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ELTHAM COLLEGE

Student IT Device Policy

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Version Control Information

Reason for Amendment	Name	Date	Main changes
Policy replaced Laptop Policy (2016-2020)	James Martin	February 2020	New policy
Annual Review	James Martin	May 2020	None
Annual Review	James Martin	June 2021	Sentence added advising work is underway to enable students to print from own device (to be complete 2021-22)
Annual Review	James Martin	August 2022	Removed sentence about students being unable to print from own device.
Annual Review	James Martin	August 2023	Removed timeline outlining how CYOD was established post-2019 Revised minimum spec and recommended devices
Annual Review	James Martin	August 2024	Inclusion of desktop computers in the Library Revised wording on minimum spec and recommended devices
Policy Change	Bursar	March 2025	Updated & renamed (from CYOD policy) to reflect transition to the provision of 1-1 student devices via a lease model
Device change	Bursar	July 2025	Updated device choice for students in years 7 & 8



1. Introduction

This policy describes the technology provision needed by students to ensure the most effective access to teaching and learning at Eltham College, including the transition from a “Choose you Own Device” (CYOD) policy for students to one where age-appropriate devices are provided to students on a personal issue basis via a lease model.

Those students who already have devices purchased under the former CYOD policy will be expected to continue to use those devices and bring them into school each day until they have completed their exams (GCSEs or A level) and will initially be out of scope of the implementation of the lease model. However, the lease model will then apply to students beginning A level studies in September 2026.

2. New Digital Strategy for Eltham College

The provision of age-appropriate and consistent devices to our students is necessary for a number of reasons, including:

- *Future-Proofing Education* – The modern world demands digital literacy, adaptability, and fluency with technology. Schools must equip students with the skills they need to thrive in higher education, the workplace, and an AI-driven society.
- *Enhancing Teaching and Learning* – Digital tools open up new collaborative, interactive, and personalised learning experiences that go beyond traditional methods. This allows for deeper understanding, greater engagement, and more efficient assessment.
- *Bridging the Gap Between Learning and Real-World Application* – Industries are increasingly reliant on digital skills. By embedding technology in our curriculum, we align education with real-world expectations, ensuring our students remain competitive.
- *Supporting Different Learning Styles* – Digital platforms allow for differentiation and accessibility, catering to students who learn best through visual, auditory, interactive, or self-paced approaches.
- *Encouraging Independent and Lifelong Learning* – With well-integrated digital tools, students develop greater autonomy, self-discipline, and problem-solving skills, fostering a mindset of continuous learning.
- *Efficiency for Staff and Students* – A streamlined digital strategy improves communication, collaboration, and resource accessibility, reducing administrative burden and allowing teachers to focus more on high-quality teaching.

This full impact of this change will be felt over time, and traditional teaching methods (including the use of pen and paper) will remain an important part of our approach. Nevertheless, we expect that greater use technology in the classrooms and during other study time will bring a number of benefits for our students:

- *Personalised learning* – Adaptive technologies allow students to learn at their own pace, reinforcing strengths and supporting weaker areas.
- *Stronger digital literacy* – Exposure to collaboration tools, coding, AI, data analysis, and online research develops skills that are essential across all career paths.
- *Better feedback & progress tracking* – Digital assessment methods provide instant feedback, enabling students to track their progress and make improvements more effectively.
- *Improved organisation and time management* – Digital tools help students keep track of assignments, deadlines, and study schedules, promoting better self-management skills.



- *Stronger critical thinking and problem-solving skills* – Interactive learning methods, coding challenges, and AI-assisted feedback push students to think analytically and creatively.
- *Access to high-quality digital resources* – Pupils can revisit recorded lessons, use interactive simulations, and access global learning platforms, giving them exposure to wider perspectives and deeper learning opportunities.
- *More meaningful peer collaboration* – Online learning spaces allow students to work together beyond the classroom, fostering a culture of teamwork and knowledge-sharing.
- *Higher engagement* – Digital resources make learning more interactive, immersive, and relatable, increasing motivation.
- *Preparation for digital-first workplaces* – Exposure to AI tools, cloud-based collaboration, and digital communication mirrors the working environment they will enter, giving them a competitive advantage in any career.
- *Greater accessibility and inclusivity* – Digital learning accommodates pupils with different needs, offering assistive technologies, alternative formats, and adaptable learning pathways.
- *Encourages a growth mindset* – Real-time feedback, self-paced study, and gamification encourage students to see learning as an ongoing journey, rather than a series of tasks to complete.

