



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Use of Laptops Policy	
Lead	Mrs J Clark	
Governor Committee	Chair of Governors	
Policy Status	Originally Drafted	January 2016
	Governor Approved	Yes
	Date Governor Approved	March 2016
Review Frequency	3 Years	
Next Review	September 2019	

Policy for the Use of Laptops.

This policy applies to all pupils and staff of Henley in Arden School.

The aim of this policy is to clarify the School's position with respect to the use of Laptops in school and in Examinations.

The School believes that this policy currently offers the most appropriate and practical level of support for pupils, whilst allowing pupils to fulfil their potential.

Definitions

The term "Laptop" refers to laptops, a tablet PC, an iPad etc.

The term "professionally assessed" refers to an assessment made by a fully qualified Educational Psychologist, an appropriately qualified psychologist or a specialist teacher holding relevant qualifications to assess.

The Use of Laptops in School

Use of Laptops and Portable Devices in Lessons

Pupils who have a professionally assessed Special Educational Need or Disability may use laptops in lessons, where there is a formal recommendation for laptop use.

Recording of Lessons

Pupils may not record lessons or any part of thereof, unless instructed by their teacher to do so or in accordance with any professional assessment stating that this is a requirement and meets particular need. The arrangement should be agreed by the Head Teacher.

The Use of Laptops in Examinations

School Internal Examinations

Pupils will only be permitted to use Laptops in School Examinations if they have a professionally assessed Special Educational Need or Disability and where there is a formal recommendation for laptop use.

For pupils in Year 9 and above, where they use a laptop in lessons as their "their normal way of working within the centre and is appropriate to the candidate's needs", JCQ regulations (Page 54 5.8 Word Processor) allow for pupils who do not have a Specific Learning Difficulty to use laptops in public examinations.

School Examination Provision

The School will provide pupils with laptops. (JCQ Page 54 5.8.1) “with the spelling and grammar check facility/predictive text disabled (switched off) “ i.e. that they have no memory or internet access – and that the spellchecker is disabled. It is an examination board requirement that the laptops that are used for examinations are “clean”. Candidates are not permitted to use their own laptops in examinations.

Laptops should have:

- Mains power
- Memory Sticks (as required by examination board regulations).
- Printing facilities (as required by examination board regulations).
- Invigilators as required by JCQ regulations

Liability issues

Pupils and parents should understand that using a Laptop in an examination is not without risk

The School shall use reasonable endeavours to ensure the Laptop is suitable for use by the pupil in an examination, is in good working order prior to any examination and is capable of operating by its own power source if necessary.

The School accepts no responsibility for any malfunction or failure of a laptop to operate properly during an examination.

The Use of Laptops in Examinations for Pupils with a Special Educational Need or Disability

Process

- Applications from pupils with a Special Educational Need or Disability in the form of a recommendation from a professional assessor (as defined above).
- (SENCO) to evaluate and liaise with subject teachers
- Use of a word processor in examinations should be an extension of the pupil's normal method of working
- It is the pupil's responsibility to ensure that they are familiar with any Laptop provided to him / her by the School for examination purposes

Permission

Permission to use a laptop word processor in lessons will be granted to a pupil with a diagnosed Learning Difficulty or condition, whose assessment shows that this would lessen or remove the effects of a substantial disadvantage.

- Exceptions may apply in the case of a personal injury.
- Permission to use a word processor in examinations will be granted within the framework and guidelines issued by the Joint Council for Qualifications.

Cost

The School will bear the costs of providing "clean laptops" in examinations for pupils with a professionally assessed special educational need or disability.

The use of Laptops in Examinations for Pupils without a Specific Learning Difficulty

"Normal way of working"

JCQ regulations allow for pupils who do not have a Specific Learning Difficulty to use laptops in public examinations "where it is their normal way of working within the centre."

"Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs." *JCQ General and Vocational Qualifications*,

Instructions for conducting examinations 1 September 2015 to 31 August 2016
Section 5.8 p 54-55.

Definition of "Normal Way of Working within the Centre.

Henley in Arden School defines "normal way of working within the centre" in the following way:

- The candidate must have used a laptop in lessons and for homework for at least 15 months prior to the public examination.
- The candidate must use the laptop for at least 75% of their written work in **both in class and homework** in appropriate subjects to qualify for examination laptop use.
- Candidates who opt to use a laptop in public examinations are not required to do so in every subject. Candidates are advised to use a laptop only in appropriate subjects under the guidance and recommendation of subject teachers.

For example, a candidate may apply only to do their public examinations in “written subjects” on a laptop and to do examinations by hand those subjects which require specialist notation or have a greater numerical or diagrammatic component.

Applications for Laptop Use

- Candidates must specify in which examinations they intend to use a word processor.
- Candidates and teachers must provide evidence of continuous laptop use for the specified period. (15 months)
- Candidates must attend an IT training session to learn to use the exam word processors effectively. We will also assess typing speed in comparison with writing speed to help advise whether this is the best way to proceed.

Further Guidance

Please contact the SENCO or SEND Manager and Exams Officer to seek further guidance.

Issue Date: January 2016

Review Date: January 2017

Senco – Jane Clark-----

References.

*Joint Council for Qualifications
Adjustments for candidates with disabilities and learning difficulties*

Access Arrangements and Reasonable Adjustments

General and Vocational Qualifications

With Effect from 1 September 2015 to 31 August 2016