



Sixth Form Bring Your Own Device (BYOD) Policy

At Leicester Grammar School we recognise the importance of technology and the ways this can benefit each student's learning. We operate a Bring Your Own Device (BYOD) policy for Sixth Form students, which means we expect all Sixth Form students to bring an electronic device to school to use for their learning.

Choice of Device

The choice of device is down to the student and their parents, but the device should:

- Have a minimum screen size of 10 inches, though some students will find a larger screen beneficial.
- Be able to run Office 365 applications (e.g. Word, PowerPoint and Outlook). We recommend use of desktop Office 365, rather than web-based versions. Your school login gives free access to Office 365 suite, so you do not need to buy this separately.
- The device must be able to access the internet via Wi-Fi.
- The device must be physically named in some manner.

In addition:

- We strongly recommend the device has antivirus software and this is regularly updated.
- We recommend the device is stored in a robust case and has a screen protector.
- We recommend a device with a keyboard, though this is not essential.
- We recommend a device with a touch screen and stylus to allow handwritten annotations and diagrams, though this is not essential.
- Students taking certain subjects (e.g. computer science or music) may have additional requirements to run subject-specific software. They should ask their teacher if unsure.

There is a wide range of devices that meet the above criteria:

- Windows device: There are many suitable laptops in the £350 - £400 range, such as the Lenovo V15 G4 or IdeaPad Slim, Asus Vivobook or Dell Inspiron 3535. Prices change rapidly and there are often great deals to be. Please do ask the IT Team for help choosing if you need it (it_support@leicestergrammar.org.uk)
- Apple iPad (from £319) when paired with a keyboard can be an effective device for learning – though note the printing restriction below.

Use of your device when you are at school

- You must use your device in line with the Pupil Acceptable Use Agreement, which you will sign electronically each year when you log on to a school computer.
- Your device should be charged and ready for every lesson.

- In lessons, you may use your device to support your learning. However, there may be occasions where teachers ask you to not use it. You must respect this decision and adapt your learning accordingly.
- Teachers will advise you how homework is to be submitted. This could be electronically or in paper form depending on your subject and topic.
- Outside of lessons you may use your device as you wish, so long as it is in line with the Pupil Acceptable Use Agreement.
- There will be a certain number of charging lockers available for use in the Sixth Form Common Room. When the device is not in use it may be stored in one of these or should be stored securely in your own locker.
- We strongly recommend that all work is saved to your school OneDrive, so that it is automatically backed-up and will not be lost if your device is damaged or lost.

Printing

- Pupils may print from any printer in a public area of the school using an app called Mobility Print, or can log on to a school computer to print via the network.
- Each term your printing account will be topped up to £10, which is enough credit to print 700 black and white A4 sheets, or 110 colour A4 sheets. If you need more printing credit, this can be topped up by visiting the IT team.
- We know that printing has a considerable environmental impact. We encourage pupils to think before they print.

Insurance

We expect devices (as with mobile phones) are covered under parents' home insurance and this would be the first option for any claim. The school does have comprehensive cover should this be needed.

Use of your device in exams

Although the benefits of using a device as part of your learning are undeniable, it remains the case that, for the vast majority of candidates, public exams are still undertaken using pen and paper. In fact, the rules that allow candidates to use a laptop in exams are becoming increasingly stringent.

Only candidates with a documented special educational need, who meet several further criteria, are able to do use a device during public exams. This means that you should continue to undertake some work using pen and paper whilst in Sixth Form, especially timed assessments and essays.

Financial support

For families who need it, financial support may be available to support their child's device use. Please contact the finance department for more details.