



**Leeds English
Language School**
Effective Learning

Student's computer usage policy

Leeds English Language School has a number of Google chromebooks for students to use. These may be used for general internet surfing, but preference is given to those students who wish to use the computers to study.

While using the computers you must not:

- download any programmes or software from either the internet or external devices (e.g. memory stick (USB/flash drive/pen drive), external hard drive)
- look at any pornographic, immoral or unethical sites
- use the computers or internet for the purposes of gambling or other business use
- incite intolerance and hatred or access extreme organisation publications or websites

If you break any of these rules, you may be asked to leave the school immediately with no refund.

Social media

When posting on Leeds English facebook and twitter accounts, make sure you are not using offensive language or posting comments that are insulting or upsetting to other users.

Printing

If you want something to be printed, then please email the document to the office staff and they will be happy to print it for you. We will not charge you for fewer than 5 pages but there will be a charge if there are more. We may refuse requests if we are asked to print numerous pages that are not study related.

Google forms and requests

All students are given a school Gmail account. Please make sure you check this regularly. This gives you access to the Leeds English Online site for information about extra classes and trips, and also gives you access to the following forms: Once you have chosen your password please make sure this is confidential, and do not allow anyone else access to your account.

Holiday request

Change of class

Change of level

Complaints

Leaving school early