
Report To:	Education & Communities Committee	Date:	1 September 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/083/20
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Items for Noting (Education)		

1.0 PURPOSE

1.1 The purpose of this report is to present items for noting only and the following report is submitted for the Committee's information:

- Allocation of laptops to pupils from Council and Scottish Government funding and development of long-term digital learning strategy.

2.0 RECOMMENDATION

2.1 That the above report be noted.

Report To:	Education & Communities Committee	Date:	1 September 2020
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/33/20/NG
Contact Officer:	Norman Greenshields	Contact No:	
Subject:	Allocation of laptops to pupils from Council and Scottish Government funding and development of long term digital learning strategy		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on the policy and procedures to be used by Inverclyde Education Services in the allocation of digital devices to secondary pupils for home learning.
- 1.2 This report also updates the Committee on the need for Education Services to develop a longer term digital access and digital learning strategy. The report highlights some initial thoughts on the direction that this strategy is likely to encompass.

2.0 SUMMARY

- 2.1 On 16th June 2020, the Policy and Resources Executive Sub Committee approved Education Services proposals to invest in the upgrading of Wi-Fi infrastructure in our Secondary school estate and connectivity across all of our educational establishments. It also approved funding to allow the purchase of laptop devices which would be allocated to secondary pupils required to enable them to engage in their learning, from home. This would be on a loan basis only.
- 2.2 Inverclyde Education Services and ICT Services subsequently also submitted, on 10 July 2020, a grant bid for Scottish Government funding to further extend our ability to provide pupils with laptops at home plus additional internet connectivity for a number of these devices.
- 2.3 The administration, allocation and management of these devices will be overseen by the Inverclyde Attainment Challenge team with a Project Development Officer being identified as part of that team. The funding of this project officer post will come from the Inverclyde Attainment Challenge.
- 2.4 Technical support for these devices will be provided by a temporary increase in resources from within the ICT Services team.
- 2.5 The allocation of these devices to pupils for home learning is just one aspect of an Education Services digital access and digital learning strategy paper which is being developed. This strategy paper will be presented to the Committee at a future date.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Education and Communities Committee:
 - (i) Notes the criteria underpinning the allocation of laptops/internet connectivity through an application process, focused towards Secondary pupils who are currently receiving a

- clothing grant/free school meals and who do not have access to a device at home for learning purposes.
- (ii) Notes that Education Services will now develop a longer term, sustainable digital access strategy which will encourage greater use of the improved changes made to Wi-Fi infrastructure in Secondary Schools and internet connectivity speeds across all of the education estate.

Ruth Binks
Corporate Director
Education , Communities and Organisational Development

4.0 BACKGROUND

- 4.1 Funding was approved by the Policy and Resources Executive Sub Committee on 16 June 2020, that allowed Education Services to purchase 315 laptop devices for students.
- 4.2 A Scottish Government Grant has now enabled the Council to extend the number of laptop devices to a total of 1200, 350 of which will directly be fitted with internet connectivity. In addition, Young Scot funding has secured dongles for internet connectivity for an additional 100 devices, further extending capacity to offer home connectivity to families who currently do not have this access.
- 4.3 A previous Policy and Resources Executive Sub-Committee meeting raised concerns about families who may struggle with the increased costs of electricity charges for the operation of these devices. Further investigation into these concerns by Education Services has identified that the additional cost of electricity in running a laptop device over a year comes in at less than £10 per device for a full year. Given the low cost of the electricity required, it is recommended that no extra financial contribution is given to families above the provision of a device, however schools and I youth zones should remain sensitive to any child who may need to charge a device.

These additional devices ultimately belong to the Council and an insurance policy will not be taken out to cover damage/loss of such devices when held by the students as this would be cost prohibitive. In addition, all the new laptops include a 3 year warranty which covers most aspects of faults to the system. It does not however cover damage caused by the user. The project administration team will aim to keep a small bank of laptops to be issued as a replacement to students in the event of issues of damage or loss.

