

# LAPTOP USE POLICY

## Introduction

The number of pupils using laptop computers for school work is increasing. The school is committed to ensuring that pupils are properly prepared and can enjoy the maximum benefits arising from laptop use; that teachers understand how to accommodate their pupils' laptop use; and that parents are aware of their roles and responsibilities.

## Aims

The aims of this policy are:

- To ensure that all pupils have equal access to the curriculum
- To enable all pupils to achieve the maximum possible for their abilities
- To provide guidelines for pupils and teachers on safe and efficient laptop use
- To identify appropriate support and resources
- To work in partnership with parents and agencies

## Why use a laptop?

Pupils who have difficulties with handwriting and/or problems with processing and getting their ideas down on paper can find that using a laptop

- enables clear writing
- enables the expression of ideas and knowledge
- overcomes frustration and fatigue
- increases confidence and independence

## Who may use a laptop in school?

The following conditions must be met before permission will be given for a pupil to use a laptop for school work:

1. A specific recommendation has been received from either
  - a. an educational psychologist, or
  - b. the school's SENCo, Head of Learning Support or Head of Learning Enrichment while the pupil is waiting for the educational psychologist's report.
2. Touch-typing speed must at least match handwriting speed.
3. The Director of ICT has checked and signed off the pupil's skills list. (See Appendix 1)
4. Pupil and parents have signed the Laptop Code of Practice.
5. The laptop is adequately marked and insured.

## How and when is a laptop used?

### In class:

- Laptop use is allowed with the agreement of the subject department head and the teacher.
- Pupils must have a USB memory stick and save work before the end of the lesson.
- Work must be printed out and stuck into exercise books as appropriate.
- Pupils must ensure that laptops are charged every evening.
- Laptops must be capable of being run on battery, and that battery power should always be used. For health and safety reasons mains cables can be used only with specific permission to do so.
- Laptops must be on mute at all times.
- Any integrated recording devices must be disabled at all times.
- Pupils will not be allowed to use any unauthorised software or access the internet in school.

## Homework

- Written homework tasks must be printed at home and, where appropriate, stuck into an exercise book.
- Pupils may email homework to teachers only with the express permission of that teacher.

## Teachers will:

- Physically accommodate laptop use in the classroom.
- Undertake training provided by the school to understand the impact of laptop use on their planning and lessons and on the pupil.
- Take responsibility for guiding the pupil and preparing appropriate resources.

## In exams

- Pupils may use school laptops for internal exams and for external entrance exams where permission has been received from the Head of school.
- The SENCo, Head of Learning Support or Head of Learning Enrichment will confirm the list of laptop users and liaise with the Director of ICT over technical support.
- Spell and grammar checks and predictive tools will be disabled.
- Laptop users must be seated with screens visible to the invigilator and not to each other.
- Work will be printed out on school printers as soon as each exam ends.

## Parents

Parents will be asked to sign a Code of Practice and to be responsible for organising any extra support required to ensure the pupil has adequate touch-typing and operational skills.

<b>This policy will be reviewed annually.</b>			
Reviewed: October 2011	By:	Jill Kelham Vice Principal	No Changes
Reviewed: January 2011	By:	Jill Kelham Vice Principal	No Changes
Created: April 2010	By:	Jill Kelham Vice Principal	
Next Review: September 2012	By:	Jill Kelham, Vice Principal	



# Laptop Code of Practice (for pupils)

Computers are recognised as a useful tool to help you in a variety of ways:

1. You can be proud of your presentation - the typeface does not deteriorate with speed or tiredness.
2. It will be easier to edit your work - no messy crossing out!
3. You are free from the purely mechanical aspect of writing. This will allow you to express your ideas more fluently and with greater ease.

Your teachers are very happy for you to use your laptop in their lessons and for producing all written homework tasks. However, it is essential you follow these simple requirements:

1. Your laptop **MUST** be fully charged. It is your responsibility to charge it at home overnight.
2. Your laptop must be accompanied by your memory stick.
3. It is your responsibility to save all work on your laptop appropriately.
4. It is your responsibility to print out any homework so it can be handed in on time.
5. Your teachers will make it clear if they expect you to bring your laptop to a lesson. You should print out any work done in a lesson immediately.
6. You must make sure that your laptop is on mute and all recording devices are disabled.
7. You are allowed to use only authorised software and may not use your laptop to access the internet.
8. This code of practice is in addition to the school ICT agreement.

By signing this code of practice you are agreeing to follow these basic requirements so that your laptop will be a help rather than a hindrance, both to yourself and to your teachers.

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



# Laptop Policy (for parents)

Criteria for the use of a laptop in school:

- A pupil needs an Educational Psychologist's report recommending the use of a laptop.
- Parents must ensure that the pupil has reached the required standard in touch-typing and laptop use as set out by the school.
- Pupils' own computers may be used in school. This is understood to be at the parents' risk and therefore it is recommended that parents ensure that the laptop is permanently marked and appropriately insured.
- Pupils may use school laptops designated for exam use. They will not be able to use spell checker. Exam papers will be printed out at school.
- Other than exams/tests it is the responsibility of the pupil to print out work and stick it in their exercise book.
- Parents must ensure that laptops are fully charged for the start of each school day.
- All laptops should be P.A.T. tested by the school electrician before being used at school.

## Pupil Laptop Specifications

Children who require a laptop for use in school do not need a specific brand but it must meet the following requirements.

- Storage – At least 10GB
- Screen Size – Minimum 10 inch
- Weight – Maximum 2.5kg
- Applications – Microsoft Word, Anti-Virus program.

As a starting point, to compare laptops, you may like to visit this website:  
<http://fwd.five.tv/gadget-show/bestbuys/computing>

Please note that laptops made by Toshiba, Compaq and IBM are generally more durable than others.

Signed:..... Date:.....