



Skipton Girls'
High School

Enhanced Learning using Laptops 2026



Lenovo 500w

The Purpose of our Laptop Scheme

First and foremost, our laptop scheme is about learning, not technology. It is designed to support students in accessing and engaging with their learning as effectively as possible.

Your child is growing up in a world where digital tools are an important part of everyday life and learning. When used well, technology can help students access a wide range of high-quality resources, organise their work, and develop independent learning skills that will benefit them both in school and beyond.

At Skipton Girls' High School, we make full use of high-quality digital resources to enhance learning. Our online platform, *Firefly*, provides a central space where students can access lesson materials, complete homework, and receive key school information. Some subjects also use specialist software, such as Adobe Photoshop in creative subjects and Soundtrap in Music. Technology also allows teachers to model work clearly, provide feedback more efficiently, and tailor learning to meet the needs of individual students.

At the same time, we are very clear that technology does not replace more traditional ways of learning. Discussion, reading, writing and practical activities remain at the heart of lessons. Instead, technology is used alongside these approaches, where it adds value and supports understanding.

Most young people are confident and comfortable using technology, but they also need guidance to use it safely, responsibly and in a focused way. Supporting students to develop these habits is an important part of what we do in school.

A key consideration for us is ensuring that all students have reliable and consistent access to the resources they need. In the past, shared ICT rooms and laptop trolleys have limited flexibility. Providing students with their own device allows them to work more easily in lessons and continue their learning at home without interruption.

To support this, the school operates a voluntary contribution scheme to help maintain and develop these resources for all students. In line with the scheme, laptops remain the property of the school for the duration of their use.

Overall, the laptop scheme is about ensuring that every student has the tools they need to learn effectively, develop independence, and make the most of the opportunities available to them.

What the Scheme Provides

Our aim is to offer a straightforward and reliable scheme that gives students access to the technology they need for their learning, alongside practical support for families.

Parents are asked to make a monthly contribution of £18.00 over three years (36 payments), starting from 1 September 2025. Students who are eligible for free school meals will receive a laptop at no cost and will not be asked to make any financial contribution.

As part of the scheme, your child will be provided with:

- A **Lenovo 500w Gen 5 12" laptop** (full specification is included at the end of this document)
- A wide range of **educational software**
- A **full three-year warranty**
- **Insurance** covering accidental damage and theft
- **Initial training** at the start of the scheme in September
- Ongoing **technical support in school**, including an annual "health check"

Students will be expected to bring their laptop to school each day. The device has been chosen with portability in mind—it is lightweight (1.3kg) and compact enough to fit comfortably into a school bag when stored in its protective case. This case should always be used when the laptop is not in use. The battery life is up to 12 hours, depending on usage, so it should last throughout the school day. The laptop will be used regularly in lessons and will also support learning at home.

What happens after 3 years?

The school will continue to provide technical support where possible after this time, but you will be responsible for the cost of any repairs after this time. The school's insurance cover will cease on this date so you will assume responsibility for providing any damage and theft insurance after this time. Most of the commercial software which is installed on the laptops is subject to an educational licence, so if the laptop is no longer being used at school (for example, if your child leaves the school) we will need to uninstall this software.

Your child will be given the chance to participate in a new charitable donation scheme upon completion of the original. This will be on a similar basis to the current scheme

Other financial information

The scheme includes the provision of the laptop, necessary software, a protective carry case and charger, along with insurance, warranty cover and access to technical support during the period of the scheme.

The school is not responsible for any additional costs associated with use of the laptop at home. This includes, for example, the cost of an internet connection, any additional equipment such as printers, memory sticks or external storage devices, or electricity used for charging. Similarly, the school cannot accept responsibility for any damage to other devices in the home or for any loss of data resulting from the use of, or issues with, the laptop.

In line with the expectations set out in the home–school agreement, the school reserves the right to seek a financial contribution if the terms of the agreement are not followed, or if loss or damage occurs outside the scope of the insurance cover.