- 4.4 Education Services have already liaised with their schools and families to identify the names of secondary students who have struggled to access digital learning resources during the Covid19 lockdown process. A number of these students have already been issued with devices supplied in conjunction with Belville Community Garden Trust. The proposed allocation of these new devices will take into account these students, ensuring that they have the best device required, to support their learning needs and should enable the Belville devices to be allocated to support young adults preparing for or seeking future employment.
- 4.5 The laptop devices being issued can be used by the pupils both in school and at home. It is envisaged that initially these devices will remain at home until the work to strengthen the school Wi-Fi infrastructure and school connectivity is put in place. The estimated timescales for the completion of this work is for after the October break 2020.
- 4.6 Although the orders for purchasing these devices have been placed, there is likely to be a delay in the delivery of the laptops due to the current high level of demand, nationally, for these type of devices. All laptops have been purchased through the National purchasing frameworks to ensure best value to the Council. These devices will then be asset tagged and setup for home use and will be issued to the pupils as quickly as possible.

5.0 ALLOCATION OF LAPTOP PROCESSES

- 5.1 In order to apply for the loan of a laptop device (and if required internet connectivity), the student must meet the following criteria:
 - Be a secondary pupil in one of the six Inverclyde secondary schools or two ASN Schools
 - Be in receipt of a clothing grant/free school meals
- 5.2 The Inverclyde Attainment Challenge administration team has identified all students who meet these criteria and will monitor the process of application.
- 5.3 All families with students meeting the above criteria will be issued with an application form on

17 August 2020. A hard copy of the application form will be given to each student and a Groupcall text/email message will also be sent to parents alerting them to this happening. This should minimise the chances of parents missing out on the chance to apply. The deadline for submission will be 28 August 2020. (See Appendix 1).

- 5.4 Families will be informed in writing of whether they have been allocated a device and of the process required for collection. The student and the parent will be asked to sign a laptop loan agreement detailing their responsibilities and also the process of returning the device when they leave their secondary education. (See Appendix 2).
- 5.5 The Project Development Officer in conjunction with ICT Services will support the process of getting students set up to use these devices at home and also to provide advice and support when issues arise with the devices. Officers will also ensure that when a device is returned at the end of its loan period, the device is correctly cleansed of data before being allocated to the next pupil.

6.0 IMPACT UPON LONGER TERM DIGITAL STRATEGY

- 6.1 The development of the Inverclyde blended learning model used during the Covid 19 situation has highlighted the additional value and benefits that digital learning approaches can bring. Many learners have demonstrated a strengthened ability to take responsibility for improving the quality of their coursework. Others have found freedom to be creative and imaginative in the way they present their thoughts and understanding. Staff have increasingly made use of a wider range of digital learning resources and have been able to provide feedback to students quickly and effectively. These strategies and resources have enhanced the learning opportunities for our children and young people and demonstrated the importance of learning within real life contexts.

Throughout this pandemic, the digital skills of staff and learners has been growing both in terms of breadth and confidence. The importance of continuing to develop these digital skills within our young people for learning, life and work, has never been more apparent.

For these reasons, Education Services now consider this to be the best time to pause, reflect upon these experiences and to look at reshaping and developing their longer term digital learning strategy. This strategy will encompass pedagogical development, staff professional learning and the direct links to lesson planning and classroom practice. The Attainment Challenge, Digital Literacy Coaching and Modelling Officer will continue to help develop and strengthen the blended learning approaches that are used by our teaching staff. This will help ensure that these methodologies are in place, should for any reason, schools have to go back into lockdown in future.

