



Policy Directive and Guidelines

ONE-TO-ONE DEVICE POLICY FOR EDUCATION

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Document Status

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Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
1.0	New Policy		
1.1	Expectations	Clarification on the use of Google Classroom in the secondary education phase	2.1

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

Contents

1.0	Introduction	4
1.1	Policy Statement	4
1.2	Policy Objectives	4
1.3	Policy Application	4
1.4	Responsibilities.....	4
1.4.1	Headteacher	4
1.4.2	Senior Leadership Team	4
1.4.3	Learning Technologists / ICT Technicians.....	5
1.4.4	Class Teacher (Primary) / Form Tutor (Secondary)	5
1.4.5	Parents / Carers	5
1.5	Education Strategy Alignment.....	6
1.6	Alignment with Other States' Strategies and Resolutions, etc.	6
1.7	Linked Documents	6
1.8	Associated Documents	7
2.0	Expectations.....	7
2.1	Teachers	7
2.2	Learners.....	7
2.3	Forgotten Devices	8
2.4	General Acceptable Use Guidelines	8
3.0	Online safety.....	8
3.1	Internet access	9
4.0	Consequences for Misuse/Disruption	9
5.0	Faults and Maintenance	9
6.0	Device Damage and Loss.....	9
7.0	Device return	10
	APPENDIX 1: Chromebook Loan and Use Agreement	11
	APPENDIX 2: Template Letter – Chromebook Repair or Replacement Scheme	14

1.0 Introduction

1.1 Policy Statement

The use of ICT in education settings is a core part of the Bailiwick Curriculum and supports learning outcomes across all phases of education. Education ICT includes the interactive classroom displays, tablets, Chromebooks and Windows PCs, as well as assistive technologies and other devices which may be fixed or mobile. In addition to the classroom-based use of ICT, there are benefits from learners being able to use an appropriate learning device outside the classroom, including when at home, in order to be able to continue studying.

To support the access to devices outside of the classroom, secondary schools are provided with a sufficient number of Chromebooks to enable a 1:1 allocation of devices for learners in Years 7-11 to use for educational purposes both at school and at home. These devices will remain the property of the school.

1.2 Policy Objectives

In order to establish a consistent and measured approach to meaningful use of educational technology, this policy serves to state and clarify:

- Why a 1-to-1 device strategy is being employed.
- How and where school-issued devices should be used.
- Who is responsible for safe use and safekeeping of the device.

1.3 Policy Application

Throughout this policy directive, 'Headteacher' also refers to Heads of Service, Secondary School Principals and TGI College Principal, and 'school' refers to any education establishment.

1.4 Responsibilities

1.4.1 Headteacher

- The headteacher is responsible for the application of the policy in the school.

1.4.2 Senior Leadership Team

The Senior Leadership Team will:

- Make parents aware of the plans (in writing and through presentation) for the provision of devices in school, and the distribution of one-to-one devices. This should include
 - their pedagogical use

- expectations of their use
- processes for issuing devices, repair and replacement
- Support staff, parents and carers in the implementation of this policy.
- Monitor and evaluate the success of its implementation.
- Coordinate ongoing CPD in relation to the educational use of digital technology
- Instigate a schedule for checking devices that have been individually allocated to a learner.
- Ensure that all learners have been provided with, and understood, practical information about their device, including keeping it safe from damage, the expectations for its use, and any consequences for misuse.
- Ensure that all parents/carers and the learner have returned the Chromebook Loan and Use Agreement (see Appendix 1) prior to their device being provided to them.

1.4.3 Learning Technologists / ICT Technicians

The school's Learning technologists/ICT technicians will:

- Keep a register of the devices issued to learners.
- Provide technical support for issued devices as appropriate.
- Arrange for the repair of issued devices, where viable.
- Maintain asset tags, for current learners and leavers / joiners.

1.4.4 Class Teacher (Primary) / Form Tutor (Secondary)

The Class Teacher or From Tutor will:

- Complete a periodic check (of not less than once a term) of each device to ensure that they are operational and in acceptable working condition
- Report defective/non-working devices via the setting's reporting system
- Where daily equipment or 'ready to learn' checks take place, include the Chromebook and the requirement for it to be charged as part of this.

