MARITIME ACADEMY

STUDENT ONE:ONE POLICY & LOAN AGREEMENT (TSAT)

2026-2027

Maritime Academy

Part of the Thinking Schools Academy Trust

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THINKING SCHOOLS ACADEMY TRUST

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STRENGTH – PRIDE – UNITY

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1. Introduction

1.1 The Thinking Schools Academy Trust recognises the impact technology can have to empower independent learning through digital learning resources that students can access at anytime from anywhere to support students to 'Make Learning Last'. This Policy provides the guidelines of operating a One:One device scheme which Academies may choose to implement to offer parents/carers the opportunity to be loaned a secure & managed personal device for their child to support learning in school and at home whilst enrolled at the Academy.

1.2 The Student One:One Device Policy aims to promote safe and appropriate practice through establishing clear guidelines for how the One:One device scheme is managed & operated and how One:One devices are used to enhance learning in school and at home.

1.3 This policy applies to all students who have access to a One:One device that was loaned to them by the Academy and is managed by the Trust's ICT Department.

1.4 The Student One:One Device Policy should be read in conjunction with the Trust's ICT Acceptable Use, ICT Monitoring and Mobile Device Policies.

2. Definitions

2.1 The *"Trust"* means Thinking Schools Academy Trust and all its Academies.

2.2 The *"Academy"* means a school within the Thinking Schools Academy Trust.

2.3 *"Client Device"* means laptops, tablets, smartphones, desktop computers or other electronic equipment that could be used for the carrying out of Trust business or the Processing or storing of information.

2.4 *"Personal Device"* means a Client Device not directly owned by the Trust.

2.5 *"One:One Device"* means a Personal Device that is managed and supported by the Trust.

2.6 *"One:One Device Scheme"* means the operating model used for procurement & support of One:One devices through The Thinking Schools Academy Trust.

2.7 *"BYOD"* means bring your own device, which specifically refers to the use of a personal device within the Academy for educational purposes.

2.8 *"ICT Facilities"* means all devices, facilities, systems, and services including, but not limited to, network infrastructure, ICT Devices, software, websites, web applications or services and any device, system or service which may become available in the future which is provided as part of the ICT service.

2.9 *"Users"* means directors, committee members, Regional Governing Bodies, Academy Advisory Boards, staff, students, trainees, volunteers, temporary guests, and all other persons authorised by the Trust to use the ICT Facilities.

2.10 *"Personal use"* means any use or activity not directly related to the students' study or purpose.

3. Policy Statements

3.1 When in use within the Academy, One:One devices should only be used to support learning and must not be used for any personal use or other activities unless expressly authorised by the Academy.

3.2 One:One devices should be fully charged before being brought into the Academy. It is the responsibility of the student to ensure that their One:One device is charged at home ready for use in school the following day.

3.3 The Academy will not be able to provide students with a temporary One:One device in the event that their device is not sufficiently charged.

3.4 It is at the discretion of the Academy to provide charging facilities for One:One devices, where charging facilities are provided these must only be used once the equipment has been PAT tested. One:One devices must only be charged in the location(s) identified by the Academy and without cables trailing across the floor to prevent trip hazards. Where students lose or damage their chargers Parents/Carers will be charged for replacement. In selected areas of school, we have installed charging stations for students to be able to charge their devices on breaks where required.

3.5 Where charging facilities are provided, the Academy will arrange for equipment to be PAT tested by a certified third-party.

3.6 Students are strongly advised not to save files to the local hard drive. Any documents stored locally on the device may be permanently lost, if the device is stolen or damaged, or sent back for repair. Instead, students are encouraged to save documents in their Microsoft OneDrive storage.

3.7 If students choose to save personal documents locally on their One:One device, it is recommended that these documents are backed up to an alternative storage device, as the Trust is not able to recover files that are stored locally on One:One devices. Additionally, the Trust accepts no liability for any loss of data stored locally on One:One devices.

3.8 One:One devices are accessed using the student's Trust Office365 user account. One:One devices cannot be accessed using any other personal accounts and it is not possible for

additional local user accounts to be created on One:One devices.

3.9 Students will not be able to print from their One:One device, instead students are encouraged to minimise the impact on the environment through electronic file sharing

within Microsoft Office365. Printing essential schoolwork can be facilitated by accessing a shared device within the Academy that is connected to the Trust's ICT Facilities.

4. Pupil Safety

4.1 The Trust is aware of the additional risk students may face on their way to and from school carrying their One:One device.

4.2 Students should ensure that their One:One device is kept in their bag and out of sight whilst travelling to and from school.

4.3 In the event that a student is approached for their One:One device they should hand over the device without resistance and report the incident as soon as possible to the Academy, who will support with informing the Police.

5. Monitoring

5.1 The Trust may monitor the usage of One:One devices and has access to reports on any Internet sites that have been visited. Such monitoring will be performed in compliance with this policy and the Trust's ICT Monitoring policy.