3. Eltham College – Student 1-1 Device Policy

Effective from the 2025/26 academic year, age-appropriate devices will be issued to students on a personal issue basis to students in year 4 and above. The exact devices may change over time, but currently the devices will be as follows:

- Years 4 to 6: All students receive 1-1 Apple iPad Air
- Years 7 and 8: All students receive a Surface Pro 11
- Year 9: All students receive a Surface Pro 11

As part of the total lease cost, students will also be issued with a protective case and a stylus, and the device will be covered under insurance against loss and damage (subject to the payment of an excess in some situations).

The cost of the lease will be added to parent invoices on a termly basis. If a student is in receipt of a means tested bursary, the cost of the termly lease charge will be reduced in proportion of the percentage of their bursary fee remission.

Students will not necessarily use their device in every lesson, but they should expect to make use of it every day, and they will need to remember to bring it to school, charged up and ready for use. They should also make sure that they have a working stylus. Each student has a locker and will be reminded to keep their device safely locked away when not in use. Any breakages/issues should be flagged as soon as possible with the IT department, so that we can reduce disruption to learning.

Students will receive basic instruction in using the Office 365 suite of tools and resources as part of the curriculum.

Transitional Arrangements - “Choose Your Own Device” Framework

Those students who already have devices purchased under the former “Choose you Own Device” (CYOD) policy – i.e. students in year 10 and above for academic year 2025/26 - will be expected to continue to use those devices and bring them into school each day until they have completed their exams (GCSEs or A level).



They will initially be out of scope of the implementation of the lease model. The lease model will then apply to students beginning A level studies in September 2026.

A reminder of the specification expected for CYOD devices for those year groups initially out of scope of the lease model is at Annex A.

4. Using a Word Processor in examinations

Students who wish to use a word processor in public examinations and assessments must meet the criteria outlined in the School's 'Examinations: Word Processor Policy'.



ANNEX A

Choose Your Own Device Specification: Only appropriate for students in years 10 and above, academic year 2025/26

Student Device Specifications

To ensure a smooth digital learning experience, students will need a device that meets at least the minimum specifications below. For optimal performance and longevity, we recommend the Microsoft Surface Pro.

Recommended Specification (*For best performance and longevity*)

- **Model:** Microsoft Surface Pro 9 (or equivalent)
- **Processor:** Intel Core i5 (12th Gen or newer) or AMD Ryzen 5
- **RAM:** 16GB
- **Storage:** 256GB SSD
- **Display:** 13-inch PixelSense Touchscreen (3:2 aspect ratio)
- **Battery Life:** Up to 10 hours
- **Operating System:** Windows 11 (Education or Pro recommended)

Additional Accessories:

- Surface Type Cover Keyboard (recommended)
- Surface Slim Pen (optional but beneficial)
- Protective case (recommended)

Minimum Specification (*Devices must meet these requirements at a minimum*)

- **Processor:** Intel Core i3 (10th Gen or newer) / AMD Ryzen 3
- **RAM:** 8GB
- **Storage:** 128GB SSD
- **Display:** 12-inch screen or larger
- **Battery Life:** Minimum 6 hours
- **Operating System:** Windows 11

If you need further guidance, please contact the school's IT team.

Important Consideration for Computing & Design Technology Students

If your child is likely to pursue Computing or Design Technology at A Level (starting in September 2025), we recommend choosing a device at the higher end of this specification. Some design software used in DT has higher system requirements, so opting for at least 16GB RAM and a more powerful processor (Intel i7 or equivalent) will ensure better performance.

For more information about specific software requirements, please contact the Computer Science or Design Technology department.