



IT EQUIPMENT POLICY FOR STUDENTS

1. Introduction

- 1.1 In the 2020/21 academic year, students will have a component of remote learning as a part of their programme. An appropriate device, usually a laptop with access to relevant software, is a mandatory piece of equipment for all students.

2 Scope

The college will provide advice and guidance to students, apprentices, employers, parents and carers as to the preferred devices available for purchase, and course leaflets will detail this and any specific specialist software needed.

3 Responsibility

The Chief Operating Officer is responsible for the implementation of this Policy.

4 IT Equipment

Students and apprentices will need to plan to have access to equipment before they enrol as well as organising a quiet place to study from home if possible.

For those children where this is not possible the following should be pursued:

4.1 Children who are looked after (CLA)

Children who are looked after should be provided with a laptop by their social workers. Where this has not happened, the College will refer to Government policy and the funding contract for that academic year to determine if such funds were available from the vulnerable bursary grant. Should this purchase be possible, the College will refer to the guidance on whether this remains College property, building the capacity to support other students in subsequent years or in particular cases become the property of the student permanently.

Virtual schools must be made aware that it is College requirement for all CLAs and care leavers to have suitable IT equipment (generally a laptop) to access education at the college.

4.2 Students with EHCP

Generally, all students with EHCP will benefit from the use of technology to improve their numeracy, literacy, communication and ICT outcomes. Use of technology supports independence skills and the development of essential digital skills. Students who do not have access to this facility are disadvantaged and lag further behind their peers in terms of educational development.

Local Authorities informed that if a student does not currently have access to their own personal device, the College will charge a yearly fee for the loan of a laptop to a student. That charge along with any specialist software license costs, will be included on the schedule 2 claim. The laptop loan charge will be determined as per the College's fixed assets policy.

4.3 Students from low income families

Students from low income families who do not have a laptop will be asked to apply for a bursary and if they meet the bursary funding criteria, a laptop where available will be loaned to them for the academic year. If the College does not have the bursary funds available to meet the need, the College will make every endeavour to obtain further funds from the funding agency, offer support towards purchasing the equipment and investigate other avenues of support.

Students who do not meet these criteria do not have an entitlement to funded laptops. We will attempt to support these students by signposting to value for money devices and lease facilities. **(Appendix 1)** Students, where possible, will be given the opportunity to access the Learning Resource Centre in the college to use college based facilities if they are unable to acquire the use of a laptop.

5. Access to Policy

This Policy is available on the College intranet.

6. Mechanisms for Feedback

Constructive comment on the continued improvement of this Policy is welcomed and should be sent to the Director of Student Support.

7. Training and Guidance

Questions about this policy and/or procedure, and requests for training, guidance or information on this policy and/or procedure, should be directed to the Chief Operating Officer.

8. References

OSC33 Student Bursary Policy

- | | |
|---|--------------------------------|
| 9. Produced/Reviewed by: Director of Student Support | Date: 26 June 2020 |
| 10. Approved by: Directorate | Date: 15 July 2020 |
| 11. Approved by: Finance and Resources Committee | Date: 24 September 2020 |
| 12. Approved by: Corporation Board | Date: 10 December 2020 |
| 13. Review by: June 2021 | |
| 14. Policy Code: OSC07 | |

Appendix 1:

IT Specifications and information:

Recommendations for laptops/desktops for students:

Standard PC/Laptop Spec (general internet browsing, Office applications, Remote Desktop)

- i5 CPU
- 8GB-16GB RAM
- 256GB SSD
- Win10 64 Bit
- Reputable AntiVirus software e.g. Norton 360

High PC/Laptop Spec (As above plus Autocad, Adobe Creative Cloud, Graphics, Video editing)

- i7-i9 CPU
- 16GB-32GB RAM
- 512 GB SSD
- Win 10 64 Bit
- Reputable AntiVirus software e.g. Norton 360

In addition, the following organisations also have various educational discounts for hardware and Software:

Microsoft website for education :-

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

Apple:- Two options

1. Student visits the following Site

<https://www.apple.com/uk/shop/back-to-school>

From here the choice is:

- a) Signing up with Unidays, takes you through setting up an account with Unidays. ESC is listed in Unidays, so students / staff can signup using their College Email account.

The benefit of using Unidays, is you will also gain discounts from other suppliers as well as Apple.

2. Other options: Visit the Apple store, contact them by Phone or web chat.

A verification process needs to be followed to obtain student discounts.

Option 2, only applies to Apple Products.

The models on offer are Macbook Air, Macbook Pro.

The key is to ensure that students are advised to choose a SSD drive rather than a SAS HDD Drive. This will have the biggest impact on performance.