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# GCSE Laptop Programme

Digital Device Strategy

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# GCSE & F.E. Ready

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Equitable Access

## Lenovo 100w (4<sup>th</sup> Gen) Laptop

- Each year 10 student will be provided with a laptop at a subsidised cost of just £75 (RRP £264.99 +VAT)
- Approximately 10 hours of charge – access to Office 365 apps but no hard-drive space.
- Everything will be cloud based.
- Ensures students can access all resources and digital platforms provided by the college both in college and at home.
- Helps support moving into FE.





# Laptop Care

Once issued with a laptop, you are responsible for the general care of the device during the college day and at home during evenings and weekends. You must not leave it in college. We will not be able to replace damaged devices.

Once you have purchased your devices, any significant damage or subsequent repairs are your responsibility and not that of the college. This is your device that we hope you will use to assist your education well beyond your time with us at St Benedict's.

Laptops are most frequently damaged when bags are thrown onto the ground so please remain mindful of this when taking your bag to and from college or when leaving your bag down during break and lunch.





## GENERAL PRECAUTIONS

- No food or drink should be used/placed/located next to devices.
- Cords, cables, and removable storage devices must be inserted carefully into the devices.
- The devices should not be stored where pets can access.
- Don't leave near radiators
- If your laptop should need to be plugged in while in use at home or at school, be sure the cord doesn't pose a tripping hazard.
- Do not tamper, deface or remove ID labels.
- Never lean on or place heavy objects on top of the laptop, open or closed.
- Keep your laptop dry at all times.
- The device should be kept at a reasonable temperature. Do not leave the equipment outdoors or inside a car in extreme temperatures for long periods of time.
- When device is in use or charging, ensure that proper airflow around device is possible. Do not leave device on soft/conforming surfaces like pillows and blankets.
- If you use public transports, please take extra care of your device.
- Never carry devices with the screen open



## SCREEN CARE

- The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

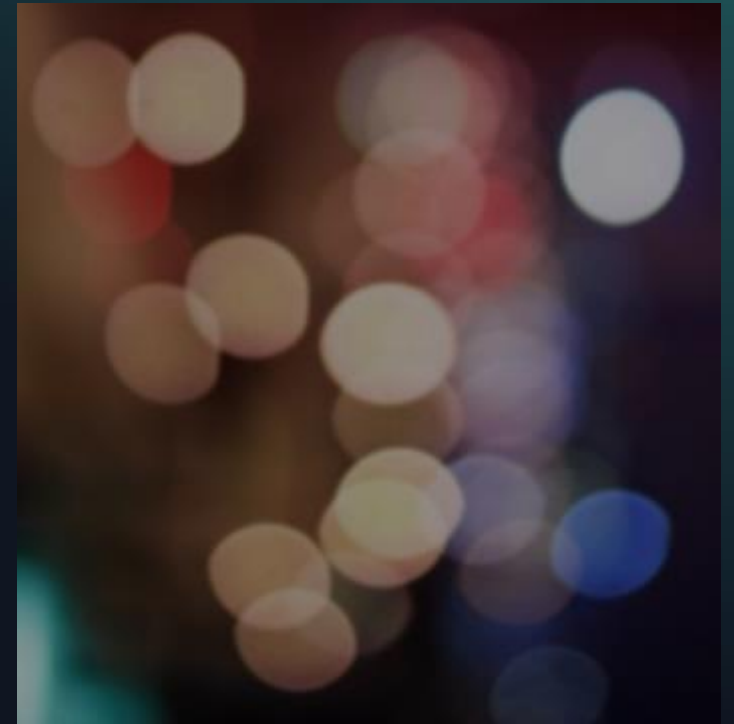
For these reasons:

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- When placing in your bag, be sure it is placed safely and not crammed in against other items.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or storage devices).
- Use only a clean, slightly damp, lint-free cloth to clean the device's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
- Never lift devices by the screen.



# CHARGING YOUR DEVICE

- All students are expected to ensure that their laptop is sufficiently charged every night ready for your lessons the next day. You will not be able to plug it in during lessons and will have to use paper/class book or your own mobile device where appropriate if your laptop is out of charge.
- If a student does not bring his/her device to school or his/her device is not fully charged, the student will be subject to the classroom teacher's policy regarding coming to class unprepared. Repeated offences may result in further consequences in line with our behaviour and rewards policy.





## LOGGING-IN

- A student must not share his/her login information or protected information with anyone.
- Laptops are assigned to each student. Other family members, including other students/siblings in the family home, are not to use the student's assigned device, however parents are encouraged to monitor the students use.
- In class, students will automatically be connected to classroom cloud. This will enable their classroom teachers to view the student's screens at any time. Classroom cloud does not need to be used when using the device outside the classroom.



# SAVING WORK & UPDATES

- All work should be saved on the OneDrive, rather than onto the device itself
- We recommend that students create folders for each of the subjects and save work relevant to each subject in the appropriate folder. This will make it easier when it comes time to revise.
- In the event of device issues, the device will be reset to factory settings. Any work saved on the device will be lost.
- Windows update is set to run automatically, updates must not be cancelled, but the restarts may be postponed until the end of the college day.