1.4.5 Parents / Carers

Parents and carers are expected to:

- Ensure their child brings their Chromebook to school every day.
- Where the device issued is damaged beyond normal wear and tear, to make a £50 contribution towards the repair or replacement of the device. (Link to Appendix 2)
- Where the device issued is lost, make a contribution towards the replacement of the device and the licence for its use (£50 + £30 at current costs)
- Notify the school if they have any challenges in accessing the internet at home, so the school can provide support.
- Take responsibility for their child's online safety at home.
- Monitor and support their child with the completion of independent study/homework.
- Attend parents' evenings and other school information events.

- Where a device is not returned when the child leaves the school (either before or at the end of year 11) make a contribution towards the replacement of the device and the licence for its use (£50 + £30 at current costs)

1.5 Education Strategy Alignment

The provision of 1-to-1 devices to learners for learning supports the delivery of the Education Strategy against the following priorities and commitments.

Priority 1: We will achieve **Equity, Safety and Inclusivity** by...

- Embedding whole-setting cultures and practices which **promote inclusivity, challenge inequity, support health and well-being for all and remove barriers to personal ambition**
- Ensuring that our **curriculum at all phases** reflects the needs of all learners and is appropriately **broad, diverse, creative and ambitious**

Priority 2: We will **Meet the Needs of Our Community** by...

- Ensuring that our education system equips learners with the **knowledge and skills so they are able to succeed** wherever they are, either within or beyond the Bailiwick, now and in the future
- Making the most **responsible, efficient and effective use of public resources** to provide learning environments that promote excellence and facilitate individual creativity and community prosperity
- Working in partnership to embed and promote learner-centred practice across the sector so that our learners, their families, staff and settings receive a **consistently high quality level of support**

Priority 3: We will deliver **High Quality Learning & Excellent Outcomes** by...

- Ensuring that our schools, post 16 and lifelong learning offers evolve to reflect **best practice in curriculum development**

1.6 Alignment with Other States' Strategies and Resolutions, etc.

The States of Guernsey Digital Framework 2021-2025 sets out the vision and framework to enhance the digital economy through enabling infrastructure (including connectivity), developing digital skills and pathways and innovation, transformation and entrepreneurial growth.

Reducing the digital divide, through the provision of enhanced access to mobile technology is one way that the one-to-one policy supports this vision.

1.7 Linked Documents

[Online Safety policy](#)

[Safeguarding Policy](#)

[Behaviour - All Documents](#)

1.8 Associated Documents

Schools should refer to their own policies, including:

Mobile devices policy

School behaviour policy

ICT acceptable use policy

2.0 Expectations

The following section sets out the expectations for teachers and learners who will be using the one-to-one devices.

2.1 Teachers

Teachers should:

- Use the most appropriate learning resources available for each scenario. This means it is not expected that devices should be used as the default mode of delivery or learning.
- Explore, experiment with, develop and enhance the way technology is used for teaching and learning.
- Maximise opportunities for learners to self-assess and receive prompt, accurate personalised feedback, reducing teacher workload where possible
- Set all independent study/homework in accordance with school policy, and for the secondary phase use Google Classroom as the primary system in lessons

2.2 Learners

Learners should:

- Bring their device to school, fully charged, each day
- Take their device home every day and charge it there
- Bring their device to each lesson, unless instructed otherwise by their teacher
- Take all steps necessary to prevent damage to their device
- Use their device only for educational purposes
- Not use their device for social media unless it has direct educational value, as determined by the teacher
- Not to install a VPN on their device
- Not rely on their devices for writing. Traditional skills such as handwriting, spelling and grammar are still important.
- Use their device as directed by individual teachers. It is not expected that devices will be used in every lesson, nor in every subject

- Film or record others only if directed by the teacher, and with their express permission
- Respond to comments/marking/feedback in line with subject requirements and timescales as set by the teacher
- Only use headphones/earphones in lessons as requested by the teacher

2.3 Forgotten Devices

Learners who forget their device should inform their tutor on arrival in school. To ensure their learning continues they will be provided a loan device for the day, which they must return to the school technician at the end of the same day.

