95	£18.00
STM-222-237JU-03	Dux Plus Duo (iPad 7th Gen) – Blue	£59.95	£18.00
STM-222-165JV-01	Dux Plus Duo for iPad Air - Black	£59.95	£18.00
STM-222-165JV-02	Dux Plus Duo for iPad Air - Red	£59.95	£18.00
STM-222-165JV-03	Dux Plus Duo for iPad Air - Blue	£59.95	£18.00
STM-222-198JV-01	Dux Plus Duo for iPad Pro 11" - Black	£69.95	£19.00
STM-222-198JV-02	Dux Plus Duo for iPad Pro 11" - Red	£69.95	£19.00
STM-222-198JV-03	Dux Plus Duo for iPad Pro 11" - Blue	£69.95	£19.00
STM-222-197L-01	Dux Plus Duo for iPad Pro 12.9" – Black	£69.95	£19.00
STM-222-197L-02	Dux Plus Duo for iPad Pro 12.9" – Red	£69.95	£19.00
STM-222-197L-03	Dux Plus Duo for iPad Pro 12.9" – Blue	£69.95	£19.00
103004684	ZAGG Rugged Messenger Folio 10.2" iPad	£65.00	£54.00
103104693	ZAGG Keyboard Rugged iPad 10.2 Charcoal	£109.00	£54.00
920-009480	LOGITECH Slim Folio iPad (7th Gen) Graphite	£89.95	£59.00
ID9RMK-BB0	ZAGG Messenger Folio 10.5 iPad Pro/iPad Air	£65.00	£54.00
920-009489	LOGITECH Slim Folio iPad Air 3rd Gen Graphite	£109.00	£86.00
920-008448	Logitech Slim Combo for 10.5" iPad Air	£89.95	£65.00
103302317	ZAGG Slim Book Go-Apple-iPad Pro 11"	£99.99	£54.00
920-009689	LOGITECH Slim Folio Pro for 11" iPad Pro	£99.95	£65.00
103302326	ZAGG Slim Book Go-Apple-iPad Pro 12.9"	£109.99	£62.00
920-009153	Logitech Slim Folio Pro 12.9" iPad Pro 3rd Gen	£109.95	£69.00

# Laptop / Notebook

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
8VT38EA#ABU	<b>HP ProBook 430 G6</b> 13.3" (Full HD), Core i5 Win 10 Pro 64-bit, 8 GB RAM, 256 GB	£874.00	£654.00
6MS31EA#ABU	<b>HP ProBook 430 G7</b> 13.3" (HD), Core i3 Win 10 Home 64-bit, 8 GB RAM, 128 GB, Jet Black	£774.00	£512.00
3DL72EA#ABU	<b>HP 14-bp151sa</b> 14" (HD), Core i5 Win 10 Home 64-bit, 8 GB RAM, 128 GB Black	£599.00	£405.00
NX.VLFEK.009	<b>Acer TravelMate P2 TMP214-52-38W2</b> 14" (Full HD), Core i3 Win 10 Home 64- bit 8 GB RAM, 128 GB, black	£477.00	£373.00
1CC8R	<b>Dell Latitude 3400</b> 14.0" AntiGlare, Intel Core i5 8GB 256GB SSD PCIe	£710.00	£592.00
81MT000VUK	<b>Lenovo V145-15AST 81MT</b> 15.6" (Full HD), Win 10 Home 64-bit 8 GB RAM, 256 GB, DVD-Writer Black	£322.00	£269.00
D8WHD	<b>Dell Latitude 3500</b> 15.6" Intel Core i5 8GB 256GB PCIe Wireless-AC 9560 + Bluetooth Windows 10 Pro (64bit)	£687.00	£573.00

# Chromebooks

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
81MC0008UK	<b>Lenovo 500e Chromebook (2nd Gen)</b> 11.6" IPS touchscreen (HD), 4 GB RAM 32GB, Chrome OS, Black	£357.00	£298.00
6MR25EA#ABU	<b>HP Chromebook 11A G6</b> 11.6" IPS (HD) 4 GB RAM, 32GB Chrome OS 64	£282.00	£235.00
NX.HAYEK.007	<b>Acer Chromebook 714 CB714-1W-390Y</b> 14" (Full HD) Core i3 Chrome OS, 128GB 8GB RAM	£513.00	£428.00

