



Croydon High School GDST Senior School Digital Learning Policy

Responsibility: Deputy Head (Academic) & Assistant Head (Digital Strategy)

Last review: September 2023

Next review: September 2024

1. Our Digital Learning Vision

As demonstrated by our introduction of Enterprise Technology, Croydon High School is committed to ensuring that our use of technology keeps abreast of recent technological developments. We believe that technology can help us to ensure that pupils can work effectively in the way that is right for them. Good systems mean that we can make best use of the tools we have for teaching and learning: sharing work online, timely and rich feedback, and opportunities for pupils to collaborate, are just a few of these. Access to online resources helps develop skills for independent learning; these skills will be increasingly important as pupils move through the Senior School.

We want our pupils to become *independent and creative problem solvers with excellent communication skills*. Our use of technology is one way we seek to fulfil this aim. Learning anywhere and anytime—whilst not being restricted to a particular piece of hardware—will allow Croydon High School staff to be flexible as modern technology continues to leap forward. Using technology in a seamless and ubiquitous way in school prepares our pupils for the lifelong adaptability and learning habits they will need to thrive in the modern world. Understanding how technology works in society and gaining the subject-specific skills to work with it will equip our pupils with the skills needed to participate fully in the global challenges of the twenty-first century.

2. Enterprise Technology Across the Curriculum

Designed and developed by our own teaching staff, Enterprise Technology honours our commitment to ensuring that pupils are 'real-world ready' and prepared for the future. This bespoke subject combines essential computing skills (such as programming) with skills needed in the workplace such as project management, teamwork, problem solving and – crucially – creativity. Taken together this subject allows our pupils to become independent problem solvers with excellent communication skills.

We encourage academic departments to collaborate with Enterprise Technology teachers to enhance the teaching and learning for our pupils. We are especially keen to promote cross-curricular uses of technology, breaking the usual subject silos, and allowing pupils to experience using technology in context and so helping to consolidate learning elsewhere. Importantly, we seek to ensure that there is always a clear educational benefit for utilising technology in all our teaching practice.

3. Email

The School provides each member of staff and pupil with an email address through Microsoft Outlook. Email is an important communication route for teachers, pupils, parents and guardians. School email accounts should be used for all communication between members of staff, parents, guardians and pupils. Pupils are reminded that when emailing their teachers, it is important that they strike the right tone. Pupils should aim to be polite, respectful, clear, concise and formal. In particular, pupil emails should:

- Have a clear subject line: "REP Homework due Monday";
- Use a professional greeting: "Dear Mrs Smith" vs. "Hi" or "Hi Mrs Smith";
- Give a clear reason for emailing: "I am emailing you to ask...";
- Not use emojis or smiley faces;
- Never strike an accusatory tone: "You haven't...", "you said you would..." vs. "Would it be possible to...", "I was hoping that...";
- Use polite words if requesting something from a teacher: "Please," "Thank you";
- Use formal vocabulary throughout – "Going to" vs. "Gonna," "Completely" vs. "totally," etc.;
- End politely: "Thank you for taking the time to read this,"/ "Thank you in advance...";
- Sign off appropriately with their name and form – "Jane Doe, 7P";
- Be proofread before being sent.

Pupils should remember that sending their teachers an email does not exclude them from the consequences of missed deadlines. Pupils should be encouraged to speak to their teachers in person, where possible. Teachers will try to respond to emails from pupils, their parents and guardians within 24 hours on working days during the school term. During school holidays or periods of Guided Home Learning, response times may be longer. School staff are not required to respond to emails at weekends but they might well choose to do so.

4. Google Drive, Docs & Classroom

On joining the Senior School, each pupil and member of staff is given access to a Google Drive where they can store all their files. This may be accessed from any device by going to www.google.com and signing in using a school username and password. Alongside Google Drive, pupils also have access to Google workspace: a set of programmes including Docs, Sheets & Slides which mirror Microsoft Word, Excel, and PowerPoint.