- 6.2 The use of pre-recorded lessons and applications such as Microsoft Teams are now widely used tools to support learning approaches and will assist in responding to the challenges currently being faced by the students, particularly when a physical presence in the building may not be possible.
- 6.3 Education Services have continued to work with West Partnership and Education Scotland colleagues to further develop our digital approaches, including increasing the bank of recorded lessons and the implementation of the Clickview Application. The ability to revisit the learning at a later time will assist students in strengthening their understanding of the coursework. This model of learning ultimately may lead to a new way of delivering the consortium courses which in turn could reduce transport costs associated with the current arrangements. This model of distance learning is in place across a number of other authorities and has enabled students to access learning not normally available in their own schools.
- 6.4 This can only be done in conjunction with changes to the way we currently manage and refresh our school computer estate. The Project Development Officer will work with the Education Officer with responsibility for ICT within Education, ICT services personnel and the Digital Literacy Officer (currently in post through the Attainment Challenge) to ensure that the

widening of pupil access to these laptops and greater use of pupils' own devices is strengthened and is reflected in our future Digital Access and Digital Learning strategy.

Currently secondary students and staff can access the Bring Your Own Devices (BYOD) wireless connection within their schools. This connection however will need to be redesigned to suit the larger numbers of devices that will be accessing it in future, at any one time.

7.0 IMPLICATIONS

Finance

- 7.1 The funding for the 1200 lap tops and connectivity comes from external sources and at present is one-off in nature. Any costs arising from the refreshed Digital Strategy will be included in a future report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments

Legal

- 7.2 No implications

Human Resources

- 7.3 No implications

Equalities

- 7.4 Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES
✓	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been
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	completed.
✓	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
✓	NO

Repopulation

7.5 No implications.

8.0 CONSULTATIONS

8.1 N/A.

9.0 BACKGROUND PAPERS

9.1 N/A.

Inverclyde Education Services

Senior Student Laptop Loan Scheme Application Form

Inverclyde Education Services

Wallace Place

Greenock

PA15 1JB

Inverclyde Council is obliged to comply with current Data Protection Laws. Information provided by you will be held by the Council. Such information will be used to recognise the rights of parents to make an application for a loan of a laptop and internet connectivity. The Council is under obligation to manage public funds properly. Accordingly, information that you provide may be used to prevent and detect fraud. By signing this form you have given consent for data processing. Please note that information provided by you may be held by the Council in computer files for use by the Council in planning and administration of services.

How can we help your child access remote learning from home?

In recent months, the importance of children being able to continue their learning at home has become more evident. Indeed as schools have adapted their learning routines to include more digital learning and direct online access to teacher support, the need for all secondary students to be able to access online resources and teaching interactions has become even more important.

Inverclyde Council in conjunction with Scottish Government and the Belville Community Trust have been seeking to widen access to digital access to more of our students.

We will now seek to provide a loan of a laptop device and internet connectivity (where required) if:

- A child is within an Inverclyde Authority Secondary School and currently is in receipt of free school meals.

What the loan scheme involves?

Inverclyde secondary schools will continue to work with their families to identify students who need support at home to access digital learning and teaching. This is based upon the engagement of students in their blended learning approaches and the need for them to access learning resources online.

However each family is required to complete an application form and submit it to the address provided.

A successful application can result in the following:

- A laptop being issued to a secondary pupil where they already have access to the internet at home.
- An internet enabled laptop being issued to a secondary pupil where there is currently no access to the internet at home.
- Subject to demand, where necessary a laptop may be issued to a household instead of an individual pupil.

When to apply for this loan scheme

Inverclyde will have a limited number of laptops available to distribute. As the demand for these laptops is expected to be high, it is essential that you apply before the closing date of **Friday 28 August 2020**.

What happens after you apply?

The Council will require some time to organise the setup of the laptops to ensure they can be safely used at home.

You will be informed by letter of the outcome of your application. If successful, you will be contacted to arrange collection of the laptop, most likely at the secondary school that your child attends. This is required, as a loan agreement form needs to be signed by the parent and the pupil. We will arrange for your child to be supported in setting up the laptop, so that it is ready to be used at home.

Your child will also be reminded of the need for them to ensure that it is looked after at all times and is on loan. Further technical assistance will be offered to ensure that any difficulties with the laptop are overcome.

Should the laptop be damaged or stolen, we would ask that you alert the school to that issue at that time.

