

Gloria Filiorum Patres

Each day, discovery.



ELTHAM COLLEGE

Laptop Policy

Last reviewed: August 2017



1 Introduction

Some pupils at Eltham College are permitted to use a laptop both in class and for exams. However, it is not generally school policy to let every pupil use it as a matter of routine. The decision as to whether a pupil uses a laptop in school is not a matter of pupil or parental preference.

2 Procedure

Generally, the need for a laptop should be indicated by a member of staff who teaches the pupil or by a specialist as a result of diagnostic testing.

All laptop use has to be then agreed with the Deputy Head (Academic) and the relevant Head of Section.

There has to be a very good reason for a pupil to use a laptop. This could be:

- As a result of a specialist assessment, usually dyslexia;
- Because the pupil has a medical need, e.g. 'RSI' or hypermobility;
- If a pupil writes slowly but has no other signs of specific learning issues;
- If a pupil's handwriting cannot be read;
- If the pupil experiences pain when writing at length;
- If it is the pupil's usual way of working.

If a pupil wishes to use a laptop in exams, they have to be a routine laptop user in class in the relevant lessons. They will have gone through the process described above and must satisfy the Access Arrangements criteria set by the JCQ.

Pupils have to let the Examinations Officer know in good time that they intend to use a laptop so that a suitably adapted school laptop is available to them. There is a form for them to fill in for this purpose. This has to be on a subject specific basis. Pupils do not usually need a laptop in subjects like Physics or Maths but they generally require it for longer written subjects like English or History.