Improper use of the laptop

We are confident that your child will gain significant benefit from using their laptop and will use it positively to support their learning.

However, as with all aspects of school life, there are clear expectations around how the laptop should be used. The school reserves the right to restrict, either temporarily or permanently, your child's use of the device if the conditions set out in the Home–School Agreement or Acceptable Use Policy are not followed.

In the unlikely event of repeated or serious breaches of these expectations, the school may need to withdraw the laptop permanently. In these circumstances, any contributions made towards the scheme up to that point would not be refunded.

Installation of software on the laptops

The laptop comes with a wide range of pre-installed software, and in most cases there should be no need to purchase anything additional. However, you may wish to install further software to support

use at home or to enhance its functionality. If you would like to do this, please contact the IT Support Team in school, who will be happy to advise and assist.

The laptop is provided primarily as a learning tool, and our general expectation is that any additional software installed should have a clear educational purpose. The school reserves the right to remove software that does not support learning, or any software that is illegal or could pose a risk to the device, your child, other students or the school network.

We recognise that there may be occasions where it is not immediately clear whether a particular program is appropriate. In these cases, we are happy to work with families to agree what is suitable before anything is installed. If you are unsure, please contact the school for advice—particularly before purchasing any software.

The following guidance may also be helpful:

- Any commercial software installed must be properly licensed, and you may be asked to provide proof of this
- Software that enables illegal file sharing must not be installed
- Software that allows access to the internet in school outside of the school network must not be installed
- Games should not be installed. The laptop is not designed for gaming, and this may affect its performance
- If there are specific programs you would like your child to have access to, or prefer them not to have, please let us know

Keeping Your Child Safe on the Internet

The school takes its responsibility to safeguard students online very seriously. In line with Department for Education guidance on digital and technology standards, we use both filtering and monitoring systems to help keep students safe and to protect the integrity of our systems.

Internet access within school is filtered and monitored to reduce the risk of students accessing content that is inappropriate or harmful. This includes material such as violent or explicit content, as well as certain websites and applications including social networking, chat rooms and instant messaging services.

In addition to this, all laptops provided through the school scheme have monitoring software (Senso Cloud) installed. This software helps the school identify potential safeguarding concerns by monitoring activity on the device. It looks for patterns or keywords that may indicate a risk and alerts the school's safeguarding team where necessary. These alerts are reviewed carefully and, where appropriate, followed up sensitively with the student.

It is important to understand that Senso is a **monitoring tool** and does not block websites or internet content.

- **Within school**, all devices are protected by the school's filtering systems, which prevent access to inappropriate material.
- **Outside school**, when the laptop connects to a home network, it will have the same level of internet access as other devices in your home (such as phones or games consoles).

The monitoring software continues to operate at all times, including evenings, weekends and school holidays. Alerts raised during the school day are responded to promptly, and any concerns identified outside school hours will be reviewed by the safeguarding team on the next school day.

Online safety is a shared responsibility between school and home. When the device is used outside of school, parents and carers are responsible for any additional filtering or controls within the home environment.

As the laptop is issued to your child, any activity on the device is recorded against their profile. For this reason, we strongly recommend that it is used only by your child.

We encourage all families to take an active role in supporting safe and responsible internet use. Open and ongoing conversations are essential. We recommend discussing clear expectations with your child, including:

- not sharing personal information online
- thinking carefully about who they communicate with
- not arranging to meet anyone they have only met online
- telling a trusted adult if something online causes concern
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You may also wish to consider how internet use is managed at home, including where devices are used and for how long. Where possible, use in shared family spaces can help to support safe and appropriate use, although we recognise that this may not always be practical.

The school will continue to promote online safety through its curriculum and pastoral support. If you have any concerns about your child's online activity, please contact the school so that we can work together to support them.

Questions and Answers

Here are answers to some of the questions you may have. If you have any further queries, please do not hesitate to contact our IT department via telephone or email at help@sghs.org.uk.