What happens when your child leaves the school?

Just as we do currently with our school text books, your child will be asked to return the laptop before they leave. A receipt note will be given to your child to show that this has been done. All data will then be cleansed from the laptop to ensure that no information is handed on to the next user.

Inverclyde Council is obliged to comply with current Data Protection Laws. Information provided by you will be held by the Council. Such information will be used to recognise the rights of parents to make an application for a loan of a laptop and internet connectivity. The Council is under obligation to manage public funds properly. Accordingly, information that you provide may be used to prevent and detect fraud. By signing this form you have given consent for data processing. Please note that information provided by you may be held by the Council in computer files for use by the Council in planning and administration of services.

Application Form: Loan of Laptop/internet connectivity

This application form should only be used by parents of children in Secondary Education who currently are in receipt of Free School Meals.

Please complete all sections of this form where applicable. The form should be returned **by 28 August 2020** to:

**Attainment Challenge Admin Team
c/o Education Services
Wallace Place
Greenock
PA15 1JB**

Name of Parent/Guardian					
Address					
Post Code		Contact Telephone Number			
Name of 1st child		Name of Secondary school			
Name of 2rd child		Name of Secondary school			
Name of 3rd child		Name of Secondary school			
Do you currently have internet access in your home? Please circle appropriate answer		Yes	No	Limited data	Other please specify
This section below is for administration purposes only					
Laptop		Connectivity		Asset Tags	

I confirm that my child(ren) currently receive a free school meal from Inverclyde Council.

Name of Parent/Guardian (Print) _____

Signature of Parent/Guardian _____ Date _____

Inverclyde Council is obliged to comply with current Data Protection Laws. Information provided by you will be held by the Council. Such information will be used to recognise the rights of parents to make an application for a loan of a laptop and internet connectivity. The Council is under obligation to manage public funds properly. Accordingly, information that you provide may be used to prevent and detect fraud. By signing this form you have given consent for data processing. Please note that information provided by you may be held by the Council in computer files for use by the Council in planning and administration of services.

Inverclyde Education Services

Senior Student Laptop Loan Scheme Summary of Agreement for student use

Policy adopted August 2020

Summary of policy

This is a summary of the main policy, which broadly attempts to cover the usage and care of both a Laptop and where appropriate a 4G connectivity which are provided on loan to the student (from Inverclyde Education Services) via **Name of School**, to support learning at home during in response to the Covid19 pandemic.

All students should note that they should continue to follow the Inverclyde Internet Acceptable Use Policy that they and their parents/guardians signed for prior to receiving this laptop. All devices include the use of anti-virus and malware protection. At the end of the agreed loan period, the device(s) will be returned to the Council.

Do not:

- Eat and drink whilst using your laptop
- Give away your logon or password details to anyone else
- Bully or harass anyone online
- Exceed the data threshold provided with the laptop where supplied.
- Remove or modify the pre-installed virus protection software
- Give away personal details online
- Be offensive, harassing, fraudulent, illegal or obscene
- Save your documents directly on to the laptop. Always save your work within your secure OneDrive area on Glow. That way it is also accessible from any school computer, should anything happen to the laptop.

Do:

- Look after your personal safety when online
- Look after the laptop and headset provided
- Use your free Microsoft licences to download the Office 365 applications to the laptop
- Ensure your information is backed up regularly on your Glow OneDrive.
- Adhere to all data protection and copyright laws
- Follow the Council advice on safe online behaviours
- Report the loss or theft of your laptop/headset to your school/the Police immediately
- If in doubt, please speak with one of your teachers
- Have fun, educate and develop your capabilities, you are unique, celebrate that and go for it.

Declarations

I accept the following Inverclyde Council asset numbers and devices and agree to this **Inverclyde Education Services 'Laptop Loan Scheme Policy'**.

Asset Number (s):Please print student name.....

Signature.....Date.....

Signed on behalf of **School/Authority** regarding the provision of the above asset(s).

Please print name..... Position.....

Signature.....Date.....