



Abberley Hall Laptop Policy

Reviewed by John Hiles: May 2019

Next Review: January 2020

Permission

In general, pupils are not allowed to bring laptops or any other personal computers into school.

However, the school recognises that pupils who would derive great benefit for their learning and progress and would be aided by the use of technology for their academic work might be allowed access to a laptop. The assessment of which pupils for which this would be appropriate is the responsibility of the Head of Learning Support and he/she will approach parents if a good case can be made. Parents should not send pupils to school with a laptop without previous discussion with the Head of Learning Support.

Procedure

In the event that a pupil comes to school with a laptop this must be presented to the Network Manager or the Head of Learning Support with the signed **pupil/parent laptop usage declaration** at the end of this document. The details of the laptop will be recorded and it will then be subject to an inspection where it will be checked for electrical safety, that it does not contain unsuitable files or programs and that Mobile (eg 4G), Bluetooth or Wifi connectivity is disabled.

Use of Laptops

The use of laptops by pupils in the school will be for the production of coursework and educational activities sanctioned by staff only. Pupils may not connect their laptop to the school network via either cable or Wifi and may not have access to the internet through the use of a mobile networking (4G sim card etc).

Internet research and communications will be carried out only on school network computers during supervised sessions with a member of staff.

Printing of all work will be done via a USB cable and using the printer in the Learning Support Department.

If files need to be transferred from the laptop to the network (or visa versa) this will be done with the use of a USB memory device and under the supervision of a member of staff. (It would be useful for all laptop users to provide one of their own).

Laptop Storage

Laptops will be kept in the locked laptop safe in the Learning Support Area and only removed for use during academic lessons or supervised work periods after which they must be returned.

As with any valuable item brought into school, the school is not responsible for loss or damage to a personal laptop. Pupils should take all necessary steps to keep it safe. We would recommend that parents check that they have their own appropriate level of insurance (usually covered on home insurance) should it be lost or damaged.

Laptop Contents

Laptops should contain Microsoft Office Software (or similar) and it is the responsibility of the parent/pupil to ensure that a fully licenced copy is pre-installed. Other educational software (E.g. dragon dictate, touch typing tutor) may be present but there should be no games, videos or music files.

Inappropriate Use of laptop

In the event of inappropriate use of the computer, pupils will no longer be allowed to bring in their own computer for a fixed period of time.

Parent/Pupil Laptop Usage Declaration

We have read and discussed together the guidelines contained in this policy and agree to follow them while at school.

Date:	
Parent/Guardian	Pupil
Name: -----	Name: -----
Signature: -----	Signature: -----

This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

