

LAPTOP & WORD PROCESSOR POLICY



**Haydon School**

**Laptop & Word Processor Policy**

## LAPTOP &amp; WORD PROCESSOR POLICY

**1. Laptop, Netbook and Word Processor Policy**

The School recognises that, for some students with specific learning difficulties, a laptop or netbook may be the most appropriate method of organising and presenting their work. Students are allowed to use a laptop/netbook in school as their **normal, routine way of working**.

**2. Use of a Word Processor**

Students will be allowed to use a word processor in school as their **routine, normal way of working** under the following conditions:

- A need has been established and recommended by the school's/local authority's Educational Psychologist or external agency approved by the school
- Learning Support have assessed a student as having illegible writing
- When teaching staff report that they are unable to decipher a student's handwriting and say that this is significantly impacting on his or her performance in assessed work. This must be supported by evidenced work
- A student has a medical condition which impacts on his or her ability to write by hand. There must be supportive written evidence on file from a relevant medical professional
- The student must be able to type at a faster speed than the tested handwriting speed
- The student should practice touch typing at home regularly
- Student must save their work regularly to a storage device (USB) in case of power loss
- All written work, must be printed out daily in school or at home and pasted into exercise books to enable marking and also to provide evidence of the student's normal way of working
- If there are problems with a word processor during lessons, the student should immediately stop using it and switch to pen and paper
- Any student granted the use of a word processor must continue to practise and improve their handwriting.

**3. Use of Word Processors in Public Examinations**

The Joint Council for Qualification's recommendation for the use of word processors in examinations (section 5.8 in the regulations) must be viewed within the context of the School's position on word processor use for Years 7-13. (Please see Appendix 5 The School's Use of Word Processor Statement.

- When a student has been granted the examination access arrangement 'use of a word processor', the student must use the word processor as their normal way of working. The student will need to use the word processor on a regular basis in lessons, in assessments and examinations. JCQ regulations state that students

## LAPTOP &amp; WORD PROCESSOR POLICY

who do not demonstrate the use and need for this access arrangement will be deemed as no longer requiring it and the arrangement may be removed

- If a student who has been awarded the exam arrangement of 'use of a word processor' decides not to use the arrangement during an exam, they must inform the invigilator. Please note the student may lose this arrangement if they regularly refuse it
- WordPad is the application which will be made available; spell-check, grammar check and the thesaurus will not be enabled unless this has been approved in accordance with the regulations by the school's assessor

#### 4. Limitations to Word Processor Use

- Where its use might be dangerous or problematic
- Where the use of a word processor causes a distraction or disturbance to the learning of others
- If the student uses the word processor inappropriately
- Where particular exercises should not be done with computer assistance e.g. maps and diagrams
- Where calculations are required without the assistance of computer functions such as in Mathematics
- Where a student is using the word processor to connect to the school network.

