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Each day, discovery.



ELTHAM COLLEGE

Choose Your Own Device (CYOD)

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Version Control Information

Reason for Amendment	Name	Date	Main changes
Policy replaced Laptop Policy (2016-2020)	James Martin	February 2020	New policy
Annual Review	James Martin	May 2020	None
Annual Review	James Martin	June 2021	Sentence added advising work is underway to enable students to print from own device (to be complete 2021-22)



1. Introduction

This policy replaces the 'Laptop Policy' in existence 2016-2020 which outlined the procedure should a student wish to use a laptop computer in lessons. Following a tablet trial in 2017-8, Eltham College staff have been updating the curriculum and department schemes of work to reflect the wide range of digital resources, strategies and tools now available.

From September 2019, students in

- Year 9 and the Lower Sixth **(2019-20)**
- Year 9, Year 10, the Lower and Upper Sixth **(2020-21)**
- Year 9, Year 10, Year 11, the Lower and Upper Sixth **(2021-22)**

may bring their own device into school to be used in lessons as appropriate.

2. Eltham College “Choose Your Own Device” programme

Students in Year 9 upwards may bring a laptop or tablet-type device to school as part of their regular school equipment.

Students will not necessarily use their device in every lesson, but they are expected to make use of it every day, and they will need to remember to bring it to school, charged up and ready for use. Each student has a locker and will be reminded to keep their device safely locked away when not in use.

Students will receive basic instruction in using the Office 365 suite of tools and resources as part of the curriculum. Year 9 parents will be sent a reference list of key skills in which we encourage students to be confident before bringing their device to school for the first time. For example, switching on the device, charging it and checking battery levels, connecting to the internet over Wi-Fi, accessing their Office 365 account and saving to OneDrive.

There is no advantage to be gained in a student having a very high cost, high specification device for use in school. We ran our trial in 2017-18 with Year 7 students using Microsoft Surface 4 devices which worked well – although we found that these were somewhat over-specified for the purpose. We recommend parents consider re-allocating devices already owned within the household or purchasing something fit-for-purpose bearing in mind our minimum specification set out below.

If a student is in receipt of a means tested bursary and may require financial assistance with the purchase of a device, please write to the Bursar (bursar@eltham-college.org.uk).

For students new to the Sixth Form we suggest not purchasing a device specifically for school until the student has begun their studies in the Lower Sixth and has had some introductory lessons with their subject teachers. If it would be helpful and appropriate for a student to have their own device to support their choice of A-level subjects, please consider the minimum specification set out below.

Desktop computers and workspaces with power, data and Wi-Fi for laptop or tablet use are available in the Sixth form study area in the Turberville Building.

Teachers continue to be able to book computer suites for use where students (in Year 7-8, or above) do not have their own device.



At present students are not able to print work directly from their device to one of the school printers. Work is underway to remedy this to be complete 2021-22. However, they may login to a school computer, access work via their OneDrive and print to any printer in the school from there.

Students are expected to submit work in the format requested by their subject teacher which could be printed out, emailed or submitted via third party software such as Show My Homework or Microsoft Teams.

3. Device specification

Feature	Minimum	Recommended
CPU (Central Processing Unit)	Intel Core i3 or AMD A7	Intel Core i5 or AMD A9
RAM (System Memory)	4GB	8GB
SSD Storage (File Memory)	120GB	250GB
Screen size	10"	
Display resolution	1366 x 768	1920 x 1080
Battery life	4 hours	6 hours
Wifi enabled	Yes	

Please note that if you know that your child is likely to pursue Design Technology as a GCSE option you should consider the higher end of this specification, based on the system requirements of the design software used in DT. Please contact the Design Technology department if you would like more information.

Each device will also need the following:

- **Keyboard** (for tablets, this will most likely be attached as an accessory).
- To be **Windows** based, or capable of running Windows 10 and associated software.
We are very aware that Apple products are widely available and highly attractive devices. That said, Eltham College is a Windows school, primarily using Microsoft software, and with an IT department whose skills and experience are in managing and supporting Windows devices. Whilst it is possible to run the Office suite on an Apple device via the online O365 Application, our experience is that this is less satisfactory for students.
- A sturdy protective **case**

Please do not purchase accessories requiring a Bluetooth connection as this interferes with the remote connection to the audio-visual screens in the classrooms.

There are some features that can be helpful but are not required as standard:

- Touch Screen
- Pen tool
- Camera
- Headset (we ask that you do NOT supply speakers, as these are not suitable for use in a classroom/study environment)

We ask that you do NOT supply a Sim Card for 4G connectivity. We support student access to Wi-Fi on the premises, which will apply the school's **web-filtering** protocols to the internet connection made by the device in order to ensure appropriate protection from unsuitable content. We recommend that you apply your own web-filtering at home using the "family" options available from your domestic Internet Service



Provider. We will set “Acceptable Use” expectations and provide the students with safety advice in the same way that we do with mobile phones and school-owned computers, with students internet safety as our priority.

Students are required to set up a password or face recognition **security** on the device to minimise the chance of misuse by a third party. Students must ensure that any **software updates** are regularly applied, to minimise the risk of system vulnerability. This is most easily achieved by regularly re-starting the machine to trigger automatic updates. We strongly recommend that the device is covered by home **insurance**, including away from home.

Finally, students must ensure that **anti-virus** software is installed and kept up to date. We recommend the free software available from Sophos Home or Avast.

Whilst our IT team at the College are happy to provide advice and offer support should students be experiencing issues with using their devices at school, we will not have the **Administrator rights** to the devices and cannot guarantee that we will be able to resolve any issues encountered in using the device. We recommend that students have a **warranty** in place and that they know how to access support from the manufacturer or supplier should there be any problems.

4. Using a Word Processor in examinations

Students who wish to use a word processor in public examinations and assessments must meet the criteria outlined in the School’s *‘Examinations: Word Processor Policy’*. Participating in the Choose Your Own Device scheme does not mean that a student has a firmly established picture of need or fulfils the criteria established by the Joint Council for Qualifications (JCQ) for use of a word processor in public examinations.