# Microsoft Surface

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
PVP-00002	Microsoft Surface Pro 7, 12.3", Intel Core i3 4GB RAM/128GB/Windows 10 Pro	£899.00	£722.00
KFY-00002	Microsoft Surface Go, 10", Pentium Gold 8GB RAM/256GB/Windows 10 Pro	£738.00	£615.00

# Laptop Sleeves/Cases

Order No.	Description	RRP (inc. VAT)	SJB Price (excl. VAT)
D31186	Dicota 13" Sleeve Skin Base Black	£15.00	£11.00
D31292	Dicota 13" Sleeve Skin Base Grey	£15.00	£11.00
D31293	Dicota 13" Sleeve Skin Base Red	£15.00	£11.00
D31294	Dicota 13" Sleeve Skin Base Blue	£15.00	£11.00
D31304	Dicota 13" Slim Case Base Black	£16.00	£13.00
D31305	Dicota 13" Slim Case Base Grey	£16.00	£13.00
D31306	Dicota 13" Slim Case Base Red	£16.00	£13.00
D31307	Dicota 13" Slim Case Base Blue	£16.00	£13.00
D31671	Dicota 15"-17.3" Top Traveller Case black	£31.00	£25.00
D31008	Dicota Backpack Universal Laptop 13"-15" Black	£31.00	£26.00
D31525	Dicota Edge Notebook Carry Pack 13"-15" Grey	£42.00	£35.00
D31734	Dicota Eco Backpack 13"-15" Red	£42.00	£35.00
D31735	Dicota Eco Backpack 13"-15" Blue	£42.00	£35.00

## Software

The latest version of Microsoft Office Student and Teacher is available to download for free to all current students at SJB via the Office 365 portal.

Adobe Creative Cloud is required by Photography, Media and Graphics students and is available for students at a discounted rate online via this link <http://www.adobe.com/uk/creativecloud/buy/students.html> - there are two different levels of service, if you intend to sign up to this please check with your subject teachers which option provides the required packages. Unfortunately, due to the way in which Adobe's licencing works the school are unable to provide this for students own devices, it must be purchased directly by the student online. (It is available for all students to use on the Apple Macs in school.)



# Acceptable Use Policy

## Sixth Form BYOD Scheme

This policy is to make sure your child understands the rules for looking after their Mobile Device / Laptop. Please read through the policy with your child and make sure he/she understands it.

### Your responsibilities:

- It is your responsibility to keep your device safe and in good condition. The device provided is fairly robust but could be damaged if you drop it or knock it into walls, desks etc. or if you throw it around in your bag.
- When carrying, it is essential to look after and respect this valuable resource. You should always carry your device in its protective case. This will protect it from damage when travelling to/from or moving around the school.
- You should always be aware that just like you, all other students have fragile and very valuable devices in their bags. With this in mind, bags should not be thrown or pushed into other students' bags in the corridor or in the playground.
- Keep your device secure at break/lunch/study periods or during PE by using the pin-code lockers provided or in your own locker.
- Every student should always ensure they place their device securely on the desk when in class.
- You must bring your device to school fully charged every day – there are some charging stations in the Sixth Form LRC which can be used to top it up during the day if required.
- It is your responsibility to safeguard your work and back it up regularly. You should save everything onto your network 'My Documents', utilise free cloud technology such as Dropbox or back-up your device regularly by syncing it with a home computer. We do not suggest you back your work up on a USB stick as these can corrupt or be easily lost. If you do not know how to do this then find out! The Sixth Form Committee are available to help you.
- Keep the device away from liquids that could damage it.
- Keep your device's 'passcode' secret and change it regularly. (You are responsible for remembering it, we cannot recover it without resetting the device which means wiping it!)
- Be sensible about where, when and how you are using the device. A few examples: It is not sensible to have it on display whilst travelling to and from school, keep it in your bag. Sometimes your teachers might ask you to put your device to one side; you must respect that and do so immediately. When using it at home respect your parent's/guardian's rules in the same way you respect the school rules – if they ask you to put it away then do.