What is the monthly contribution?

The contribution to the scheme is £17.00 per month over three years. The laptop is fully insured against theft and accidental damage. If it develops a fault due to a manufacturing issue, it will be repaired or replaced at no cost.

All required software is provided by the school, and technical support is available throughout the duration of the scheme.

If your child is currently eligible for free school meals, or has been at any point in the past six years, the school will provide a laptop at no cost.

- **When does my child get the laptop?**

We anticipate giving out laptops to students as soon as possible at the beginning of the school year. Contributions will also commence in September.

- **What happens if the laptop is stolen or damaged?**

Theft needs to be reported to the school immediately to activate our insurance cover. In addition, thefts will need to be reported to the police. All theft is covered by the policy except if the theft is from an unattended car where the laptop was visible, or if the car was unlocked or if stolen when left unattended in a public place. All accidental damage is covered as long as the laptop is kept in its protective case when not in use, or unless the laptop is wilfully damaged.

- **Can I install additional software on the machine?**

The laptop is intended for education, so any extra software installed must be compatible with this and must not adversely affect the performance of the machine or put the school network at risk. Evidence of ownership of any commercial software would also be needed. Software such as drivers needed to run printers or other peripherals at home would be an obvious example of software which

could be added. Some software without direct educational use can be added at your and the school's discretion, particularly if the laptop will be used by others in your family. If you have any queries about this please discuss them with the school. Games software should not be added.

- **Can the laptop be used in the evening or at weekends?**

Yes, of course. Your child will be free to take her laptop home provided she brings it with her each day to use in school and transports it in its protective case.

- **Will my child be safe using her laptop?**

Your child's use of the internet at school will be monitored and is controlled by our internet filtering system which is designed to prevent access to sites containing unsuitable material, social networking sites and chat rooms. For internet use at home we would suggest that you adopt the same common sense approach which we would recommend for any device which can connect to the internet (which includes most games consoles and mobile phones). This would include discussing the possible risks of the internet with your child and considering situating these devices in areas of the home which can be easily monitored. If you wish to discuss this further please talk to the ICT support team or senior staff at the school.

- **Can I buy a laptop on the High Street instead?**

No. We will not be able to allow access to the school network from machines other than these. The devices the school purchase are education specific devices designed for the education environment. The school's purchasing power means that we have been able to obtain the package much more cheaply than would be possible for an individual parent.

- **What happens if I do not join the scheme?**

We will provide laptop computers for use within the school day for students whose parents have opted out of the scheme and will ensure that these students are not disadvantaged in lesson time. Laptops will be made available on a loan basis for individual lessons, but this does not extend to home use. If your child receives free school meals now or has at any time in the past six years, the school will provide your child with a laptop at no cost.

- **What happens if my child leaves the school?**

Contributions last only until the end of Year 9 so it is unlikely that this will arise. However, if your child does leave the school during this time the laptop can be returned to school and the direct debit will be cancelled. Alternatively, the outstanding balance can be paid in full and ownership of the laptop will be transferred to you.

Laptop Insurance Scheme

Please note that this policy covers the unit for the duration of your scheme.

Laptop Support

Laptops are supplied as an aid to learning and a tool to be used for this purpose. The devices are supplied configured for use and ready to fully interact with all the school's ICT services e.g. wireless network, school email, learning platform access and printing. A basic starter guide to the device is also included along with a carrying case and any other accessories necessary.

Laptop support is the responsibility of the ICT Support Team. All software issues are dealt with in house by the ICT support team. Any hardware fault will be initially diagnosed by a member of the ICT support team, and when necessary, a replacement laptop will be issued to the student. All hardware repairs will be carried out onsite by an engineer from the relevant support company.

Where a student has a problem with their laptop but needs a device for their current lesson, the ICT Support Team will endeavour to provide them with a laptop for that particular lesson. No student should be without a laptop for any longer than one school day. Should it be deemed necessary for a student to be provided with a spare for longer than one school day, all efforts will be made to transfer the student's school work from one device to another.

