



Thinking Schools Academy Trust

“Transforming Life Chances”

Student 1:1 Device Policy

School Funded Model

This policy was adopted on	July 2023
The policy is to be reviewed on	July 2025

1. Introduction

1.1 The Thinking Schools Academy Trust recognises the impact technology can have to empower independent learning through digital learning resources that students can access at anytime from anywhere to support students to 'Make Learning Last'. This Policy provides the guidelines of operating a 1:1 device scheme loaning each student a secure & managed personal device for their child to support learning in school and at home.

1.2 The Student 1:1 Device Policy aims to promote safe and appropriate practice through establishing clear guidelines for how the 1:1 device scheme is managed & operated and how 1:1 devices are used to enhance learning in school and at home.

1.3 This policy applies to all students who have access to a loaned 1:1 device through the Trust's 1:1 device scheme and is managed by the Trust's ICT Department.

1.4 The Student 1:1 Device Policy should be read in conjunction with the Trust's ICT Acceptable Use, ICT Monitoring and Mobile Device Policies.

2. Definitions

2.1 The "*Trust*" means Thinking Schools Academy Trust and all its Academies.

2.2 The "*Academy*" means a school within the Thinking Schools Academy Trust.

2.3 "*Client Device*" means laptops, tablets, smartphones, desktop computers or other electronic equipment that could be used for the carrying out of Trust business or the Processing or storing of information.

2.4 "*Personal Device*" means a Client Device not directly owned by the Trust.

2.5 "*1:1 Device*" means a Personal Device that is managed and supported by the Trust.

2.6 "*1:1 Device Scheme*" means the operating model used for procurement & support of 1:1 devices through The Thinking Schools Academy Trust.

2.7 "*ICT Facilities*" means all devices, facilities, systems and services including, but not limited to, network infrastructure, ICT Devices, software, websites, web applications or services and any device, system or service which may become available in the future which is provided as part of the ICT service.

2.8 "*Users*" means directors, committee members, Regional Governing Bodies, Academy Advisory Boards, staff, students, trainees, volunteers, temporary guests, and all other persons authorised by the Trust to use the ICT Facilities.

2.9 "*Personal use*" means any use or activity not directly related to the users' employment, study or purpose.

3. Policy Statements

3.1 When in use within the Academy 1:1 devices should only be used to support learning, and must not be used for any personal use or other activities unless expressly authorised by the Academy.

3.2 1:1 devices should be fully charged before being brought into the Academy. It is the responsibility of the student to ensure that their 1:1 device is charged at home ready for use in school the following day.

3.3 The Academy is unable to provide students with a temporary 1:1 device in the event that their device is not sufficiently charged.

3.4 It is at the discretion of the Academy to provide charging facilities for 1:1 devices, where charging facilities are provided these must only be used once the equipment has been PAT tested. 1:1 devices must only be charged in the location(s) identified by the Academy and without cables trailing across the floor to prevent trip hazards.

3.5 Where charging facilities are provided, the Academy will arrange for equipment to be PAT tested by a certified third-party.

3.8 Students are strongly advised not to save files to the local hard drive. Any documents stored locally on the device may be permanently lost, if the device is stolen or damaged, or sent back for repair. Instead, students are encouraged to save documents in their Microsoft OneDrive storage.

3.19 If students chose to save personal documents locally on their 1:1 device it is recommended that these documents are backed up to an alternative storage device, as the Trust is not able to recover files that are stored locally on 1:1 devices. Additionally, the Trust accepts no liability for any loss of data stored locally on 1:1 devices.

3.20 1:1 devices are accessed using the student's Trust Office365 user account. 1:1 devices cannot be accessed using any other personal accounts and it is not possible for additional local user accounts to be created on 1:1 devices.

3.21 Students will not be able to print from their 1:1 device, instead students are encouraged to minimise the impact on the environment through electronic file sharing within Microsoft365. Printing essential schoolwork can be facilitated by accessing a shared device within the Academy that is connected to the Trust's ICT Facilities.

4. Pupil Safety

4.1 The Trust is aware of the additional risk students may face on their way to and from school carrying their 1:1 device.

4.2 Students should ensure that their 1:1 device is kept in their bag and out of sight whilst travelling to and from school.

4.3 In the event that a student is approached for their 1:1 device they should hand over the device without resistance and report the incident as soon as possible to the Academy, who will support with informing the Police.

