Laptop Policy

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1 OVERVIEW

Kew House School recognises that for some pupils with Special Educational Needs & Disabilities (SEND) a laptop may be the most appropriate method of organising and presenting their work. The use of a laptop in exams must reflect the pupil's normal way of working within the exam centre.

Particular types of pupils who would benefit from the use of a laptop may be a pupil with:

- A learning difficulty which has a substantial and long-term adverse effect on their ability to write by hand
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisational problems when writing by hand
- Poor handwriting

This list is not exhaustive.

This means that:

- A need has been established and its use is approved by the school and SENCo
- This has been recorded on the Access Arrangements register and laptop users list
- The pupil has been using the laptop as part of their normal way of working (in all subject lessons for which they wish to use a laptop for the relevant examination)
- In order that they maintain the right to use a laptop in exams, the pupil will be required to provide evidence (on a regular basis) that they use this laptop in their normal way of working by providing the SENCo with copies of homework, tests, and exams completed using a laptop
- The pupil has received guidance on the printing and filing of copies of work when using a laptop and has received training in touch-typing

1.1 Limitations to laptop use

A subject teacher has the right to veto the use of a laptop in particular situations.

These include:

- Where calculations are required without the assistance of computer functions, e.g. in Maths
- Where particular exercises should not be done with computer assistance, e.g. drawing maps and diagrams
- Where its use might be dangerous or problematic, e.g. in a particular experiment in Science
- If an individual pupil, in any lesson, is using a laptop in such a way as to cause a distraction or disturbance to the learning of themselves or others
- Some classwork and homework may still be required to be handwritten to support the development of handwriting skills

1.2 Detailed procedures

- All work, which would normally be done in exercise books during lessons, is **either** to be printed out nightly at home and filed appropriately so that pupils possess a hard copy of all their work (stuck into their exercise books), **or** stored in an organised and accessible location on Teams so that the teacher can access the work easily.
- Pupils should use a plain font and allow room for teachers to add comments and feedback
- Spell-check can normally be used on all pieces of work, except in examinations
- If there are problems with a laptop during lessons, the pupil should stop using it and switch to pen and paper. There is no provision for pupils who have laptop issues within the school day to receive IT support or access to a school laptop.
- Many internal examinations use structured papers, which require pupils to answer on the question papers; however, where papers require extended answers, pupils will be allocated to a room where they will use a school laptop
- In public examinations, pupils will use a school laptop provided by the *Examinations Team*
- Pupils should not expect the school to maintain their personal machines or undertake repairs to them

1.3 Printing work

Many pupils take responsibility for printing their own classwork and exercise books are kept as a record of their learning; however, with the use of Teams for sharing lesson resources and for the digital submission of class and homework, pupils do not have to print their work for each lesson, provided that it is easily accessible for teachers.

Many teachers prefer to mark printed work, and in such cases, the teacher is responsible for printing the work and the pupil should stick marked work into their exercise books.

During examinations, pupils save their work onto a USB and then this is printed immediately. Pupils are then required to fill in a *Word Processor Cover Sheet* after every exam.

1.4 Backing up work

Pupils should regularly back up their work onto *Microsoft 365*, *Google Drive*, a USB, or similar, to ensure that nothing is lost.

1.5 Assistance with laptops

The *Learning Support Team* is available to:

- Help pupils to establish a daily routine
- Encourage pupils to operate in an organised and independent way
- Advise on help for keyboard competency skills
- Provide a school laptop (subject to availability) for a short period of time to allow pupils to trial its use prior to purchasing their own

Pupils may also seek technical advice from the Gardener Schools Group's *IT Support Team*.

1.6 Security of equipment

- All personal laptops and other equipment are to be marked with the user's name
- Adequate insurance cover should be arranged by parents to cover damage or loss regarding personal laptops and other equipment
- The school does not accept liability for damage to, or loss of, any personal laptop computers, which will remain the responsibility of the owner at all times

2 PUBLIC EXAMINATIONS

2.1 Use of laptops in public examinations

Kew House School is required to follow the Joint Council for Qualifications' (JCQ) recommendation for the use of laptops in examinations:

- A pupil who is authorised to use a laptop as part of their normal way of working may use a laptop (provided by the school) to type in examinations
- Only the relevant software applications will be available; spell-check, grammar-check, and the thesaurus will not be enabled unless these have been decided upon as an Access Arrangement
- At the end of an examination, the pupil will:
    - Save their work onto a school USB
    - Proceed to the exam printer
    - Ensure that their work is printed off in front of them
    - Authenticate the relevant hard copy
- Pupils using a laptop must ensure that they are following the *Acceptable Use Policy*