

## Device Policy - Pupils

Last Revision Date	August 2017
This policy is Reviewed by	Head of Computing
Group	Pastoral/Academic
ISI Reference	
Next Review Date	August 2019

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

## Acceptable Use of Laptops/Netbooks/Tablets - Pupils

With the prominence of computing in schools, many parents wish to equip their children with a laptop/netbook/tablet for school use. This policy sets out the reasons and expectations for their use. Any child who wishes to bring a laptop/netbook/tablet to school must first discuss the proposal with Mrs Richmond (Director of Learning Development) or in some circumstances Julia Sutherland (Head of Computing) to get her agreement. If given, the pupils then need to read and agree to abide by all the expectations in this policy.

### Reasons for the Use of a Laptop/Netbook/Tablet

- Pupils may be specifically advised to consider using a laptop/netbook/tablet following recommendations from an Educational Psychologist's report
- Pupils may be specifically advised to use a laptop/netbook/tablet by their Learning Support Teacher, particularly in the case of dyspraxia or dyslexia
- Pupils in the Senior School may be required to use a laptop/netbook/tablet for their future schooling and may wish to practise their skills

### Appropriate uses of a Laptop/Netbook/Tablet during school lessons

A laptop/netbook/tablet may be used where:

- The pupil can write faster using a keyboard than a pen (e.g. in creative writing) \*
- The pupil is working with their Learning Support Teacher using materials designed for the computer
- The child wishes to use a device to complete their prep, and this has been approved by their teacher.

Whilst it is useful to use a laptop/netbook/tablet to facilitate learning when a child has specific difficulties with their writing, it is also still important for writing skills to be practised and it is at the discretion of individual teachers to ask for written work when it is deemed to be appropriate.

The child is not allowed to plug in the laptop/netbook/tablet unsupervised, and must ask the teacher before doing so.

### A laptop/netbook/tablet may not be used for:

- Playing games

- Viewing personal DVDs, videos or images
- Accessing the internet or School network unless specifically to print work
- Taking pictures or videos of students or teachers with a webcam.

## **Senior Schools**

- Exam concessions, including use of a computer, may be agreed through discussion between Great Walstead School and individual senior schools. However, it is usual for there to be an Educational Psychologist's report and supporting documentation in place.
- Each senior school is different and will be approached by Great Walstead School to ascertain what exam concessions they will allow. However, as a rule, if indicated in an Educational Psychologist report, the senior schools will usually allow the use of a computer in those subjects with a high literacy content.
- The senior school's decision regarding use of a computer will be reflected in computer usage during exams at Great Walstead.
- In lessons, the teacher will notify the pupil whether it is appropriate to use a laptop/netbook/tablet.

## **Software**

- At no time may a student copy software or other items from the laptop/netbook/tablet to distribute to other students via a memory stick without express permission from the Head of Computing.

## **Security Protocols**

It is the responsibility of parents to ensure that their child's laptop/netbook/tablet is covered by suitable insurance against loss, theft or damage. Some household policies specifically exclude such cover, and this should be checked by the parents before the device is brought to school.

It may be advisable to security mark the device with the child's home postcode and make a note of the device's security number. In any case, it is important that the laptop/netbook/tablet, its case and all equipment are clearly marked with the child's name.

Children must take personal responsibility for looking after their device. All devices that need to be charged at school will need to be PAT tested annually (an electrical safety test). The School will arrange for this to be done and let parents know when the test is taking place.

**All laptop/netbook/tablets must be equipped with an up-to-date virus checker to avoid the transfer of harmful data to the School network.**

## **Practical Points**

**Devices cannot currently be connected to the School network. For this reason, these devices should be equipped with a suitable drive for saving and transferring documents and work.**

Before bringing a device to school, it is suggested that the child should complete a touch-typing course using the new equipment. It is important that the child should be able to:

- Type 20 words a minute (or, at least, faster than they can write by hand) \*
- Save and copy files to their laptop/netbook/tablet without help
- Print their work on another computer by transferring files with a storage device. (It is possible to print to the WiFi-enabled printer in the Waters Room should it be necessary, but the pupil's device will need to be set up by IT Support.)