5. Monitoring

5.1 The Trust may monitor the usage of 1:1 devices and has access to reports on any Internet sites that have been visited. Such monitoring will be performed in compliance with this policy and the Trust's ICT Monitoring policy.

5.2 Student 1:1 devices will be supplied with a pre-installed Internet Filtering solution which will reduce the risk of children accessing inappropriate or harmful content on the Internet. The filtering solution will work both in school and at home.

5.3 The Academy will not actively monitor browsing activity of 1:1 devices outside of the school. However, the filtering solution is configured to send alert notifications to the designated safeguarding lead in the event that a student is repeatedly attempting to access a harmful website.

5.4 To help ensure that students remain on-task during lessons, teaching staff have access to a classroom management application that monitors the screen activity of all 1:1 devices within the classroom.

5.5 Teaching staff must only access the classroom management tool within the Academy and during the school day. Under no circumstances are staff to attempt to use the classroom management tool at any other times.

6 Device Management

6.1 The Trust is responsible for software & security maintenance of 1:1 devices throughout 1:1 scheme. This includes operating system updates, software updates and the configuration of security settings.

6.2 1:1 devices will be managed through the Trust's Mobile Device Management system, which will apply configuration settings and software updates to 1:1 devices remotely.

6.3 The management, configuration and monitoring applied to 1:1 devices will be applied in accordance with the Trust's Safeguarding and ICT Acceptable Use policies.

6.4 To provide a safe and secure environment for students to access their learning, some features within the Operating System may be disabled for security purposes.

6.5 When a software update requires the device to be restarted for the update to install a notification prompt will be displayed. Students are advised to restart their 1:1 at their earliest convenience to prevent the device from forcibly applying the update during an inconvenient time.

6.6 The Mobile Device Management system provides the functionality to lock or remotely wipe devices in the event that a 1:1 device is lost or stolen.

6.7 1:1 devices will be automatically enrolled in the Trust's Mobile Device Management system.

6.8 Students, parents and carers must not make any attempts to circumvent the security controls enforced on 1:1 devices.

6.9 1:1 Devices will be issued with a Microsoft Windows license and a Microsoft Office365 license. The Academy is unable to provide any additional licenses to 1:1 devices for software applications.

6.10 Additional software applications that are not provided by the Academy cannot be installed onto 1:1 devices, whilst they are being managed by the Trust's Mobile Device Management system.

7 Support

7.1 Upon joining the school and receiving their 1:1 device, the Academy will arrange for students to receive training and support to assist with using the device for the first time.

7.2 In the event that a student encounters a software fault with their 1:1 device Academy will aim to provide a temporary device until such time that the technical fault has been resolved.

7.3 All requests for support for 1:1 devices should be logged with the '1:1 help centre' within the Academy.

7.4 Students are able to access technical support from the '1:1 help centre' within the Academy during school hours. The Academy is unable to provide out of hours technical support for 1:1 devices.

8. Payment Scheme & Device Ownership

8.1 Students and parents/carers must sign the 1:1 device agreements in appendix 1. The Academy will not loan a 1:1 device to students who have not signed & returned the agreements.

8.2 Once a signed copy of the parent 1:1 device agreement has been provided to the Academy, the Academy will make arrangements to provide a 1:1 device.

8.3 Upon issue, students are responsible for the 1:1 device. Students should take care of their 1:1 device like other personal devices/equipment they own. Upon leaving the school the device is expected back in a good, working condition.

9. Accidental Damage, Loss, Theft and Insurance

9.1 1:1 devices that are provided through the Trust's 1:1 device scheme are protected with limited accidental damage cover (see below) for the length of the fixed term agreement.

9.2 All repairs for damaged or faulty equipment must be arranged through the Academy, any unauthorised repairs will invalidate the accidental damage cover and hardware warranty.

9.3 Only for the first instance of accidental damage shall the repair be undertaken free of charge with no additional cost or claim excess. Subsequent repairs required due to accidental damage may incur additional costs which parents/carers will be required to cover.

9.4 It is at the discretion of the Academy to cover 50% of the repair costs associated with the second instance of accidental damage. All further repair costs will be required to be paid in full by parents/carers.

9.5 Dependent upon availability, if a 1:1 device requires to be sent off-site for repair, a temporary loan laptop will be issued whilst the device is repaired. Once the device is returned to the Academy the student will be contacted to arrange collection of their original device and return of the loan laptop.

9.6 Whereby a repair for a 1:1 device will incur a charge, parents/carers will be contacted by the Academy to confirm the cost of repair before any repairs are undertaken.

