

School Managed Device (SMD)

Dear Parents,

It is with great excitement that we welcome your child to enrol in the School Managed Device (SMD) programme at John Lyon. As a **Microsoft Showcase School**, the John Lyon School has been recognised for our commitment in embracing digital technologies and how well we have integrated digital learning into our curriculum to enhance educational outcomes for all pupils.

SMDs allow our students to flourish and develop the 'future-ready' skills to reflect the work environments of tomorrow. This high-quality digital education for all pupils is one of our central pedagogical pillars and makes us unique within our local area.

Devices have provided an exciting platform for the School to deliver a high quality digital education for all pupils which will reflect the work environments of tomorrow. of our leadership in this field, John Lyon has been recognised as a Microsoft Showcase School, which is unique within our local area.

Is it essential to join the programme? How do I join?

Yes. SMDs are a compulsory part of a John Lyon's pupil's toolkit. All new pupils in September 2025 will require a SMD. Information on how to purchase their device is also included on this portal. **The closing date for laptop purchase is Tuesday 1st July 2025.**

What are the expectations of the School Managed Device (SMD) programme?

All pupils in school will require a SMD brought and insured through our **school portal only**. This SMD must be the specified model and insurance is included in the initial purchase. The device remains the property of the pupil and parents. The IT Department will provide support in the case of loss or damage if the device has valid insurance. This includes administering insurance claims or repairs and providing a similar replacement device in the interim.

The School undertakes to manage software updates, anti-virus and insurance arrangements for SMDs. The student is responsible for the condition of the SMD brought to school. SMDs should be charged outside of school. SMDs should be capable of lasting a full day without recharging. The School will manage controls on the device regarding which software/apps are able to be installed on it. The School will monitor SMD devices during the School Day as per our statutory requirements.

Pupils are expected to bring a **fully charged** working device to school everyday with enough charge to last the entire school day. This is possible since they should not be on their devices during breaks or lunch normally.

Can you give me some examples of how the devices will be used?

Examples include but are not limited to: checking School emails and accessing the School's Digital Ecosystems such as through Microsoft Teams to plan their work and club commitments; contributing to and collaborating on shared online documents such as a set of class notes in OneNote; accessing educational multimedia; completing digital quizzes; updating reflective logs during tutor periods; completing questionnaires; accessing web-based learning resources.

Will my child only be using devices?

No. Handwriting skills are still a central part of our curriculum with written work a staple task in subjects. This is because examinations are still completed with written answers. Use of devices complement and supplement traditional education strategies to enhance learning and boost pupil attainment.

Will my child's device be secure?

All pupils are assigned lockers in which they can safely lock away their belongings. The CCTV system covers all lockers that are in public areas. All devices will be required to be password protected using our security settings. Passwords should be changed on a regular basis.

Off-school site, Multi-Factor Authentication is enabled on pupil accounts to protect their data. Instructions for setting up Multi-Factor Authentication will be sent in September.

What is OneNote and how will the School use it?

Microsoft OneNote is our digital exercise book that stores and records all notes, images, worksheets and other educational material. OneNote notebooks can be synchronised offline to laptops and mobile devices such that pupils can access them from multiple devices. Some teachers will use OneNote to deliver lessons; pupils will have access to these notes as well as being able to collaborate with each other in shared areas of the notebooks.

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How will you help keep my child safe online?

The School has a comprehensive firewall system to monitor and filter incoming and outgoing usage through the School network. When using the School WiFi, the content your pupil accesses online is filtered to prevent the access of age inappropriate content. The School has a comprehensive firewall system to monitor and filter incoming and outgoing usage through the School network. Likewise, when your child uses a School device, their screen is monitored remotely and access to material deemed inappropriate, or a cause for concern, will be sent to, and dealt with, by a Senior Teacher. Whilst we can filter internet content accessed on site, our main aim is to educate your child about the benefits and dangers of internet use. The various dangers and negative online trends amongst teenagers are addressed in regular assemblies, tutor time and PSHE sessions. We also recognise that in a digital world there are also many positives to be found in building a Digital Footprint as many businesses and Universities now perform online audits on each applicant before offering positions and places. It has therefore a key focus of ours to encourage every pupil in every year group to begin creating and building a positive online reputation for themselves so they can be safe in the knowledge that their Digital Footprint will impress future Universities and potential employers.

Does the School have an Acceptable Use Policy (AUP) for pupils?

Yes. To help keep your child safe on the internet they are required to sign and adhere to an Acceptable Use Policy that stipulates when, where and how they can use their device in School. A condition of this policy is that 3G/4G or 5G is not to be used inside School; pupils should only use School WiFi to access online material. This is extremely important as it allows us to use a range of software to monitor and filter the content they can access. A copy of the AUP can be found in the 'Policies' section of the Parent Portal.

Will my child spend too much time looking at a digital device screen?

We will actively encourage the use of technology to aid learning and complete work in School, but we also understand that pupils should maintain healthy levels of screen-time and socialise with their friends. To promote a healthy use of devices pupils are encouraged to attend at least two of the many clubs on offer. To reinforce this positive approach to devices and support your child to use technology positively at home, we must ensure we work together to foster good habits. We suggest you also encourage devices to be used for

work purposes, but advise you to create boundaries at home as to where technology is used. For example, we would advocate that you do not allow phones in the bedroom, or at the dinner table and that you make use of the parental control features available on most devices. Parental support and boundaries alongside our own rules will help to ensure their use of devices is monitored, constructive and healthy.

Do you know of any useful online safety resources for parents?

Yes. The links below contain much useful information. Guidance such as this is also saved on the Parent Portal.

Internet Matters: <https://www.internetmatters.org/advice/>

NSPCC: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety>

Safer Internet: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

Childnet: <http://www.childnet.com/resources/supporting-young-people-online>

Thinkuknow: <https://www.thinkuknow.co.uk/parents>

Should you have queries regarding your child's device please feel free to direct them towards me (JOC@johnlyon.org) or to your child's Tutor in September. Drop-in sessions will be offered to new students in the Digital Hub during the school day in September, should they need help using their device in the early stages of term. It is through this collaborative approach between parents and the School that we hope students can learn how to use technology safely and provide the greatest educational benefit to our pupils.

I look forward to welcoming your child to John Lyon in September.

Yours sincerely,

Mr J O Carr

Head of Digital Learning

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