Schools must determine and set out to learners any consequences of forgetting their device.

2.4 General Acceptable Use Guidelines

Learners must, at all times, adhere to the guidelines outlined below. The acceptable use guidelines are there to ensure all stakeholders are clear as to the expectations for acceptable use of devices, primarily by learners.

Device Management

- Learners are responsible for looking after their device.
- Devices should not be used in 'no device zones' within the school
- Devices should be brought to and from and carried around school in a suitably padded bag/protective cover.
- Do not pick up the device by the lid / screen. Pick up by the base.
- Learners' devices will be labelled in order to avoid accidental loss or swapping. Do not remove the label.
- Certain profiles are applied by the school that track usage. School rules apply to the use of this device at all times, even at home.
- Learners must provide any member of staff with access to their school device if requested to do so.
- Much accidental damage, such as a damaged screen or missing keys, can be repaired by the school. Repeated or deliberate damage will result in parents being asked for a £50 contribution to the repair or replacement of devices.

3.0 Online safety

A link to the island's Online Safety Policy can be found on the school website. In summary, the following are key points to note regarding the one-to-one devices:

- Incidents of misuse, online bullying or inappropriate conduct should be reported to the learner's tutor or Head of Year/Year Team Leader.
- Learners should ensure their devices are password protected and not left unattended/unlocked.
- Devices are for a learner's educational use only - not for the whole family.
- Only education-based login details should be stored on the device.

- Devices are not for online shopping or social media use.
- Passwords / personal details should not be shared with anyone.
- The capture/use of images/audio and video content should be subject to consent of those included within the content.
- Learners should ensure the only material held on the device whilst at school is of educational value. Should any device contain inappropriate material then the learner will be subject to consequential action according to our behaviour policy. This includes gaming, pornography, racist or violent content, or anything deemed to be offensive to others. In this respect, the school operates a zero-tolerance policy.

3.1 Internet access

All devices whether at school or not are connected through the Education webfilter. This system offers filtered internet access which is monitored and reviewed, and may be extended to prompt alerts depending on internet searches, browsing and key words used in emails and documents.

Parents/carers should remain vigilant to inappropriate content as no filtering system can be 100% effective, any concerns about access should be reported to the school.

4.0 Consequences for Misuse/Disruption

The introduction of technology in school is to enhance the learning experience for learners as well as improving teaching and learning outcomes. Should any of the above guidelines on online safety or device use, including online bullying, be broken, learners will be subject to the school's behaviour policy.

General wear and tear can be repaired for free by the school but frequent accidental damage or deliberate damage will require a contribution of £50 towards the repair/replacement. Each incident will be assessed on a case by case basis.

5.0 Faults and Maintenance

Chromebooks are much more stable than Windows devices and technical issues are rare. However, if a software fault develops, the device can be wiped and returned to a user promptly by the Learning Technologist. Updates and virus checks are automatic and happen behind the scenes.

6.0 Device Damage and Loss

Repeated or deliberate damage will result in parents being asked for a £50 contribution to the repair or replacement of devices.

Where a device is lost or is not returned when a learner leaves the setting parents will be asked for an additional contribution to cover the cost of the device licence (currently £30).

7.0 Device return

All devices issued to learners should be returned when they leave the school.

For Year 11 learners schools should make arrangements for devices to be returned on the day of their last exam.

APPENDIX 1: Chromebook Loan and Use Agreement

Name _____

Tutor Group _____

Section 1 - Learner

I understand and agree that I should:

1. Bring my device to school, fully charged, each day.
2. Take my device home every day and charge it there.
3. Bring my device to each lesson, unless instructed otherwise by my teacher.
4. Take all steps necessary to prevent damage to my device.
5. Use my device only for educational purposes.
6. Not rely solely on my device for writing. Handwriting, spelling and grammar are still important.
7. Use my device as directed by individual teachers, and not necessarily in every lesson or subject.
8. Film or record others only if directed by the teacher, and with their express permission.
9. Respond to comments/marking/feedback in line with requirements set by my teachers.
10. Use earphones in lessons at my teachers' discretion.
11. Inform my tutor immediately if I forget to bring my device to school.
12. Give any member of staff access to my school device if asked to do so.
13. Follow the States of Guernsey's Online Safety Policy fully to keep myself and others safe.

