



Homewood School & Sixth Form Centre

LEARNING • RESPECT • BELONGING



e-LEARNING SCHEME POLICY

Date Approved by Governors
June 2019

HOMEWOOD SCHOOL & SIXTH FORM CENTRE

E-LEARNING SCHEME POLICY

This policy will be reviewed annually

DATE OF POLICY: June 2019

DATE OF REVIEW: June 2020

Member of staff responsible for Policy:

**E-Learning Administrator &
Learning Systems Team Leader**

Signed.....Principal

Signed..... Chair of Governors

Summary

Homewood School relies on the extensive use of technology in order to provide a high level of teaching and learning. Today's children are growing up with a rapidly changing environment. With technology following Moore's Law the power of our devices doubles every two years, unlocking exciting new potential and opening an array of unimaginable doors for all those who wish to pursue them.

It is difficult to understand and adapt to new technology if you do not actively use it, so here at Homewood School we run an e-Learning Scheme. This scheme provides each participating child in Year 7 with a digital device, which can be used in school and at home.

The scheme relies upon the donations of the parents/carers/family of each student, as well as investment from the school itself, to succeed. Without these key contributions, the scheme cannot continue.

The Scheme

Participation in the scheme requires a voluntary contribution. The scheme cannot survive without these contributions, however there is some funding available for those that need assistance.

If you need assistance to join the scheme, please write a letter to the e-Learning Administrator at Homewood School explaining your situation, and the maximum monthly contribution you are able to make.

The Device

The device always belongs to Homewood School.

We review our device selection yearly, and can change the device at any time. The device provided through the scheme should only be used for educational purposes.

We will install a mobile device management application or profile onto each device in order to monitor, maintain and secure them. This software is only used for safeguarding purposes, or in the event of loss or theft. This software will be removed automatically, or disabled, once the child finishes Year 11, or the device is signed off of our internal asset register, whichever occurs first.

If your child leaves Homewood School but wishes to take the device with them, we may transfer ownership of the device to the parent/carer. We must legally charge VAT on the value of the device at the time it was issued in order to achieve this.

The device is usually (but not always) supplied with a case. It may also come with insurance to cover accidental damage. Typically, most new devices come with 1 year warranty.

The Tenterden Schools Trust Online Safety Policy and the ICT Acceptable Use Policy has further requirements on the use of a device.

Insurance

The device is covered with 1 year insurance, which starts from the date that the device was collected. The insurance covers the following damage categories:

- Accidental Damage
- Breakdown
- Malicious Damage
- Theft

In the case of Theft, a Crime Reference Number must be provided.

The insurance does not cover neglect, such as:

- Theft from an insecure location (for example, a device stolen from a locked vehicle where the device was visible from outside the vehicle is considered insecure and neglectful and would not be covered. A further example: theft from a building which was not properly locked and secured would also not be covered)
- Loss of the device
- Loss of any data on the device
- Intentional acts (including wilful neglect)
- Accidental damage to the device that would have been prevented had the device been in the protective case at the time
- Wear and tear (gradually developing defects, scratches and chipping)
- Theft or loss of the device whilst on loan to another individual other than the assigned child
- Theft where the circumstances of the theft cannot be clearly identified

We will repair or replace the device, depending on the severity of the damage and the cost of repair. The device, along with a fully completed Insurance Claim Form, must be handed to the Homewood School Technical Support team as soon as possible. Any significant unexplainable delays from the date of the damage occurring and the devices delivery to the Homewood School Technical Support team will be considered neglect and the claim may be rejected.

You must report all damage to the Homewood School Technical Support team. Repair by a third party may void any existing warranty and insurance.

You must take all reasonable steps to prevent any of the damage categories from occurring, including keeping the device safe and secure at all times, using any provided protective case, and using the device properly according to the manufacturer's published instructions and maintenance recommendations.

The insurance policy only covers the school-issued device.