5.2 Student One:One devices will be supplied with a pre-installed Internet Filtering solution which will reduce the risk of students accessing inappropriate or harmful content on the Internet. The filtering solution is active in school and at home.

5.3 The Academy will not actively monitor browsing activity of One:One devices outside of the school. However, the filtering solution is configured to send alert notifications to the designated safeguarding lead in the event that a student is repeatedly attempting to access a harmful website.

5.4 To help ensure that students remain on-task during lessons, teaching staff have access to a classroom management application that monitors the screen activity of all One:One devices within the classroom.

5.5 Teaching staff must only access the classroom management tool within the Academy and during the school day. Under no circumstances are staff to attempt to use the classroom management tool at any other times.

6. Device Management

6.1 The Trust is responsible for software & security maintenance of One:One devices. This includes operating system updates, software updates and the configuration of security settings.

6.2 One:One devices will be managed through the Trust's Mobile Device Management system, which will apply configuration settings and software updates to One:One devices remotely.

6.3 The management, configuration and monitoring applied to One:One devices will be applied in accordance with the Trust's Safeguarding and ICT Acceptable Use Polices.

6.4 To provide a safe and secure environment for students to access their learning, some features within the Operating System may be disabled for security purposes.

6.5 When a software update requires the device to be restarted for the update to install, a notification prompt will be displayed. Students are advised to restart their One:One device at their earliest convivence to prevent the device from forcibly applying the update during an inconvenient time.

6.6 The Mobile Device Management system provides the functionality to lock or remotely wipe devices in the event that a One:One device is lost or stolen.

6.7 Students, parents and carers must not make any attempts to circumvent the security controls enforced on One:One devices.

6.8 Additional software applications that are not provided by the Academy cannot be installed onto One:One devices.

7. Support and Training

7.1 When One:One devices are available for collection, the Academy will arrange for students to attend an introduction session, during which support will be provided to assist with using the device for the first time.

7.2 During the introduction session, students will be explained how to engage in purposeful use of their devices at school and home. The training will include that their device is an educational tool and to enhance their educational experiences.

7.3 In the event that a student encounters a software fault with their One:One device, the Academy will provide a temporary device until such time that the technical fault has been resolved.

7.4 All requests for support of One:One devices should be logged with the 'One:One help centre' within the Academy or in the event that the 'One:One help centre' is closed support requests should be raised with a teacher who can raise a helpdesk ticket on the student's behalf.

7.5 Students are able to access technical support from the 'Dockyard' within the Academy during school hours. The Academy is unable to provide out of hours technical support for One:One devices. Students can visit the Dockyard with lanyard permission between the hours 8:30am - 9am and without lanyard permission between 3pm – 3:45pm.

8. Payment Scheme & Device Ownership

8.1 Students and parents/carers must sign the One:One device agreements in appendix 1 (shared through MCAS). The Academy will not issue any One:One devices to students who have not signed & returned the agreements.

8.2 Once a signed copy of the parent One:One device agreement has been provided to the Academy, the Academy will make arrangements to provide a One:One device. The Academy will notify parents/carers when the device is available for collection, the device must be collected within the school.

8.3 The One:One device remains the property of the Trust at all times. Students should take care of their One:One device and treat it as per the school's behaviour policy/One:One agreement.

8.4 If the student leaves the Academy, the device must be returned to the Academy with all supplied accessories and in good condition, subject to reasonable wear and tear. A fine and visit will be provided if the device and charger is not returned.

8.5 If a One:One device is damaged and a payment is needed, a letter/communication will follow to parent either through MCAS or email to make or arrange payments

8.6 If for any reason you're unable to provide payment in full please contact the school to discuss if a payment plan is an option.

9. Accidental Damage, Loss, Theft, and Insurance

9.1 The Academy must be informed of any accidental damage, loss or theft of the device within 48 hours. In the event of loss or theft the Academy will endeavor to provide a replacement device for the student to be able to continue to access learning. However, in circumstances of repeated accidental damage to the device or loss of the device it is at the discretion of the Academy whether to allow the device to be taken home at the end of the school day and remain at the Academy.

9.2 The academy takes no responsibility for any damage, loss, malware, theft or insurance of any device not the property of the academy, used within the academy premises, including any event which causes the device not to function. We will investigate the theft, but not the loss of a device. If a device is stolen or damaged while on school premises, it must be reported to The Dockyard

immediately for the incident to be logged. If a device is lost or stolen, the parent/carer is liable to pay the full cost to replace the same device.

9.3 It is the students'/parents' responsibility to ensure that they have sufficient personal insurance to adequately cover the device for any such occurrence. Any other costs, including the download of data, incurred while using devices, are not chargeable against the Academy and are the sole responsibility of the parent/carer.

9.4 All repairs for damaged or faulty equipment will be arranged by the Academy, as any unauthorised repairs will invalidate the accidental damage policy.

9.5 When a device has manufacturing defects and needs to be returned to a supplier or repaired in house by our IT team, we will use our best endeavors to issue a temporary loan laptop. Once the device is returned to the Academy, the student will be contacted to arrange collection for their original device and return of the loan laptop.

