

Use of Laptop Policy



Reviewer: SH/AC June 2018

Next review date June 2019

Policy on the use of personal laptop computers in class and in examinations

1. All pupils, of any age, who have had an educational assessment which identifies a learning profile where a laptop computer would be of benefit will be entitled to bring in and use their own laptop computer in appropriate lessons on condition that their behaviour with the computer is responsible at all times and conducive to effective learning in the classroom. A keyboard which connects by Bluetooth to the ipad is also acceptable.
2. These pupils will also be entitled to use a laptop computer in internal and public examinations, for which the school will make a laptop available and provide ICT support for its functioning. The ipad cannot be used for this purpose.
3. Any computer used in lessons should only be used appropriately, for the purposes of work, as directed by the teacher. Inappropriate use of the computer is defined in the Acceptable Use of ICT Policy for pupils.
4. In the unlikely 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, but will be lent a school computer which must remain on the school premises; they can email work to themselves for homework purposes.
5. Where a learning need has been identified which would be helped by use of a laptop computer, and the pupil's financial circumstances make it difficult for the family to provide a computer, the school will loan a computer to the pupil as soon as this is possible to arrange.
6. Non-ILN Pupils in Lower School will not be allowed to use their own computers in lessons unless there is a compelling reason (eg hypermobility or an injury) for this.
7. Non-ILN Pupils in Middle School or Sixth Form may bring their own computers into lessons with teachers' permission, on the condition that their behaviour with the computer is responsible at all times and conducive to effective learning in the classroom (in accordance with the school's Acceptable Use of ICT Policy for pupils). ***However, such computer use does not constitute a right to use a computer for examination purposes and pupils should ensure they have adequate practice of handwriting responses to be fully prepared for examinations.***
8. Any non-ILN pupil whose behaviour with their computer is inappropriate will not be allowed to bring their computers into lessons for a specified period of time to be decided by the Deputy Head. If an ILN pupil uses her computer in an inappropriate way she will receive another sanction, for example a detention.
9. For reasons of equality of opportunity (within school and between pupils in the wider community), the school does not undertake to make laptop computers available for class or examination purposes to pupils who do not have an identified need for a computer but who choose to make their class notes on a computer for personal reasons.