#### 5. Conditions which apply to the use of a Word Processor

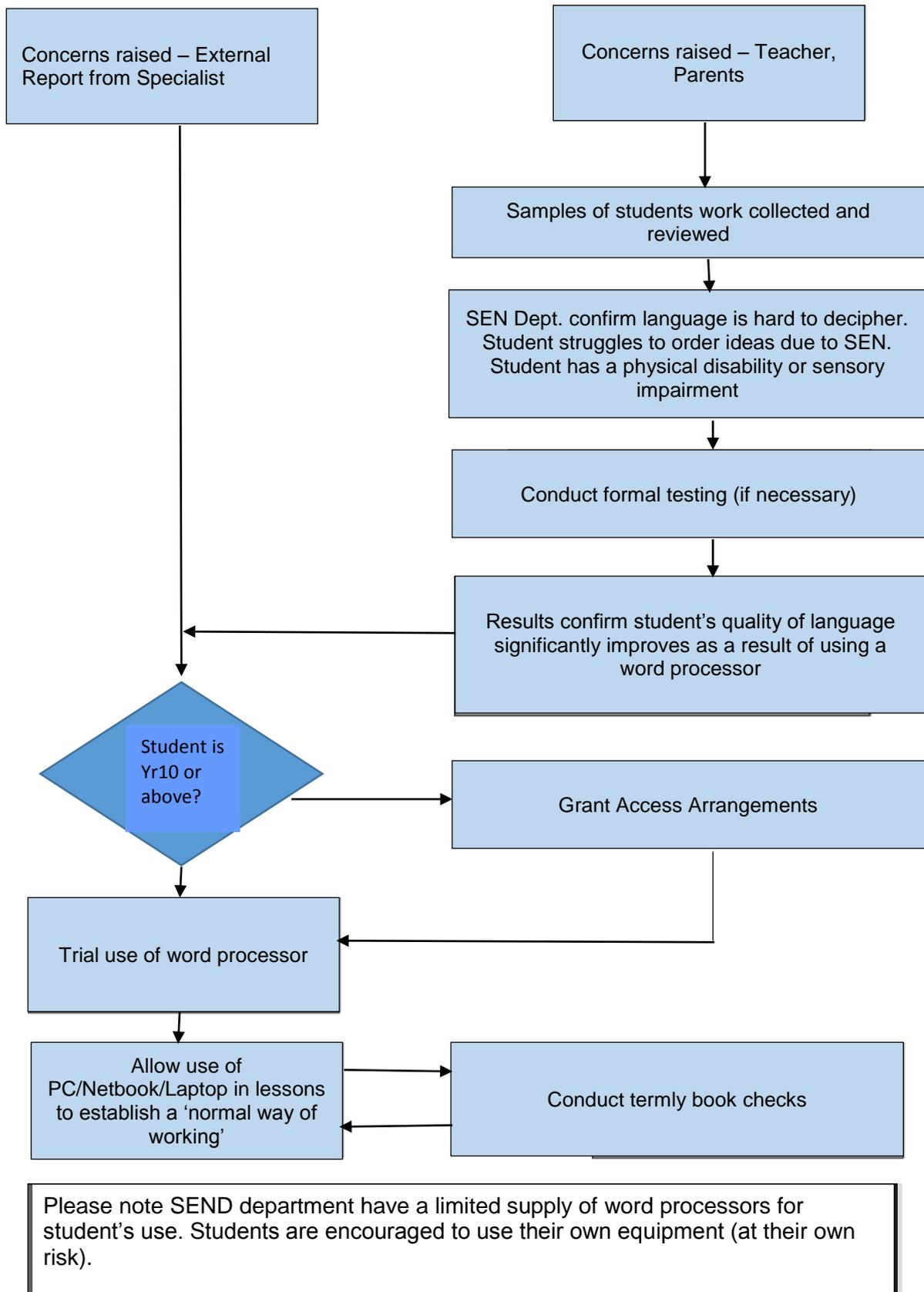
- The student is responsible for bringing the word processor in to school. (we may not have a spare available for use.) It should only be used for lengthy writing tasks (i.e. over 10 minutes long), in writing based lessons i.e. English, Geography, History, RE and Languages. If the teacher instructs the student to handwrite tasks during the lesson (e.g. on a worksheet) then they must follow the teacher's instructions.
- To make the best use of the word processor students are expected to practise their touch-typing skills in their own time by using the following website: <http://www.bbc.co.uk/schools/typing/>. (Please note: *The word processor will not have access to the internet during school*)
- Students are required to practise their handwriting skills to improve the legibility of their handwriting
- Students are responsible for printing the work done during lessons and ensuring it is stuck into their class-books before the next lesson
- Students will need a USB stick to transfer work for homework or printing and they must ensure the USB stick is kept virus free as far as possible

## LAPTOP & WORD PROCESSOR POLICY

- Students are responsible for the safety of the word processor and are liable for any deliberate damage or neglect caused to it. If a word processor is provided by the school and is not being used correctly, it may be reallocated to another student. If a school word processor is damaged, a replacement will not be provided and this may lead to the student losing this arrangement.

LAPTOP & WORD PROCESSOR POLICY

**WP Access Arrangement Allocation at Haydon School**



## LAPTOP &amp; WORD PROCESSOR POLICY

## Appendix 1

JE/ac/admin/learnsup1/netbook

Date

Address

Dear Salutation

**RE: Netbook – XXXXXXXX – XXXXXXXX**

I am writing to inform you that **XXXXX** has been identified as a student who would greatly benefit from using a Netbook in class for lengthy writing tasks. We hope the Netbook will help students organise their writing tasks and increase the pace at which they work.

There are conditions that apply to using the Netbook, which I would appreciate if you would go through with your child:

- Your child is to collect the Netbook in the morning and return it at the end of the school day to Ms Casey in the Learning Support Department. It should only be used for lengthy writing tasks (i.e. over 10 minutes long), in writing based lessons i.e. English, Geography, History, RE and Languages. If the teacher instructs the student to handwrite tasks during the lesson (e.g. on a worksheet) then they must follow the teacher's instructions
- To make the best use of the Netbook students are expected to practise their touch-typing skills in their own time by using the following website: **<http://www.bbc.co.uk/schools/typing/>**. (Please note: *The Netbook does not have internet access*)
- Students are required to practise their handwriting skills and put in more effort when writing by hand in class
- Students are responsible for printing the work done during lessons and ensuring it is stuck into their class-books before the next lesson
- You may wish to purchase a USB stick to transfer work for homework or printing, but must ensure the USB stick is kept virus free as far as possible
- Students are responsible for the safety of the laptop/netbook while in their care and are liable for any deliberate damage or neglect caused to it whilst in their possession. If the Netbook is not being utilised properly it will be re-allocated to another student.