Laptop Insurance Claims

Please Note – All devices are supplied with a protective carrying case. Failure to use this case when transporting the device will render any insurance claim invalid.

All student laptops are insured through a 'Self Insurance Scheme' operated by the ICT Support Team, in case of accidental damage and theft. Any instances of these must be reported to the ICT Support team within 14 days of any incident.

If a student informs the ICT Support team of accidental damage or theft they will be handed a damage/theft report form which should be filled in and signed by the student's parent/carers. This form is then returned to school where it is counter signed by a member of the Senior Leadership Team.

Laptop Insurance Claims cont.

Any suspicious or dubious claims will be referred to a member of the Senior Leadership Team who will be responsible for pursuing further information if necessary.

Claims will be validated by a member of the Senior Leadership Team and the IT Support Manager and their decision will be final.

The ICT Support Team will then undertake any repairs necessary. Once repaired and any necessary data transfer has been completed, the laptop will be returned to the student,

Any damage that occurs to a laptop that is not reported within the appropriate timescales, or is a result of negligence e.g. wilful damage or through failure to use the protective case provided, will not be covered by the insurance scheme. The cost of the repairs to any device that falls into this category will be the responsibility of the parents/carers. Once notified of the cost of the repair by the ICT Support Team, the Finance Department will issue a letter to the parents concerned pursuing the cost of the repair.

What is Covered by the Scheme

Accidental damage where this is not the result of negligence.
Loss or theft within the confines of the school, school outings.

What is Not Covered by the Scheme

Handling or use of the equipment that is not in accordance with the manufacturer's instructions as set out in their handbook which is supplied with the equipment.

Damage as a result of failure to use the protective case supplied for transporting the device.

Intentional Acts

- Intentional act or neglect on the part of the student.
- Intentional or reckless overloading of or the imposition of any abnormal conditions on the equipment.

Use by others

- Anyone other than the student or a member of their immediate family or a member of staff.

Laptop Insurance Claims cont.

- Any incident where the equipment has been left unattended without reasonable precautions having been taken to safeguard it.
- Acts of Terrorism or War
- Loss or theft outside of the confines of the school or on school outings, theft from students' homes.
- Natural Disasters e.g. Earthquakes, Floods

Limitations

One claim is allowed in any twelve month period. For each subsequent claim in the same twelve month period there will be an excess charge of £50.

Auditing

Laptop auditing will take place once a school year for each year group. During this process laptops will be inspected for damage, illegal and malicious software and to ensure all updates are being applied as necessary.

Note: What happens if damage is discovered at this point or illegal/malicious software is discovered?

If the damage is severe enough to affect functionality or the manufacturer's warranty, then this may need to be repaired with the cost covered by parents. This is because there will have been an undue passage of time between the damage occurring and us having the opportunity to fix it which will potentially invalidate the warranty/insurance policy.

Full Laptop Specification

Product Description: Lenovo 500w 2-in-1 Gen 5 - 12.2" Touch Screen

Operating System: Win 11 Education

Processor: Intel N-series N150 up to 3.6 GHz / 6 MB Cache

Memory: 8 GB LPDDR5 (provided memory is soldered)

Storage: 256 GB SSD - NVMe

Display: 12.2" touchscreen 1920 x 1200 / WUXGA @ 60 Hz

Graphics: Intel Graphics

Input Device: Digitizer, digital pen

Keyboard: UK

Integrated Webcam: Yes

Networking: 802.11a/b/g/n/ac/ax (Wi-Fi 6E), Bluetooth 5.3

Battery: Up to 13 hours

Security: Discrete Trusted Platform Module (TPM 2.0) Security Chip

Dimensions: (WxDxH) 28.7 cm x 20.8 cm x 1.975 cm

Weight: 1.33 kg

Carbon Footprint: 154 kg carbon emissions