

## **Sixth Form Laptop Policy 2025-2026<sup>1</sup>**

Sixth Form students are able to access a laptop, subject to availability, for use on-site during their independent study lessons.

Laptops are stored securely in the IT Technician office, where they are charged overnight. To access a laptop:

- Students provide their ID card as a security deposit to the IT Technician
- On the safe return of the laptop, in good working condition, the students ID card is returned to the student
- Failure to return the laptop will lead to the withholding of the students ID card. The students Parents will be asked to attend a meeting with a senior member of staff. Parents may be asked to pay the cost of the laptop that has not been returned
- Returning a damaged laptop will lead to the withholding of the students ID card. The students Parents will be asked to attend a meeting with a senior member of staff. Parents may be asked to pay the cost of the repair of the laptop

Specific subject areas will be provided with a laptop trolley for use during teaching.

- One laptop trolley remains in the Media Suite for the teaching of A' Level Computer Science. These laptops must not be removed from this teaching area
- One specialist laptop trolley for use by Engineering teaching staff (delivering lessons in the AM room) will be securely stored in the IT Technical office.
  - Engineering teachers book the laptop trolley by completing the link [Book a Laptop Trolley](#)
  - The individual Engineering teachers are responsible for returning the specialist laptop trolley to the IT Technician following the completion of their teaching.

Identified<sup>2</sup> disadvantaged students may be provided with a laptop for the duration of their course, which they are able to take home. A deposit is placed with the school for these laptops, which is refunded once the laptop is safely returned in good working condition at the end of the students KS5 course.

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<sup>1</sup> All Key stage 4 (KS4) pupils are issued with a laptop for their use over the two years of KS4. Pupils are able to use the laptop at home and at school. Pupils parents provide a deposit for the laptop, which is refunded once the laptop is safely returned in good working condition at the end of KS4.

<sup>2</sup> Pastoral team will identify the disadvantaged students