



Creative, Innovative, Professional

Maria Regina College, Middle School, Naxxar.

Address:- Maria Regina College, Middle School, Block A, New Street in Main Street, Naxxar.

E-mail Address:- mrc.naxxar.ms@ilearn.edu.mt

Website:- mrc.naxxarms.skola.edu.mt Facebook: <https://www.facebook.com/MRCMiddleSchoolNaxxar/>

Tel. No. :- 2598 6850

Laptop Device responsibility, care and accountability guidelines.

Important reminders to students and guardians.

Considering the increasing number of laptops being found unattended on school premises, we would like to remind all students and their guardians of the importance of proper laptop device care. All devices issued under the One Device Per Child (ODPC) initiative are the responsibility of the assigned student. It is essential that laptops are kept secure at all times—whether in class, during breaks, or before / after school hours.

Please note that the school is not liable for any lost, stolen, or damaged devices that are left unattended. Students must ensure their laptops are never left behind. Guardians are encouraged to reinforce this message at home and support responsible device use.

Let's work together to protect these valuable learning tools and maintain a safe, respectful digital environment.

- **Student Responsibility:** Each student is always fully responsible for the care and safekeeping of their assigned laptop, both on and off school premises.
- **Identification:** The laptop case must include a clearly labelled keychain or tag displaying the student's full name and class to ensure easy identification.
- **Proper Handling:** Students must take care to keep the laptop in their possession or in a secure, designated location and should never leave the laptop unattended in areas such as school yards, classrooms, school buses, bus pickup/drop-off points.
- **Accountability:** Lost and found laptops resulting from negligence may result in disciplinary action.
- **School Use:** Laptops must be brought to school fully charged and only when requested by a teacher for specific lessons. Students do not need to bring chargers to school. Students are strictly prohibited from using the laptop's camera or microphone to record any lesson, teacher, or classmates. Any attempt to record, stream, or capture classroom activity without explicit permission is a violation of school policy and will result in confiscation of the device. Laptops are not to be used during free lessons and / or breaktimes.

Renzo Galea

Head of School

Maria Regina College Middle School Naxxar

t: +356 25986850

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Adapted from: Ministry for Education and Employment, Directorate for Digital Literacy and Transversal Skills (DDLTS). 2025 Acceptable Use Policy (AUP) for Parents and Legal Guardians, Academic Year 2025–2026 – One Device Per Child (ODPC). Malta: Government of Malta. Retrieved from <https://primarydigital.skola.edu.mt/optc/>