Google Classroom is the primary platform for facilitating teaching and learning. Each pupil and teacher has access to a designated classroom for every one of their different subjects or classes. On this platform, pupils can access some course materials; collaborate on group work with their peers; join 'Google Meets' with teachers and/or other members of their class; see the assignments that they have been set by their teacher; and complete and submit their homework assignments for teacher assessment. Additionally, teachers use the Google Classroom platform to grade and give feedback on pupil work and store assessment data.

Pupils are able to organise their time through access to their personal Google Calendar, which will detail the due dates for all of the assignments that they have been set. Parents are encouraged to view their child's workload through the parent portal on Firefly. In the event of school closure, the school will move to Guided Home Learning, first trialled in 2020 during the COVID-19 pandemic.

Pupils usage of the Google Classroom platform is governed by the following rules:

- When it is not completed in exercise books, pupils will submit their homework using the 'turn it in' function, unless otherwise directed by their class teacher;
- Pupils will submit photographs of their work when necessary by scanning their work and uploading it to a Google Document which is subsequently submitted via the 'turn it in' function;
- Pupils are reminded that Google Classroom has an originality function which allows teachers to see if any of the submission is copied and pasted from the internet;
- Pupils should only Google Meet with their teachers at agreed times within the normal school day, and only if a face-to-face meeting is not possible;
- Pupils should not take screenshots or screen recordings during a Google Meet under any circumstances;
- Pupils must wear appropriate clothing during the Google Meet and be in a communal space, where possible;
- Just as pupils wouldn't speak out of turn in a lesson, they should not do so in a Google Meet, as it will affect the smooth running of the session;
- The teacher's screen is the only screen that should be viewed unless a pupil is asked to share their work with the class during a Google Meet;
- Pupils should have their camera on during a Google Meet unless there is a specific arrangement not to do so, and this has been agreed by the relevant HoY and a member of the SLT;
- Pupils should mute their microphone when they are not speaking so that the quality of the meet is maximised for all participants. Teachers may mute pupils' microphones if necessary;
- The teacher has the right to exclude pupils from any area of the Google platform if their behaviour falls below the expected standards or, if they infringe any of the points above.

5. Firefly: Parent Portal

Firefly is the portal through which parents and guardians can access their child's reports and other school data. Parents and guardians can view the PREP tasks set for their child through the Firefly portal.

6. Printing on the School Campus

Pupils have access to several printing facilities throughout the Senior School. Our 'follow me' printing system means that a pupil can print their work from any printer on our school campus. Printing accounts, including credit, are overseen by our IT Department.

7. Bring Your Own Device (BYOD)

Access to a device for all staff and pupils allows everyone to use the right tool at the right time for their teaching and learning. Bring Your Own Device (hereafter, BYOD) means that, when the teaching and learning require it, the following can take place immediately: collaboration on a shared document, noting data for an experiment, doing some research or using an online tool for learning. When that task is finished, the laptop lids can be quickly closed and other activities can take place. Immediate access to technology can also be used to facilitate more traditional activities, like a quick fact-check during a discussion, or a video explanation rather than a poster.

We believe that our move to BYOD has been transformative because it moves the school away from an old-fashioned model of teachers needing to book a computer room or a set of laptops for a

specific task and then finding themselves stuck with that choice for the whole lesson. This inevitably shifts the focus onto the technology, rather than the learning.

BYOD makes use of digital technology by being:

- authentic – devices will be used by pupils when teachers judge that the requirements of learning warrant it;
- seamless – the use of Google Classroom, Google Docs and Google Drive connect together across our school systems and the school Wi-Fi in a way which means that we can all work in the ‘cloud’, sharing and collaborating, and moving easily between work at school and at home.