The Head of Computing will give children such support as may be necessary to integrate their laptop/netbook/tablet use with school lessons.

## **Additional Points**

Whilst the general guideline is for children to use a laptop/netbook/tablet in Year 5 and above it is accepted that, with a recommendation from an educational psychologist, younger children may also benefit from the use of such devices for certain lessons.

\* Whilst this policy sets out the need for children to be able to touch type at a reasonable speed it is accepted that there may be reasons for children who are working towards the required standard to use a laptop/netbook/tablet.

## Laptop/Netbook/Tablet Acceptable Use Policy Acceptance

I have received a copy of the Laptop/Netbook/Tablet Acceptable Use Policy and understand its requirements. I also understand that if I choose to use my laptop/netbook/tablet inappropriately I may no longer be able to bring it into school.

- Full Name \_\_\_\_\_
- Form \_\_\_\_\_
- Signature \_\_\_\_\_
- Parent's signature \_\_\_\_\_
- Date \_\_\_\_\_

## **Acceptable Use of E-Readers - Pupils**

Electronic readers, generally known as e-readers, are very popular with adults and children alike. They are easy to use and have particular advantages for reluctant readers. They do, however, present certain issues as regards the suitability of reading material and access to the internet. The wide variety of hardware and software capabilities also makes them difficult to monitor and control in a school environment.

This policy sets out the conditions governing their use at Great Walstead School. Any child who wishes to bring an e-reader to school must read and agree to abide by all the rules in this policy. This should be counter-signed by the parent.

### **Appropriate use of an e-reader at school**

An e-reader is to be used only for the reading of school approved material (books, etc. that are age appropriate) and not for other purposes such as communication, entertainment, music, games, etc.

An e-reader may only be used with permission and when supervised by a member of staff, i.e. during appropriate lessons, in form time or during prep. If an e-reader is used inappropriately it will be confiscated and returned to parents

The pupil may not bring an e-reader to school which has apps, camera and telephone network capability which could allow access to the internet.

### **Responsibility for care**

It is the responsibility of parents to ensure that their child's e-reader is covered by suitable insurance against loss, theft or damage. Some household policies specifically exclude such cover, and this should be checked before bringing the device to school. It is suggested that the e-reader and its case should be clearly marked with the child's name. Children are expected to take personal responsibility for looking after their e-reader properly.

## Acceptable Use of E-Readers – Pupils Acceptance

I have read and understood the conditions of acceptable use for this device and understand the requirements. I also understand that if I choose to use my e-reader inappropriately I may no longer be able to bring it into school.

- Full Name \_\_\_\_\_
- Form \_\_\_\_\_
- Signature \_\_\_\_\_
- Parent's signature \_\_\_\_\_
- Date \_\_\_\_\_

## **Laptop/Tablet Use in Special Circumstance**

On occasions it may be necessary for a child to bring in a laptop/tablet due to health reasons that require the child to be removed from class for a period of time

This may happen if permission has been given by the Head of Computing/Deputy Head or the Head of Learning Development. The laptop/tablet should be handed in to Matron at the start of the day, and collected from Matron at the end of the day. The laptop/tablet may only be used under Matron's supervision. The device may also only be used by the child to whom it belongs.

At no time may the device be used to take images or videos and any SIM card must be removed before the device is brought into school.

### **Security Protocols**

It is the responsibility of parents to ensure that their child's laptop/tablet is covered by suitable insurance against loss, theft or damage. Some household policies specifically exclude such cover, and this should be checked by the parents before the device is brought to school.

It may be advisable to security mark the device with the child's home postcode and make a note of the device's security number. In any case, it is important that the laptop/tablet, its case and all equipment are clearly marked with the child's name.

**I have received a copy of the Laptop/Tablet Use in Special Circumstance form and understand its requirements. I also understand that if I choose to use my laptop/tablet inappropriately I may no longer be able to bring it into school.**

- Full Name \_\_\_\_\_
- Form \_\_\_\_\_
- Signature \_\_\_\_\_
- Parent's signature \_\_\_\_\_
- Date \_\_\_\_\_