I would be grateful if you could please fill in and sign the enclosed permission slip and return this back to me if you are happy for this arrangement to proceed.

Yours sincerely

**Mrs J Evans**  
**SENCo**  
**Learning Support Department**

LAPTOP & WORD PROCESSOR POLICY

Appendix 2

JE/ac/admin/learnsup1/netbook

Date

Address

Dear Salutation

**RE: Laptop/word processor – XXXXXXXX – XXXXXXXX**

Your child has been allowed to use a laptop/word processor in lessons to produce their written work. However, from our records, it has been noted that XXXX has not been making use of this facility as their normal way of working.

It is important for future exam concessions that any student granted the use of a word processor establishes this as their 'normal way of working'. Students who are not using their laptop in lessons for lengthy writing tasks will not be allowed to use a computer in their exams.

Due to changes in the Joint council for Qualifications (JCQ) we will be monitoring the use of word processor/laptops in lessons and, if students do not use this facility by xxxxxx (at least once a day), this concession will be withdrawn.

Please could you discuss this with your child and encourage them to ensure that they are using the word processor/laptop/netbook every day.

Yours sincerely

**Mrs J Evans**  
**SENCo**  
**Learning Support Department**

LAPTOP & WORD PROCESSOR POLICY

Appendix 3

JE/ac/admin/learnsup1/netbook

Date

Address

Dear Salutation

**RE: Laptop/word processor – XXXXXXXX – XXXXXXXX**

Following our recent letter it has been noted that you child has not been using the word processor as their normal way of working.

Therefore, from receipt of this letter xxxx will not be permitted to use this facility in lessons and/or exams

Yours sincerely

**Mrs J Evans**  
**SENCo**  
**Learning Support Department**

LAPTOP & WORD PROCESSOR POLICY

Appendix 4:



**HAYDON SCHOOL**

**Please return to Mrs J Evans – SENCo**

I/we give XXXX permission to use the Netbook/laptop/word processor in class, and agree to the terms and conditions of use.

Parent signature: ..... Date: .....

Student signature: ..... Date: .....

**Student Name: - Form:**

## LAPTOP &amp; WORD PROCESSOR POLICY

## Appendix 5

# Haydon School



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info@haydonschool.org.uk

July 2018

## USE OF A WORD PROCESSOR IN EXAMINATIONS

**Headteacher:**  
Mr R Jones BSc(Econ) MBA NPQH

The use of a word processor must reflect the student's normal way of working within the school and must be appropriate to their needs. This will be approved for use in exams during the school's access arrangement process (at the beginning of the student's GCSE courses).

The use of a word processor cannot be granted to a student to use in examinations because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

This list helps to identify students who would benefit from the use of a word processor, although it is not exhaustive;

The student has:

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly,
- A medical condition,
- A physical disability,
- A sensory impairment,
- Planning and organisational problems when writing by hand for which the school has historical evidence of need,
- Illegible handwriting.

For exams, a word processor will be provided by the school with the spelling and grammar check/predictive text switched off, unless the student's arrangement allows otherwise.

WordPad is the software installed on word processors used for examination purposes. Word processors will be in good working order at the time of the examination.

Students may choose to use the exam answer booklet provided in addition to using a word processor. Students are responsible for saving their own work at regular intervals. The Centre Nbr, Candidate Nbr and Unit Code must be typed or handwritten on each page. Printing must be carried out after the examination is over and the student must be present to verify that the work printed is his/her own. A JCQ word processor cover sheet must be completed and attached to the student's script.

**Robert Jones**  
**Headteacher**

### Mission Statement

*Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy*



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## LAPTOP &amp; WORD PROCESSOR POLICY

**History**

<b>Date</b>	<b>Issue</b>	<b>Status</b>	<b>Comments</b>
March 2014	1	New	To student committee 20.03.14 Accepted. To FGB 08.05.14 for information
February 2015	1	Update	To Student Committee 18.03.15 Accepted to FGB 06.05.15 for information
November 2018	2	Update	To Student committee 05.11.18 Accepted. To FGB 10.12.18 for information