9.7 1:1 devices do not have insurance to protect against loss or theft. It is not the responsibility of the Trust to provide such insurance for 1:1 devices, parents and carers may wish to separately arrange cover against loss or theft but any replacement device must be provided through the Academy.

9.8 In the event of loss or theft, parents/carers will be expected to pay for a new/placement device.

9.9 The Academy must be informed of any accidental damage, loss or theft within 48 hours.

9.10 For instances of deliberate damage, the student/parent/carer responsible will be expected to pay in full for the repair costs associated. Should the device be beyond repair, the student/parent/carer will be required to pay in full for a new device.

10. Equal Opportunities

10.1 To prevent students without access to their own 1:1 device where possible the Academy will provide devices to support curriculum activities when access to technology is required in school. Devices that are provided by the Academy can only be used in school and cannot be taken home.

11. Review

11.1 This policy will be reviewed every 2 years and may be subject to change.

Appendix 1 – 1:1 Device Agreement

Parents and Carers should sign below to show that you have read, understood and agree to the conditions of the 1:1 Device Policy, are clear what equipment you are loaning through The Thinking Schools Academy Trust. If you do not sign and return this agreement, your child will not be loaned a 1:1 device for use outside of school.

I understand that:

- my child is responsible for the care and appropriate use of their 1:1 device;
- if my child violates the guidelines agreed to in the Student 1:1 Device Policy, their privilege to use the device within school may be restricted or removed;
- to provide a secure experience for learning, the 1:1 device will be managed by the Thinking Schools Academy Trust and that usage of the device may be monitored in accordance with the Trust’s ICT Monitoring & Acceptable Use policies;
- I may be liable to cover any repair costs that are incurred after the first instance of repair;
- the Academy does not provide insurance to cover loss/theft of the 1:1 device and that it is advisable for parents to arrange adequate separate cover;
- in the event that the 1:1 device is lost or stolen, I will be expected to pay in full for the device
- additional user accounts or software cannot be installed on the 1:1 device, whilst the device is managed by The Thinking Schools Academy Trust;
- at the end of the loan period the device is expected to be returned to the school in a good, working condition and if not, parents/carers may incur associated costs with required repairs

I agree to the conditions of the 1:1 device scheme and agree for my child be loaned a 1:1 device.

Print Name -----

Signed ----- Date -----

Appendix 1b – 1:1 Device Agreement

I understand that I must use my 1:1 device in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

- I understand that whilst using my 1:1 device that I am responsible for my actions, both inside and outside of the Academy;
- I understand that whilst using my 1:1 device in the Academy that is primarily intended for educational use and that I will not use it for personal or recreational use unless I have prior permission;

- I understand that I am responsible for looking after my 1:1 device and will ensure to keep my 1:1 device in my bag or protective sleeve when not in use;
- I understand that when travelling to and from the Academy that I should take steps to ensure that my 1:1 device is not visible to other members of the public, but if I am approached for my 1:1 device that I should protect myself handing over my device without resistance and reporting the incident as soon as possible to a parent/carer, Academy or the Police;
- I understand that I must bring my 1:1 device into the Academy every day and ensure that it has a fully charged battery;
- I understand that to provide a safe experience whilst using my 1:1 device that the device is managed by the Trust's Mobile Device Management system and that the Academy may monitor my use of the my 1:1 device to keep me safe;
- I will respect others student's 1:1 devices and will not attempt to access, deface or vandalise other student's 1:1 devices;
- I understand there are risks when using the systems and services, and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will not install or attempt to install or store programmes of any type onto my 1:1 device, nor will I try to alter any settings applied to my 1:1 device;
- Whilst using my 1:1 device, or accessing other ICT Facilities provided by the Academy I will ensure my behaviour is in accordance with the Acceptable Use Agreement.
- I understand that if I fail to comply with this 1:1 Device Agreement, I will be subject to disciplinary action. This may include loss of access to use my 1:1 device whilst in the Academy.

Print Name ----- **Signed** -----

Date -----

We obtain this data to enable us to function effectively as an education provider or for statutory reasons. For further information on how yours or your child's data is used, shared, kept secure and retained please refer to our Privacy Notice which is enclosed.

If yours or your child's data changes at any point, please contact us at office@theportsmouthacademy.org.uk to so that we can amend the data.

If this document is lost and found please return securely to The Thinking Schools Academy Trust, Park Crescent, Chatham, Kent, ME4 6NR, contact us on privacy@tsatrust.org.uk or call on 0333 360 2000