8. **BYOD & Responsible Usage**

We take seriously the responsibility of introducing this technology into your homes and your child’s life. We work with Digital Awareness UK to deliver excellent Wellbeing & Citizenship lessons on all things digital. We constantly address not only the critical aspects of e-safety but also topics such as screen time, managing the pressures of social media in terms of body image, perfectionism, unrealistic expectations, and so on. We believe that education on these and other issues is of paramount importance. Indeed, through promoting the responsible use of technology, we seek to prepare pupils for the ‘real world.’ In particular, we remind pupils that the use of their device in ways which are unkind to others at any point in the day is unacceptable. The school enforces in-school sanctions for out- of-school behaviours where there is an impact on the wellbeing of another pupil, or where the school is brought into disrepute. Devices are to be used at the instruction of the teacher, for the purposes given. Should a pupil be off task whilst on their device, this will be handled in a normal classroom management capacity. If warranted, a pupil may be placed in a lunchtime detention.

All pupils sign the ‘**GDST ICT Acceptable Use Policy**’ and our own ‘**Bring Your Own Device Policy**’ which sets out our rules and expectations. We provide parents with copies of these documents too and ask for your agreement with regards to BYOD, in particular. For reference, the main points from our BYOD policy are given below.

9. **BYOD Pupil, Parent & School Agreement**

Pupils, their parents and their guardians are asked to sign and acknowledge the following points before a pupil can bring their device into school:

- The device must be clearly labelled in some way to ensure it is identifiable;
- Pupils will only use a device when expressly directed by the teacher;
- Pupils may only use the “GDST Guest” Wi-Fi access when connecting to the network from their own device;
- Pupils’ activity on the network when accessed via the “GDST Guest” route will be monitored in the same way as any other access to the school network;
- Pupils, their parents and guardians must ensure that laptops have sufficient battery life to last a morning or afternoon without recharging. We envisage that pupils’ use of their device will rarely be continuous throughout the morning or afternoon;
- Pupils will only be able to charge their device using an appropriately checked (PAT tested) and marked charger;
- Pupils must ensure that they print work as directed by their teacher to guard against gaps in their books or files;
- Pupils will take sole responsibility for their own devices when in school;

- Pupils, their parents and guardians understand that their devices are not covered by the GDST Insurance Policy;
- Pupils, their parents and guardians understand that in the event of any devices being lost, stolen or damaged whilst on school premises, neither the school nor the GDST will accept any responsibility;
- Pupils, their parents and guardians will provide a lock for their locker so that the device can be locked away when not being used;
- Pupils, their parents and guardians understand that if any of their devices malfunction it is not the responsibility of any member of staff to fix it.

Sixth Form pupils

The conditions laid out above apply to Sixth Form pupils. In addition:

- By making a decision to use their own device in a lesson, pupils will not do anything that slows down the pace of the lesson;
- Any work requested to be done by hand (in class or homework) should be completed as such;
- Pupils will be responsible for ensuring that their notes are kept in a coherent and organised way.

10. BYOD: Changes to use of Mobile Phones from September 2020

The introduction of our BYOD policy means that we changed the rules around mobile phone use from September 2020. Mobile phones must now be handed in to form tutors at the beginning of each day (not Wednesdays) for pupils in Years 7 - 11. The one and only exception to this rule is where a teacher might ask a pupil to bring their mobile phone to use a facility they offer in their learning. In such circumstances, the teacher will communicate the need for a pupil to bring their mobile phone with them in advance of the lesson.

Year 11 are permitted to use their mobile phones in their communal area at the discretion of the Head of Sixth Form. Sixth Form are permitted to use their mobile phones in the Sixth Form Area. If a mobile phone is seen during the school day outside of the Year 11 or Sixth Form communal spaces, it will be confiscated for a period of 24 hours. In such circumstances, pupils are issued with a basic mobile phone—loaded with their home contact details—for the purposes of safe travel home. Parents and guardians are contacted by the school and given the details of the temporary phone.

11. BYOD, Exercise Books and Examination Access Arrangements

Our BYOD initiative will undoubtedly save paper and printing resources. As an eco-friendly school we are especially sensitive to such measures. However, it is not our intention to replace exercise books or stop pupils writing by hand. Indeed, pen(wo)manship is important given that our public examination system requires pupils to complete their examinations by hand. Permission to use a laptop in a public examination is granted by Mrs Sharples, the Head of Learning Support. There has to be a demonstrable learning need for this permission to be granted; therefore, the majority of pupils will be required to handwrite their examination papers.

