

LAPTOPS FOR ALL POLICY

Non Sibi Sed Aliis

Your word is a lamp to my feet and a light to my path.
Psalm 119, vs 105

"Commit your work to the Lord, and your plans will be established." **Proverbs 16:3**

The aim of this document is to provide guidance for both students and parents around the subject of Remote Learning. The guidance also makes students and parents aware of certain rules/protocols that must be adhered to in relation to some types of remote learning that may be offered by teachers, such as Microsoft Teams.

This policy document and the content contained therein remains the responsibility of the Headteacher and Governing Body of the school. No amendments can be made without their express instructions and they remain the final arbiters in any matters relating to it.

Review Date: Autumn Term 2026

Next Review Date: Autumn Term 2027

Reviewed By: Mrs S Thomasson

APPROVED BY THE HEADTEACHER – Autumn Term 2026

Purpose of the policy

This policy sets clear expectations for students using laptops in school, whether they participate in the school laptop scheme or borrow a school device. Its aim is to promote responsible use, protect school resources, and enhance learning.

Rationale

Balshaw's Church of England High School is committed to equipping students with the digital competencies required for success in an increasingly technology-driven world. To support this objective, all parents are invited to participate in the "Laptops for All" scheme. This initiative underpins our blended learning strategy, ensuring that technology complements rather than replaces traditional educational practices such as handwriting and classroom discussion. By integrating laptops into learning, we aim to enhance educational experiences, enabling students to personalise, extend, and deepen their studies both within school and at home.

Core principles

- Students must bring their laptop to school each day, fully charged, or collect it from the designated storage cabinet upon arrival.
- Laptops are to be used exclusively for educational purposes during lessons, and students must adhere to all teacher instructions regarding their use.
- Students are expected to treat their own laptop and those of others with respect and care.

Using laptops in school

- Only open the tabs needed for the lesson you are in, to prevent your laptop running slowly.
- If your teacher does not instruct you to use the laptop the lid should remain closed.
- At the end of the day, you must shut the laptop down fully, do not just close the lid. This will allow your laptop to fully charge overnight and allow for any updates.
- Read the laptop rules which can be found on the wall in each classroom.

Behaviour for Learning in the Classroom



- o Arrive on time to lessons
- o Bring the correct equipment to lessons
- o Follow instructions given by the teacher
- o Behave in a respectful and polite manner to staff and students and wear uniform correctly
- o Show respect for the opinions and beliefs of others
- o Complete all class work in the manner required
- o Show respect for the working environment
- o Follow all the school rules first time every time



Laptop Use in the Classroom

- ✓ Arrive at school with a full day of battery charge - you cannot charge your laptop in school
- ✓ The lid must remain closed until you are instructed to open it by the teacher
- ✓ No games in lessons
- ✓ Do not touch another student's laptop
- ✓ Only open apps and tabs required for the lesson
- ✓ Choose an appropriate wallpaper - if the image is not suitable for the cover of your exercise book, it is not suitable for your wallpaper
- ✓ If you have borrowed a school laptop you should not customise the laptop in any way
- ✓ No listening to music or watching TV / videos / films at any point in a lesson

Expectations for students in the laptop scheme

- Students must bring their laptop to school fully charged every day.
- If a laptop is forgotten, the student will be booked by the classroom teacher for each lesson where it is required
- Any damage must be reported immediately to the IT Hub. Parents must log the damage with Freedom Tech to arrange collection and repair. Intentional or careless damage may not be covered by insurance.
- Laptops must have sufficient charge for the full school day. Students are not permitted to charge laptops in school. If a laptop loses charge during the day, report it to the IT Hub during a break or between lessons.
- Laptops must be fully shut down at the end of each day to allow updates

Expectations for students who borrow a school laptop

- Students must collect their allocated laptop from the cabinet on arrival to school.
 - If they do not have it during tutor equipment check their booking card will be signed.
 - If it is needed in a lesson and not collected, the student will receive a class teacher detention.
- If the allocated laptop is not on the shelf, inform Mr Timoroksa or Mr Lang immediately – do not take another laptop.
- Loan laptops must be shut down and returned to the correct shelf at the end of the day, unplugged with the label facing outward. Failure to return the laptop will result in a booking slip detention. Loan laptops must not be taken off site
- The loan laptop must not be altered in any way, this includes changing the wallpaper, attaching stickers to it, removing or drawing on the labels etc.
- Loan laptops are checked frequently for damage by the IT Hub. Intentional damage, e.g. pulling keys off, scratching it with a sharp object, drawing on it, picking at the trim etc will result in a day in inclusion and parents may receive a bill for the damage. If a student damages the laptop due to irresponsible behaviour, they will also receive a sanction, and parents may receive a bill for the damage.
- If the laptop stops working or is damaged it must be reported to the IT Hub (Mr Timoroksa or Mr Lang) immediately.