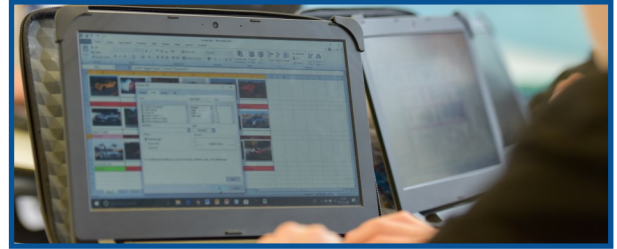


How does the Laptop Scheme work?



We offer 3 year and 2 year schemes. Although the laptop, if cared for, should last the full 5 years at Perins, manufacturers are unable to guarantee the availability of parts or warranty for longer than 3 years—so year 7 students join our 3 year scheme and we offer an additional 2 year scheme for the Years 10 and 11.

The laptop remains school property until the end of the scheme, but students keep the laptop for their own use at school and home for the duration of the scheme. The students must bring the laptop to school everyday, fully charged so that teachers can plan to use them in lessons. They won't use them in every lesson and maybe only for part of a class—they're an extra 'tool' in their school bag along with their pencil case, books (yes, they'll still write a lot with pen and paper) and PE kit.



Over the years, we have learnt the factors we need to assess when choosing a device, manufacturer and suppliers. We look for the right specification and durability of the device—one which will stand up to 3 years of student use. We offer only one option so all students receive the same laptop. Our suppliers must also offer full availability of parts, warranty and accidental/theft insurance for the duration of the scheme.

Students must look after their laptop, so they need to:

- * keep it in its case to protect the laptop and adhere to our insurance policy
- * must never leave it unattended—in their tutor room, on the play courts etc. If the laptop gets broken and they don't know how it happened—we can't make a claim and the repair will be chargeable.
- * Report any fault or breakage (however minor) to IT Services as soon as possible

To maximise the availability of laptops for lessons, we offer a one-stop support service at school. Our friendly team are always there to help with any problems or questions.



Even if the laptop is very carefully looked after, accidents do happen. The insurance repair and claims process is carried out by school. In the case of a accidental damage, the laptop should be brought to IT Services as soon as possible, where the damage will be assessed. The student will bring home an insurance statement form to be completed and there will be an admin fee of £10 to be paid (£20 & £40 for subsequent claims) and can be paid online via Scopay. When the student brings the completed form and receipt to IT Services, we can submit the claim and carry out the repair. We are able to provide a loan device while this takes place.

Our scheme is funded by parental contributions in the form of monthly donations to the laptop scheme. These donations support the scheme as a whole—hardware, software, insurance, warranty, infrastructure & support—they are not payments towards buying the device. If you are a UK taxpayer, your donations are also eligible for Gift Aid. At the end of the scheme you have the option to return or keep the device for a £10 fee.

The scheme is optional, but everyone who wants to participate in the scheme will have access to a device regardless of their circumstances. If you would like to join the scheme but feel that you are unable to contribute some or all of the suggested donations let us know on the response form and we'll contact you to discuss your individual situation.

Although we tend to have a 100% uptake, we do have a small pool of loan laptops for use in lessons, when required and booked by teachers, for students not on the scheme.

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