### The Rules:

- The school reserves the right to examine the device at any time and carry out any checks deemed necessary to allow this scheme to operate securely.
- The device is not covered by school insurance. It is your responsibility to provide insurance and look after it.
- Do not leave your device unattended. If you are not using or carrying it, it must be locked up either in your locker or one of the school's pin-code lockers. Please note these can only be used during PE or whilst you are in the dining hall.
- We will not provide any technical support for the device beyond the Helpdesk on Frog.
- It is your responsibility to provide any apps or software needed.
- Do not install any software for which you do not have a valid licence - this is illegal.
- Do not attempt to 'jail-break' the device. Doing so will invalidate the warranty and any insurance you may decide to take out.
- Do not attempt to access the school network via the device other than through the routes laid out on the Helpdesk.
- Do not attempt to print wirelessly other than using the instructions laid out on the Helpdesk.
- We recommend that you purchase Anti-virus software for your device (this is not applicable to an iPad) and run regular checks.
- Breaking these rules or in any way compromising the school network will result in the removal of access rights on a permanent basis.
- You agree and adhere to the Student Acceptable Usage Policy which can be found on the school website.
- In the event of a dispute regarding the interpretation of the wording of this policy, the Network Manager's decision will be final.

# FULL PAYMENT ORDER FORM (Sixth Form Only)

Please complete this form if you would like to purchase a device through SJB and intend to pay for it outright in one payment.

## ABOUT YOUR CHILD

REGISTRATION YEAR FROM SEPT

CHILD'S LEGAL SURNAME

CHILD'S LEGAL FORENAME(S)

CONTACT TELEPHONE

EMAIL

## ORDER DETAILS

ORDER NUMBER

DESCRIPTION

SJB COST

£

£

£

£

## DECLARATION & PAYMENT

I wish to purchase the above items for my child to use in school to facilitate learning. **I am aware that it is my responsibility to arrange insurance for these items and that it is my child's responsibility to look after them** (personal devices brought into school, even for work purposes, are not covered by the school insurance policy, this includes loss, theft & accidental damage). **I have read with my child the Acceptable Usage Policy attached and accept this agreement.** Please note that we will not provide software or technical support for these devices beyond the helpdesk that is available on Frog.

Please find enclosed £  in respect of the items ordered above.

- I am paying by cheque/cash (please make cheques payable to 'St John the Baptist School')
- I am paying by Tucasi. Please add the charge to my account with an additional charge of 2% (to cover the cost charged to the school for using this facility) and I will log on and pay by the 18 September otherwise my order will be cancelled.

NAME OF PARENT (or person making the payment)

TELEPHONE OF PARENT (or person making the payment if different to above)

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

## PAYMENT PLAN ORDER FORM (Sixth Form Only)

Please complete this form if you would like to purchase a device through SJB and would like to pay in 4 instalments.

### ABOUT YOUR CHILD

REGISTRATION YEAR FROM SEPT

CHILD'S LEGAL SURNAME

CHILD'S LEGAL FORENAME(S)

CONTACT TELEPHONE

EMAIL

### ORDER DETAILS

ORDER NUMBER

DESCRIPTION

SJB COST

£

£

£

£

### DECLARATION & PAYMENT

I wish to purchase the above items for my child to use in school to facilitate learning. **I am aware that it is my responsibility to arrange insurance for these items and that it is my child's responsibility to look after them** (personal devices brought into school, even for work purposes, are not covered by the school insurance policy, this includes loss, theft & accidental damage). **I have read with my child the Acceptable Usage Policy attached and accept this agreement.** Please note that we will not provide software or technical support for these devices beyond the helpdesk that is available on Frog.

I wish to pay the total of £  in 4 equal instalments of £ .

- I am paying by Tucasi. Please add the charge to my account with an additional charge of 2% (to cover the cost charged to the school for using this facility) and I will log on and pay by the 18 September otherwise my order will be cancelled. Further payments will be required on or before 4 Dec 2020, 5 Feb 2021, 23 April 2021

OR

- I will pay these instalments plus an additional 2% (to cover the cost to the school for using this facility) via direct debit and have completed the attached direct debit mandate. Payments will be collect on or shortly after the following dates: 18 Sept 2020, 4 Dec 2020, 5 Feb 2021, 23 April 2021

NAME OF PARENT (or person making the payment)

TELEPHONE OF PARENT (or person making the payment if different to above)

I understand that failure to pay will result in the removal of the device from my child.

Signed : \_\_\_\_\_ Date: \_\_\_\_\_



# Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send

**St John the Baptist School**  
**Elmbridge Lane**  
**Kingfield**  
**Woking**  
**Surrey**  
**GU22 9AL**

Service user number

2	8	9	0	6	3
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Name(s) of account holder(s)


Reference:

2	0	2	0	/		/	i	P	a	d	/	0	0
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Branch sort code

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Bank/building society account number

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## Instruction to your bank or building society

Please pay St John the Baptist School Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with St John the Baptist School and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit St John the Baptist School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St John the Baptist School to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by St John the Baptist School or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when St John the Baptist asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.