12. BYOD in Year 7

We believe that although pupils will no doubt be very excited about bringing their devices to school, it is far from being the most important thing for them to deal with in the first week or so of their Senior School careers. During their first weeks with us, pupils will be introduced to our school computer systems in our Enterprise Technology suite.

Once settled into school, pupils will bring their laptops in small groups on an assigned day so that we can give each pupil individual attention to ensure that their laptop connects to the school Wi-Fi network and printers, and that they have downloaded Microsoft Office. We believe this approach sets the right tone for pupils' school careers: BYOD is a helpful tool for learning, but certainly not an end in itself.

13. BYOD for New Pupils in Other Year Groups

It is really important that we enable pupils from Year 8 and above to be ready to use their devices from the very start of term. Each new academic year, we will run a session on the first day of school for new pupils in Years 8 to Lower Sixth to introduce them to our school computer systems, our ICT Acceptable Use & BYOD Policies. We will then ensure that all pupils' devices connect to the school Wi-Fi network and that they have downloaded Microsoft Office and know how to use Google Classroom.

14. BYOD: Where to Buy

Parents and guardians do not have to purchase devices from any particular supplier. However, we do recommend that they purchase devices from a retailer that offers good warranty and insurance packages, and has someone available to speak to face-to-face regarding any claims or repairs (for example, John Lewis). Examples of recommended devices, at various specifications, are given in Appendix A.

The IT Team at Croydon High School will endeavour to assist with internet and school-system related queries, but devices with hardware and software faults will need to go back to the place of purchase. The IT Team at school are always happy to assist where possible with issues related to the school Wi-Fi and printers, but the conditions which usually accompany warranty agreements mean they are unable to carry out any repairs.

15. BOYD: Device Requirements

The majority of pupils will already have devices which are suitable for use in-school. If they are buying one, parents and guardians have the freedom to choose whatever device fits with a pupil's needs and family budget. We have given an indication below of the basic requirements for a pupil's school device. Our IT department are happy to offer individual guidance. Please use the main school email address (seniors@cry.gdst.net) and they will forward your questions to them.

Basic Requirements

Utility	Chromebook or iPad	Other devices
Processor: the ability to deal with multiple inputs	N/A	i5 or above
RAM (random-access memory): the ability of a computer to multitask	4GB+	8GB+
Hard Drive: storage space for applications and files	64GB	256GB

Utility	Chromebook or iPad	Other devices
Keyboard	If a pupil wants to use an iPad or other tablet as their device, they should bring a compatible keyboard with them	
Camera	A camera for video and still image processing	
Web Browser	Chrome Web browser for access to Google Classroom and other online learning resources	
Audio facility	The ability to play and record audio	
Microsoft Office	The ability to install Microsoft Office applications such as Word, Excel etc. You do not need to purchase a subscription to Office 365: this is provided free by the school for the duration of a pupil's time with us). Pupils should visit https://portal.office.com/account/ and select "Install Office"	
Size & Weight	Always consider that you will generally get less for your money if buying lighter and smaller devices with higher specifications. We would recommend that you have the opportunity to see and hold a device before purchasing it.	
Case	In the interests of safety, we recommend that pupils have school bags with a discreet laptop compartment.	
Headphones	We ask that pupils bring a pair of headphones to use in lessons; specialist headphones are provided by the departments which use them. Given that they are very easily misplaced, we would urge pupils not to bring wireless AirPods to school. If 2m social distancing is in place, and pupils are at school, we might ask that parents and guardians purchase headphones with a microphone to facilitate full engagement with teaching and learning.	

Higher Specification Requirements

Pupils who study Art or Music, and who need access to specialist equipment will be able to use the school computers which are equipped with the higher specification needed for many of the programmes that these subjects use. There is no expectation, therefore, that pupils studying these subjects have a higher specification device. However, for those parents and guardians wishing to purchase a device of a higher specification, we recommend the following:

- a processor of at least i7;
- At least 16GB of RAM;
- A hard drive (SSD) of 512GB or more;
- A device with a dedicated graphics card.

