

Word Processor/Laptop Policy

- 1) Students who have had an educational assessment or school-based assessment which identifies a learning profile where a laptop computer would be of benefit will be entitled to use of laptop computer in appropriate lessons only once this has been agreed by the Head of Learning Support. Students must ensure that their behaviour with the computer is in line with the School's Code of Conduct, Behaviour Policy and ICT policy. The students are responsible for effective learning with the laptop in the classroom. They must agree with individual teachers how work is saved and shared for feedback.
- 2) Students without internal or external education assessment or learning profile may be eligible for use of laptop computer if their handwriting is illegible and puts them at a significant disadvantage as compared to their peers.
- 3) If a student is significantly slower at handwriting work, a laptop will be considered (along with touch typing classes) before considering extra time.
- 4) Students with significant planning and organisational difficulties may be considered for use of a laptop
- 5) Conditions such as hypermobility can be considered for the use of laptop computer.
- 6) Exceptional circumstances such as an injury, etc. can be considered for the use of laptop computer.
- 7) Students using laptop computers during public examinations will be in the main examination room unless there are other requirements. The ICT department at school will ensure that these laptop computers are set up in line with the exam requirements. iPads cannot be used during examinations. This will be applicable during the Mocks.
- 8) During all examinations, internal or external examinations, the spell check and punctuation will be disabled. The student will have access to the Word pad only. If students do not abide by these conditions, their right to a laptop may be removed.
- 9) Final decision to assign the laptop computer as an access arrangement for the student will sit with the Head of Learning Support.
- 10) Laptops can only be used in external examinations where this is the normal way of working for the student.
- 11) Using a laptop in class does not automatically entitle a student to use one in exams unless it is approved by the Head of Learning Support based on the above-mentioned conditions. All laptop use is on a trial basis until it has been confirmed by the Head of Learning Support after the start of Year 10.

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