Sunbury Manor Laptop Policy

- Laptops used in school belong to either Sunbury Manor School Learning Support Department, Sunbury Manor School Exams Office (for a temporary injury) or for some students, Surrey County Council’s Communication and Assistive Technology Team.
- Personal laptops or tablets are not allowed in school.
- Laptops cannot be removed from school.
- Some laptops are shared; some laptops are allocated to an individual student.
- All decisions re: laptops are at the discretion of the SENCo.

Access Arrangements

Laptop use is permitted when:

1. it is part of a student’s formal SEND Arrangements or EHCP as advised by a specialist teacher, Educational Psychologist or Occupational Therapist (This does not include privately commissioned reports).
2. it is provided by Surrey County Council’s Communication and Assistive Technology Team
3. use of a laptop is a student’s normal way of working in class.
4. a student’s writing speed is significantly below average for their age and 25% extra time would not compensate for this deficit.
5. there is a significant discrepancy (i.e. a standard deviation) between the students’ handwriting speed and typing speed.
6. a student’s writing is illegible and has been a persistent problem; it is “largely incomprehensible to someone who if not familiar with it.” (JCQ)
7. a student has a medical condition or physical disability which affects their ability to write for a sustained period of time.
8. a student has a temporary injury, preventing them from writing.

NB. Students may not need to use a laptop in every assessment. Many students do not require a laptop in maths and indeed, could be disadvantaged by its use. When an official examination is taking place students will only have access to Microsoft Word or WordPad. There will be no access to the Internet or spell checker, unless the student has been assessed and is eligible for a scribe.

In Class

Laptop use is permitted when:

1. it is part of a student’s formal SEND Arrangements or EHCP as advised by a specialist teacher, Educational Psychologist or Occupational Therapist (This does not include privately commissioned reports).
2. a students’ writing speed is significantly below average for their age as evidenced by an Occupational/Physiotherapy Report or teachers’ concerns and evidence.
3. a student’s writing is illegible and has been a persistent problem; it is “largely incomprehensible to someone who if not familiar with it.” (JCQ)
4. a student has a medical condition or physical disability, affecting their ability to write for sustained periods of time.
5. a student has an EHCP with regard to a severe specific learning difficulty such as Dyslexia and will qualify for a scribe at KS4.
6. A student has a temporary injury, which affects their ability to write for sustained periods of time.

NB. The award of a laptop does not mean it must be used every day in every class. The skill of handwriting should still be developed alongside the use of the laptop.

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<th>SENCo</th>
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