

Learner 1:1 Chromebook Policy

Individual Pupil Device Policy

Background information

The Curriculum for Wales outlines three essential skills that are to be embedded into all six areas of learning and Experience. One of these skills is Digital Competency. To fully develop these skills students will require access to devices that allow them to broaden their experience and knowledge of digital solutions to their work. At Ysgol Bro Dinefwr we are committed to developing our learners as rounded individuals that are ready for the modern world of work. As part of this journey, we have committed to providing a personal device for all learners in years 7, 8 and 9 through a 5-year payment plan. Payment for the device is in instalments over 5 years (year 7 – 11), and at the end of the 5-year period ownership will be transferred to the learner.

The fixed annual instalment for year 7 in the September 2023 – August 2028 period is £45.00 or £7.50 per half term.

The purpose of the device is to allow learners to access digital resources within the classroom, as well as outside the school. We have already transitioned all learner work to the cloud storage offered by the Hwb platform. The ability to utilise the device within the classroom will allow teachers to develop their lessons plans to integrate digital technologies and improve the learning experience. Students can now be creative with their digital knowledge and integrate this new productivity into their daily lives.

This policy outlines the following:

1. School Responsibility
2. Parental responsibility
3. Learner responsibility
4. Monitoring and usage
5. Payment

1. School Responsibility

- 1.1. The school will ensure that the device is initially set up as part of the Hwb management system. This will allow the user to log in using their Hwb account details and gain access to all files stored on One Drive and Teams.
- 1.2. The school will facilitate warranty claims that are required due to the device not working properly. Any reports of faults should be sent to ithelp@brodinefwr.org.uk.
- 1.3. The school can facilitate any repairs required due to damage of the equipment, however payment for damage repairs is outlined in section 2 of this document.
- 1.4. The school will respond to any accusations of misuse of the devices or software in line with the school's behaviour policy.
- 1.5. The school will set usage limits as outlined in section 4 of this document.
- 1.6. The school will ensure that learners are encouraged wherever possible to make use of the device within lessons during the day, for completion of Homework and independent study.
- 1.7. The school will continue to develop digital competency within areas of learning and develop schemes of work to utilise the devices.
- 1.8. The school is not responsible for any costs incurred in using the device, including electricity, printer cartridges, or any cost arising from Internet service not provided by the school.
- 1.9. The school is not responsible for any physical injury or damage to property resulting from the improper use of the device.
- 1.10. Technical and maintenance support will be provided on a 'best efforts' basis, by the School Network Manager through emailing ithelp@brodinefwr.org.uk. The email address will be monitored regularly, and requests will be actioned as soon as possible.

2. Parental Responsibility

- 2.1. Although the school will set limits to the access that students have at certain points of the day, it is the responsibility of the parent/carer to ensure that the use of the device is monitored regularly while at home.
- 2.2. It is advised that parents/carers monitor the amount of screen time that their child has on their device.
- 2.3. Parents/carers must ensure that payment is made at the appropriate time through the school's 'parent pay' system.
- 2.4. It is advised that parents/carers ensure the device is charged in the evening and is carried to school by their child for use within the lessons. Learners will not be required to carry the charger to school as a fully charged device will operate for 10 hours.
- 2.5. Parents/carers are expected to ensure that the device is cared for by the learner. The cost of repair for any damage to the device is the responsibility of the parent/carer.
- 2.6. If the device is experiencing technical issues, these should be reported to the school via email to ithelp@ysgolbrodinefwr.org.uk.

- 2.7. Parents/carers should report any access that has been granted to explicit, inappropriate, or adult content. This will ensure that the online filtering system can be updated effectively, keeping all learners safe.

3. Learner Responsibility

- 3.1. The learner must bring the device with them to school every day ensuring that it is fully charged. The learner does not need to carry the charger to school, as the battery will last all day is fully charged and the charger will add unnecessary weight to the learner's bag.
- 3.2. The learner must always care for the device, both in and outside school. Learners should refrain from throwing bags to the floor as this could damage the device. When not in use the device should be stowed safely in the learner's bag. At lunch times and break times the learners' bags should be taken to the next lesson so that the device is safe. Alternatively, the bag should be kept with the learner at all times.
- 3.3. The learner must ensure that they follow the schools digital code of conduct and must not use the device to access any restricted websites, or improperly use social media. Although general access will be granted at some points of the day, the device is intended primarily as a device for schoolwork and not recreation.
- 3.4. Learners should not decorate or mark their device in any way, which includes the addition of stickers or transfers.
- 3.5. The device login will be via the Hwb portal. Learners are required to store their work in the Microsoft Office cloud, and no other means of storage should be used, e.g., memory sticks, or hard drives.
- 3.6. Should the device experience technical issues, or suffer any damage, the learner should report this to their parent carer, or to the school as soon as possible.

4. Monitoring and Usage

- 4.1. As stated in section 2, the parent/carers have a responsibility to ensure online use is monitored while at home.
- 4.2. The access to the device will not be restricted at any time of the day. The school will however set limits on internet access as follows:
 - 4.2.1. 9:00am – 4:00pm; Learners will have access to any online content allowed by the school online filtering system as would be the case with any fixed school device. This does not include access to online social media, films/TV or shopping.
 - 4.2.2. 4:00pm – 9:00pm; General access will be granted to students to freely use the device within the schools filtering policy. This can include social media, film and TV and shopping, however adult content will be restricted.
 - 4.2.3. 9:00pm – 8:00am; Access will be granted to Hwb only. This is intended so as not to restrict the completion of work in certain circumstances. IT should be noted however

that this in no way is set to encourage the use of digital devices late at night, or as a suggestion that learners should be completing schoolwork late at night.

- 4.3. In exceptional circumstances the school reserves the right to restrict access to the device should there be concerns regarding inappropriate usage of the device or concerns for the safeguarding and wellbeing of the learner. In these circumstances the priority contacts for the learner would be informed and an action plan would be formulated.

5. Cost and Payment

- 5.1. The device is seen as an essential part of the learning for our pupils and being able to offer an individual device will lead to an enrichment in learning experiences, eventually leading to a positive impact on learner outcomes. That said we are also mindful of the cost implication to families. The device is therefore offered at cost price spread over 5 years. This means that should you have children in different year groups it could be that the payment is slightly different to each based on the original cost price of the device.
- 5.2. Should a pupil leave the school during the 5-year period then one of two options will be available.
 - 5.2.1. Return the device to the school at no additional cost. The payment up until that point will not be refunded.
 - 5.2.2. Arrange to pay the remaining balance based on the cost price to keep the device. At this point the control of the device would be handed over to the learner.
- 5.3. During the 5-year period the device will be managed by the school network manager in accordance with the points set out in section 4 of this policy.
- 5.4. At the end of the 5-year period, and following full payment, the ownership and control of the device will be transferred to the learner, and the school network manager will relinquish all control over usage, and technical support.
- 5.5. The school will contact those that claim free school meals individually.

Ysgol Bro Dinefwr – Document Control	
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Signed:

Chair of Governors: _____ Date: _____

Head teacher: _____ Date: _____