Godolphin & Latymer

Use of Laptop Policy



Reviewed by: JCR October 2026

Next review by: September 2027

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 use a 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. The School will work with parents to ensure that any pupil identified as needing a laptop or keyboard has access to an appropriate device; in most cases, it is anticipated that this will be their school-issued Microsoft Surface device.

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.

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 Code of Conduct for Pupils' Use of ICT.

4 Non-ILN Pupils in Lower School and Middle 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.

5 Non-ILN Pupils in the 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 Code of Conduct for Pupils' Use of ICT). 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.

6 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 Senior Deputy Head (Academic). If an ILN pupil uses her computer in an inappropriate way she will receive another sanction, for example a detention.

7 We expect all students to make reasonable efforts to write legibly in examinations. Where there is evidence that a student's handwriting in examination conditions renders their writing largely illegible and incomprehensible to someone who is not familiar with it, ILN teachers will first provide advice about strategies to improve the handwriting; a laptop as an access arrangement may be granted where appropriate effort from the student has not resolved the problem, such that there is a significant risk that a student may not be credited for their work in a public examination. Pupils in Lower and Middle School are not expected to need to use a computer to complete examinations in Modern Foreign Languages (MFL), as the written language requirements are not extensive. Where Sixth Form students wish to word-process their MFL written work, they will need to ensure that they are proficient in the key strokes required on the examination laptops to type the special characters of the language in question. The MFL department will provide practice in using a computer for these purposes.