16. BYOD: Anti-Virus Software and Backing Up the Device

We can recommend Avast Free & AVG Free Anti-Virus software. There are paid for antivirus solutions which offer more features. If you want to look at one of these solutions, we can recommend Kaspersky Total Security or Eset Nod32. Anti-Virus software must be installed on the device before pupils use them in school. We recommend that files of importance are backed up to a

pupil's Google Drive, which has unlimited storage. Documents and other files should never be stored only on the laptop with no backup copy.

17. Insuring A Pupil's Device

Neither the School nor the GDST will accept responsibility for any device which is damaged, lost or stolen on the school campus. We strongly advise that parents and guardians have appropriate insurance for the device that a pupil brings with them to school. In most cases, your household insurer will cover the damage, loss or theft of a device if it is under £1000. We recommend that you check with your insurer or bank, however.

18. Forgotten Devices

If a pupil forgets to bring in their device to school, they will be lent a laptop which they must collect themselves. Pupils who repeatedly forget to bring their device to school without good reason will be treated in line with the behaviour sanctions that operate around forgotten equipment and a lack of organisation.

19. BYOD FAQs for Parents & Guardians

How and when do pupils use their devices?

We expect pupils to use their devices responsibly and sensibly at all times around the school. Pupils in the younger year groups are not permitted to use their devices at break times and lunchtimes. As pupils move up through the school, we allow them more freedom to use their devices outside lessons, recognising the many interesting and collaborative uses they make of them in their own time. In lessons, we teach the pupils about responsible use of devices to ensure that everyone remains on task. Rules will include starting the lesson with laptop lids closed, and only using the device when instructed to do so.

How will pupils charge their device at school?

Pupils are expected to arrive at school with a fully charged device. We have charging facilities for pupils to use. These have code locks and allow pupils to leave their device charging in a secure place during lunch, break or a study period. Pupils are required to store their devices in their lockers when they are not being used or charging (i.e. at break times and lunchtimes).

In order to use other sockets around the school to charge a pupil's device, we have to ensure we have checked that the charging cable is in an appropriate condition. We hold drop-in sessions in at the start of the autumn term where a member of our support staff will carry out a visual inspection of charging cables. Once this is done a pupil's charger will receive a 'CHS Checked' label and will then be ready to be used in other sockets at school.

Do pupils need anything beyond their devices?

There are several things that pupils will need to have on their device or bring to school with them as part of the BYOD programme. They are:

- Anti-virus software (excluding iPad);
- Free Office Suite Software (full instructions for downloading the software can be sought from our IT Department);
- A school bag with discreet device compartment;
- Headphones. Specialist headphones are provided for use in the following departments: Enterprise Technology, Modern Foreign Languages & Music. If 2m social distancing is in place, and pupils are

at school, we might ask that parents and guardians purchase headphones with a microphone to facilitate full engagement with teaching and learning.

Will pupils be able to access inappropriate material in lessons?

All access to the internet will be via our secure wireless network. When the pupils connect to this they will use their standard network credentials and will be subject to exactly the same filtering and monitoring policies as they currently are on any school-owned machine. This means that they will not be able to access restricted or inappropriate content at school.

Will my child's device be safe at school?

Just as we say all pupils' books and clothing must be labelled, parents and guardians must ensure that a pupil's device, case, headphones and charging cable (if applicable) are clearly labelled. It is likely that many of the pupils will have similar sorts of devices, so it is essential that they are named. All pupils have a safe and lockable locker at school, and they should store their device in their locker when it is not in use or with them. When it is not stored in their locker, pupils should have their device with them at all times.

What about personal safety and security beyond the school?

We have considered the question of safety of pupils very carefully and in doing so we:

- looked at many of our GDST sister schools and their approaches. As you are probably aware many other local schools are running BYOD programmes in different guises;
- considered that many of our Sixth Form and pupils with particular learning needs are already bringing devices in to school each day;
- considered the general prevalence of technology carried across the general public in south London, and;
- looked at the existing use by our pupils of mobile phones, many of which are worth as much as a laptop or tablet device.

