



*Thinking Schools Academy Trust*  
**“Transforming Life Chances”**

**Student 1:1 Device Policy**

This policy was adopted on	June 2021
The policy is to be reviewed on	June 2023

## **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 which Academies may choose to implement to offer parents/carers the opportunity to purchase 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 1:1 device that was purchased 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, BYOD 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 "*BYOD*" means bring your own device, which specifically refers to the use of a personal device within the Academy for educational purposes.
- 2.8 "*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.
- 2.9 "*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.

- 2.10 *“Personal use”* means any use or activity not directly related to the students’ 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.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 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 Microsoft Office365. 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 is active 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 during the agreed term of the 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 device 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 At the end of the agreed fixed term period, all management controls and software licenses will be automatically removed from the device, and all content (including user files) removed. The device will require a clean copy of Microsoft Windows to be re-installed to allow continued use of the device for personal use.
- 6.9 Students, parents and carers must not make any attempts to circumvent the security controls enforced on 1:1 devices.
- 6.10 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.
- 6.11 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 When 1:1 devices are available for collection, the Academy will arrange for students, parents & carers to attend an introduction session, during which support will be provided 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, the Academy will 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.
- 7.5 Guidance will be available from the Academy's '1:1 help centre' to support students, parents & carers with the offboarding process at the end of the fixed term agreement for the 1:1 device scheme.

## **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 issue any 1:1 devices 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. The Academy will notify parents/carers when the device is available for collection, the device must be collected within the school and signed for by a parent/carer.

- 8.3 The transfer of ownership occurs once the 1:1 device is collected from the Academy. Students should take care of their 1:1 device like other personal devices/equipment they own.
- 8.4 In the event of multiple missed and outstanding payments, the Academy reserves the right to temporarily disable the 1:1 device from being used outside of the school until such time that the overdue amount has been cleared. Upon return of the device along with any accessories, the Academy will re-imburse paid sums on a diminished value based on the age and condition of the device.
- 8.5 If the student leaves the school before the end of the fixed term agreement, parents can arrange to return the device to the school for full reimbursement (providing the device in good condition). Alternatively, parents/carers can chose to pay the remaining balance in full, after which all management configurations applied to the 1:1 device will be removed.
- 8.6 Three repayment plan options will be available to students and parents/carers, these are; 15 month, 30 month or one-off full payment. Students who are eligible for Free School Meals will be entitled to a subsidy to reduce the device cost. This will be paid for by the school from their Pupil Premium funding. The payment plan breakdown is as follows;

	15 months	30 months	One-off payment
Non-FSM	£28	£14	£420
FSM	£10	£5	£150

- 8.7 To provide a secure learning experience for students using a 1:1 device, the device will be managed for 30 months using the Trust's Mobile Device Management system, starting from the month the student has received their device. To ensure that a consistent learning experience can be provided to all students throughout the duration of the scheme regardless of the re-payment option, the management term of the device does not align with the 15 month or one-off payment options.
- 8.8 Payments will be collected via a 3rd party payment collections provider. Once a 1:1 device scheme application has been processed, parents/carers will receive a link via email to complete a Direct Debit agreement. Once the Direct Debit agreement has been completed, the first monthly payment will be collected in September, after the student has received their device. Payments will then be taken on the nearest working day of each following month in line with the chosen plan. If parents/carers have chosen to pay in one instalment, no further payments will be taken.

## 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 In the event that 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 an additional 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 re-pay any outstanding balance on a monthly basis for the remaining duration of the payment agreement.
- 9.9 The Academy must be informed of any accidental damage, loss or theft within 48 hours.

## **10. Equal Opportunities**

- 10.1 To prevent students without access to their own 1:1 device 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.
- 10.2 Students who are eligible for Free School Meals will be entitled to a subsidy to reduce the device cost. This will be paid for by the school from their Pupil Premium funding. The subsidised cost is shown in section 8.6 above.
- 10.3 If a student's eligibility for FSM changes during the period of the repayment plan the school should be notified by the parent/carer as soon as possible. The school will review the current payment plan and adjust the monthly repayment up or down from the month following the change of eligibility. Should this result in an increased monthly charge which will cause financial difficulty to the parent/carer the school can consider reviewing these instances on a case by case basis.

## **11. Review**

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

## Appendix 1a – Parent/Carer 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 purchasing through The Thinking Schools Academy Trust, how payments for the equipment will be collected and how the device will be managed and supported. If you do not sign and return this agreement, your child will not be issued with a 1:1 device that they can 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, his/her 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 for a fixed term period of 30 months from the purchase date 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 re-pay any outstanding balance on a monthly basis for the remaining duration of the payment agreement;
- 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 agreed term that the device will be managed by The Thinking Schools Academy Trust, I will need to ensure that the device is accordingly licensed and that I am responsible for the administration and maintenance of the device;
- in the event of multiple missed payments, the Academy will require the device to be returned along with any accessories and as such the Academy will re-imburse any successful payments on a diminished value based on the age and condition of the device;

### Equipment/Services

1x HP x360 11inch 128GB Solid State Drive and 4 GB RAM Laptop, with charger & active pen  
1x 30-month warranty, with free of charge accidental damage cover for the first claim  
1x 30-month device management through the Trust's Mobile Device Management system

I agree to the conditions of the 1:1 device scheme and agree for my child to be enrolled in the 1:1 device scheme by purchasing the equipment and services listed above for a total sum of £X (Academy to insert based on FSM status £420/£150) and to repay this amount: in full as a one-off payment/on a monthly basis for 15 months/on a monthly basis for 30 months (score through as appropriate)

**Print Name** .....

**Signed** .....

**Date:** .....

## Appendix 1b – Student 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 **ADD SCHOOL CONTACT DETAILS** 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](mailto:privacy@tsatrust.org.uk) or call on 0333 360 2000*