Compliance with School Policies:

14. I agree to adhere to all current school policies regarding IT Acceptable Use, Data Protection, Computer Misuse, and Health and Safety related to the use of the equipment.

Signed _____

Date _____

Section 2 - Parent/Carer

I have read and understood the one-to-one device policy and agree to all guidelines stated within. As a parent, I understand that:

1. Along with my child, I am responsible for the care and security of the device.
2. The equipment provided remains the property of the States of Guernsey and is for the sole use of assisting in the delivery of the education curriculum.
3. I will return the Chromebook/ digital device immediately to the <NAME OF EDUCATION SETTING> on request, or when I no longer need it for educational purposes.
4. I understand that this equipment may be used by other family members to support my child's education but must not be used for any activities other than the child's education.
5. I understand that it is my son's/daughter's responsibility to charge the Chromebook daily. Inappropriate online behaviour or attempts to download and install unapproved software/hardware is a breach of the ICT acceptable use policy.
6. All Chromebook activity, such as logins, users, and internet use, is traceable, monitored, and recorded for safeguarding and security purposes.
7. Damage to the Chromebook, from mishandling or misuse, will be chargeable. The school will always seek to repair the device and keep such charges to a minimum. However, if the Chromebook is severely damaged or lost entirely, parents will need to use our Chromebook Repair and Replacement Scheme.
8. The contribution for a damaged Chromebook is £50. Where a Chromebook is lost and additional charge (currently £30) will be added for the licence.
9. I am encouraged to take active interest into the safe use of devices at home and, if needed, I can seek advice from the school and from my Internet Service Provider.

Parent / Carer Name: _____

Signed _____

Date _____

Additional Information for parents/carers and learners

Taking Care of the Equipment:

- Users must take good care of the Chromebook/ laptop and keep it in good condition.
- The Chromebook/ laptop must be kept in a suitable carry case when being transported or not in use.
- A protective Chromebook case is highly recommended.
- Users should avoid food and drink near the keyboard/touchpad.

Backups and Responsibility:

- I understand and agree that the school will not accept responsibility for lost work due to Chromebook malfunctions.
- I understand and agree that it is my child's responsibility to back up their work regularly.
- The School has no obligation to repair or replace the equipment or for any loss or damage caused by the equipment (see Chromebook Repair and Replacement Scheme).
- Reporting Issues:
- Users should notify the school's IT staff as soon as possible if any faults, loss, or damage occurs.
- Users and the school's ICT staff should not attempt to fix suspected hardware or software faults.

Technical Support and Internet Usage:

- <NAME OF EDUCATION SETTING> will not offer technical support related to home internet connectivity.
- Users are responsible for any telephone and/or broadband charges incurred while accessing the internet from any non-school location.
- Internet access using the Chromebook/laptop at home must be for educational purposes only.

APPENDIX 2: Template Letter – Chromebook Repair or Replacement Scheme

EDUCATION SETTING HEADER

Re: Chromebook Repair or Replacement Scheme

Dear parent/carers

Your son/daughter has informed the School that their Chromebook has been lost, damaged or requires repair.

Please note that we do undertake repairs under warranty. If you are receiving this letter, it is because the Chromebook device is either:

1. Out of warranty
2. Accidental damage (not covered by the warranty)
3. Lost

At <Name of Setting> it is our belief that every child should have access to a fully working Chromebook. To receive a Chromebook all parents had to sign the Chromebook agreement that states that in the event of damage parents/carers would need to pay for the repair or replacement.

<Name of Setting> does understand that being able to purchase a new device is expensive, so under our Repair and Replacement Scheme we are asking for a contribution of **£50** and we will reissue your son/daughter with a Chromebook.

What if my son/daughter lost their Chromebook?

If the Chromebook was lost a new licence will need to be purchased at the cost of **£30.00**.

The total price under the Repair and Replacement Scheme would be **£80.00**

Payment must be made to – States of Guernsey

Son/ Daughters Full Name _____

Signed: _____ (Parent/ Carer) Dated: _____

Please return this form to the school office