After considering all these factors we made the assessment that adding a device to all pupils' backpacks was not going to increase the likelihood of them being targeted. The assumption is that most people will be carrying some sort of electronic device, and so it becomes more about behaviour and safety awareness as to whether an individual is targeted or not. This is not in any way to underestimate these issues. Indeed, pupils' awareness of personal safety is routinely addressed throughout the Senior School. We also recommend that they bring their device to school in a bag which has a discreet device compartment rather than having a separate case for it.

20. General Internet Safety & Managing Internet & Device Usage

We recommend the guides on the [UK Safer Internet Centre](#) website. You will find some particularly useful guides about the facilities your [internet service provider](#) offers for securing your home Wi-Fi. They also have very good detailed advice on the [safety and control features on popular social media](#) and other sites.

We work a lot with [Digital Awareness UK](#). They have produced a series of resources with the GDST [Live My Digital](#) which are very helpful on a range of topics. You might also enjoy their [short film](#) about the place of digital technology in family life: it is thought provoking and can open some interesting conversations. If your child is struggling with the self-control of staying away from

social media or YouTube, you can consider parental control software on phones, laptops and tablets. Internetmatters.org also has [this excellent resource](#) for finding suitable software and using it.

21. Useful Information for Parents & Guardians

If you are concerned:

[You can report an incident directly to CEOP here](#)

[Or here via the Internet Watch Foundation](#)

We are here to help as well, too. If required, please contact your child’s Form Tutor or our Designated Safeguarding Leads in the usual way.

Parents & guardians might find these other sources of support and advice useful about keeping children safe online and using technology responsibly:

Organisation	Address
UK Safer Internet Centre	https://www.saferinternet.org.uk/
CEOP / Thinkuknow	https://www.thinkuknow.co.uk/
National Online Safety	https://nationalonlinesafety.com/
Parent Info	https://parentinfo.org/
Internet Matters	https://www.internetmatters.org/
Net Aware	https://www.net-aware.org.uk/
Google Advice for Parents	https://support.google.com/googleplay/topic/6209538?hl=en-GB&ref_topic=2952998
Apple Screen Time Guidance	https://support.apple.com/en-gb/HT208982
Our Pact - phone management App	https://ourpact.com/

Appendix A: Recommended Devices

Prices for the devices below are subject to change by the retailer. All the recommended devices below can be purchased on a monthly payment plan.

Chromebook Option

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/lenovo-c340-11-11-6-intel-celeron-2-in-1-chromebook-32-gb-emmc-grey-10199205-pdt.html>

Mac & Windows Options

Basic spec:

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/lenovo-ideapad-s340-14-laptop-intel-core-i3-256-gb-ssd-blue-10202882-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/lenovo-ideapad-c340-14-2-in-1-laptop-intel-core-i5-256-gb-ssd-blue-10202885-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/lenovo-ideapad-s340-14-laptop-intel-core-i5-256-gb-ssd-grey-10199316-pdt.html>

Mid spec:

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/apple-13-3-macbook-air-with-retina-display-2020-intel-core-i5-512-gb-ssd-silver-10206420-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/apple-13-macbook-pro-with-touch-bar-2020-512-gb-ssd-space-grey-10207155-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/apple-13-macbook-pro-with-touch-bar-2019-256-gb-ssd-silver-10178831-pdt.html>

High spec:

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/apple-16-macbook-pro-with-touch-bar-2019-1-tb-ssd-silver-10202779-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/apple-16-macbook-pro-with-touch-bar-2019-512-gb-ssd-space-grey-10202776-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/lenovo-yoga-s740-14-laptop-intel-core-i7-512-gb-ssd-grey-10199100-pdt.html>

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/lenovo-legion-y740-15-6-gaming-laptop-intel-core-i7-rtx-2060-512-gb-ssd-10194798-pdt.html>