



Kemnay Academy Digital Technologies

Pupil and Parent/Carer Acceptable Use Policy FAQ's

Qu. What are the device requirements for accessing school systems?

We would always recommend that the most up to date version of software is used. This is to ensure that the most up to date privacy and security settings are utilised to operate the most up to date features available on the device.

The school systems that pupils would require access to would be

- Microsoft Teams
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft OneNote
- An internet browser
- OneDrive

Any device whether it be a laptop, Chromebook, tablet or phone on any operating system (windows, android, apple etc.) is able to access the above systems. All Microsoft programs can be accessed online or downloaded for free. All pupils can access Microsoft programs using their GLOW email address and password. You do not need to purchase a license for any of these programs, simply sign in with your child's GLOW email and password to activate. This can be done for up to a total of 15 home devices. Pupils can download all Microsoft programs for a laptop from GLOW. Please see the link below for information on how to do this.

<https://glowconnect.org.uk/help-with-glow/microsoft-office-365/office-365-proplus/>

Further information on Microsoft Office 365 products

<https://glowconnect.org.uk/help-with-glow/microsoft-office-365/>

Qu. What device is better for using in school?

Currently the school's advice is not to go out and buy anything. BYOD is one aspect of our Online Safety initiative. We are in wider communication with colleagues in Aberdeenshire Council and we are exploring possible bulk purchasing deals and/or rental schemes. We aim to provide further information later.

However, if you do wish to buy a device, the school systems that your child will be required to access throughout their school career are available on a wide range of devices so there is not one particular device that would be better suited for your child to use at school.

You should consider what device you feel is better suited to your child's needs and your budget. For example, if your child is in senior school and is required to do extended pieces of writing, they may prefer to type on a laptop/Chromebook instead of a tablet. Some courses in the Senior Phase rely heavily on software that will only run on laptops of a minimum specification. E.g. Inventor for Graphic Communication. If you are concerned about your child carrying a large or heavy device to school, then a tablet may be better suited. What device would your child be more confident using?

There are a number of discounts available for pupils in education across a number of different companies. Some are listed below but all pupils can also access discount on technologies through the UniDays website. Pupils can sign up with their GLOW email address.

<https://www.myunidays.com/GB/en-GB/category/all-technology>

Microsoft Education Store

<https://www.microsoft.com/en-gb/store/b/student>

Apple Education Store



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https://www.apple.com/uk/shop/browse/home/education_routing/find_your_institution/access

Where hardship could result from purchasing a new device for school parents are asked to contact the school to discuss this.

Qu. How would you ensure safety of items when they are not in use? E.g. during P.E. What happens if a device gets stolen or damaged?

Pupils would be responsible for their device. Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in the school. The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at the school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home). The school recommends that the devices are made easily identifiable, have a protective case and are secured with a passcode or pin.

The PE Department already operates a system where valuables (e.g. phones) are collected at the start of each lesson and kept safe in the PE Base. This would be extended to other devices in PE.

Qu. What facilities will there be for charging if necessary?

Currently charging during school time would not be offered as a matter of course. This is due to several reasons, such as logistics, position of sockets, security of devices, PAT testing

We encourage pupils to make sure their device is fully charged before bringing it to school. In the past pupils have brought portable battery chargers to school with them to charge their device from throughout the day but we appreciate that this is not always possible.

As a school, we are considering solutions to this and will update pupils and parents when we have more information.

Qu. If a device has a technical problem during the school day will there be access to technicians to help?

Previously, if issues arose with school devices, teaching staff would support where possible, or where a bigger issue arises, school technicians would support. Staff would continue to support where possible. However, this cannot impede the learning and teaching of the class. We are looking at facilitating regular drop-in sessions for pupils to use to seek support about any technical problems that may arise during the school day.

Qu. What would happen should pupils forget their device or not able to bring one?

The school does have a limited number of devices that normally pupils can borrow during the school day. Currently this is restricted because of COVID-19 Risk Assessments. Teaching staff would always have a non-digital plan B to deliver teaching and learning.

Qu. Will they be expected to download large files, compromising their storage for personal use?

Pupils have access to a personal OneDrive through GLOW where they can save and work on documents. This means that pupils do not have to store any documents or resources on their device. Storing pieces of work on OneDrive also allows pupils to share their work easily with their teachers or collaborate on work together with their peers. Pupils will be supported with using OneDrive by their teachers.



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