Sutton Valence
Senior School

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Personal Computer Policy

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As part of the digital strategy, the School is committed to ensuring that students are properly prepared and can enjoy the maximum educational benefits arising from the use of personal computers; that teachers understand how to accommodate their students' needs; and that parents are aware of their roles and responsibilities.

The digital strategy requires all students to have their own personal device for use in the classroom. A suggested list of appropriate devices is provided to parents and is based around digital ink devices.

In order to make best use of a computer in School we expect the following conditions to be met:
- The device should be full charged at the start of each day;
- The device should be adequately marked and insured;
- The device is to be used only for the purposes agreed in each lesson and in accordance with the ICT policies;
- The work completed must be available within the ICT systems – currently Teams and OneNote for the teacher to see.
- Computers must be on mute at all times;
- Any integrated recording devices must be disabled at all times;
- Students are responsible for the safe storage on site when the computer is not being used.

Teachers will:
- Accommodate appropriate computer use in the classroom;
- Undertake training provided by the School to understand the impact of computer use by their students;
- Take responsibility for guiding their students and preparing appropriate resources so that students using computers can do so effectively.

If we suspect that a computer is being misused, then the computer may be inspected by the ICT Support Team in accordance with relevant policies.

Users of portable systems must comply with current legislation regarding the use and retention of student information and use of computer systems. These include, but are not limited to:
  i.   The Data Protection Act, 2018;
  ii.   The Copyright, Designs and Patents Act, 1988;
  iii. The Computer Misuse Act, 1990.

COVID-19
All personal computers are only to be used by the student to whom they belong. If they require technical support, then the ICT Support COVID-19 policies will be utilised which include social distancing and the wiping down of equipment before and after use.

The use of disinfectant wipes on the keyboard and screen will not cause any damage and will safely sanitize it. If powerpacks or main power is to be used, then the students are to wipe down the cables and wash their hands after use in accordance with the School's policies.

Author: Mrs Becci Ball and Mr Glen Millbery
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