9.6 Whereby a repair for a One:One device will incur an additional charge, parents/carers will be contacted by the Academy to confirm the cost of repair before any repairs are undertaken.

9.7 Some accidental damages will incur additional costs which parents/carers will be required to cover as per the table below.

9.8 The table below outlines damages and repair costs to be paid for by parents/carers. A replacement charger will be at a cost of £16.50.

9.9

	Damage repairable in house	New laptop needs to be ordered due to damage
Cost to parent	£40	100% of the total cost of the device.

10. Equal Opportunities

10.1 To ensure that all students have access to their own One:One device, the Academy will provide a device to support curriculum activities when a student is enrolled at the Academy. Only devices that are provided by the Academy can be used in school.

11. Review

11.1 This policy will be reviewed every year and may be subject to change.

Appendix 1a – Parent/Carer One:One Device Agreement

Parents and Carers should sign below to show that you have read, understood, and agree to the conditions of the One:One Device Policy, are clear what equipment you are being provided by the Academy and how the device will be managed and supported. If you do not sign and return this agreement, your child will not be issued with a One:One device that they can use outside of school.

I understand that:

my child is responsible for the care and appropriate use of their One:One device;

if my child violates the guidelines agreed to in the Student One:One Device Loan Agreement, his/her privilege to use the device at home may be restricted or removed;

to provide a secure experience for learning, the One:One device will be managed by the Thinking Schools Academy Trust and that usage of the device may be monitored in accordance with the Trust's ICT Monitoring & Acceptable Use polices;

I may be liable to cover any repair costs that are incurred in the first instance of repair; in the event that the One:One device is lost or stolen, I will notify the Academy as soon as possible, and not more than 48hours, and will supply a crime reference number if the device was stolen;

additional user accounts or software cannot be installed on the One:One device;

if my child leaves the Academy, the device and all accessories will be returned to The Academy; the device remains the property of the Academy at all times;

Equipment/Services

Lenovo ThinkPad X390 Yoga 256 GB
Lenovo Laptop ThinkPad X13 Yoga Gen 1
Lenovo Laptop Thinkpad Yoga 380
Microsoft Laptop Surface Go
HP 840 G5 14" I5-8250U 16GB/256GB-SSD/W11P

**Remove as required*

I agree to the conditions of the One:One device scheme and agree for my child to be enrolled in the One:One device scheme for the time they remain enrolled at the academy.

Print Name .....

Signed .....

Date: .....

- *This agreement is shared through MCAS and the MCAS signed agreement agrees with Maritime Academies One:One policy.*

Appendix 1b – Student One:One Device Agreement

I understand that I must use my One:One device in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

- I understand that whilst using my One:One device that I am responsible for my actions, both inside and outside of the Academy;
- I understand that whilst using my One:One device in the Academy that is primarily intended for educational use and that I will not use it for personal or recreational use unless I have prior permission;
- I understand that I am responsible for looking after my One:One device and will ensure to keep my One:One device in my bag and in the protective clamshell case or protective sleeve at all times;
- I understand that when travelling to and from the Academy that I should take steps to ensure that my One:One device is not visible to other members of the public, but if I am approached for my One:One device that I should protect myself handing over my device without resistance and reporting the incident as soon as possible to a parent/carer, Academy or the Police;
- I understand that I must bring my One:One device into the Academy every day and ensure that it has a fully charged battery;
- I understand that to provide a safe experience whilst using my One:One device that the device is managed by the Trust's Mobile Device Management system and that the Academy may monitor my use of my One:One device to keep me safe;
- I will respect others student's One:One devices and will not attempt to access, deface, or vandalise another student's One:One devices;
- I understand there are risks when using the systems and services, and will not try to upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- I will not install or attempt to install or store programmes of any type onto my One:One device, nor will I try to alter any settings applied to my One:One device;
- Whilst using my One:One device or accessing other ICT Facilities provided by the Academy I will ensure my behaviour is in accordance with the Acceptable Use Agreement.
- I understand that if I fail to comply with this One:One Device Agreement, I will be subject to disciplinary action. This may include loss of access to use my One:One device outside of school.
- I understand that I will receive a school sanction de-merit and/ or detention (during/ afterschool) for not fully charging/ damaging/ graffiti or any other associated damages as explained in the policy.

Student Print Name ……

Parent/ Carers Print Name.....

Signed .....

Date: .....

We obtain this data to enable us to function effectively as an education provider or for statutory reasons. For further information on how yours or your child's data is used, shared, kept secure and retained please refer to our Privacy Notice which is enclosed.

If yours or your child's data changes at any point, please contact us at office@maritimeacademy.org.uk to so that we can amend the data.

If this document is lost and found please return securely to The Thinking Schools Academy Trust, Park Crescent, Chatham, Kent, ME4 6NR, contact us on privacy@tsatrust.org.uk or call on 0333 360 2000