



## Information about school PLDs (Personal Learning Devices)

### How the PLD system works

- All students are issued with a school provided PLD, a powerful Windows 11 laptop with a touchscreen and an active pen, for use in lessons and at home.
- The PLD allows students to access the teams and digital notebooks for each of their classes.
- The PLD programme is charged as a non-optional extra – more details on this are available in the fees schedule.

### How PLDs are used

- In KS3, the majority of students' written work is done in traditional paper notebooks, with digital notebooks being used primarily for reference material, resources from teachers, short tasks, and organisation.
- At KS4, there is more of a shift toward completing work digitally, although some work is still completed on-paper if this is more effective, for example past exam paper practise, where students need to be used to completing exam questions on-paper for the real thing.
- At KS5, students complete work in the most effective mode for any given subject.

### Warranty & Repairs

- The PLDs are covered by a Manufacturer's warranty to repair or replace any defective part that fails such as RAM, motherboard, screen back light etc. More details of the warranty are available at [Statement of Limited Warranty \(lenovo.com\)](https://www.lenovo.com).
- For other damage to the PLDs, repairs are chargeable at the fixed costs below:

Part	Unit Cost ex VAT
Screen	£235
Lid Cover	Included in screen price
AC Adapter + Cord	£30
Replacement Pen	£25
Base cover assembly	£15
M2 SSD (Hard drive)	£90
Wireless LAN module	£16
Depot Repair (anything we are <i>not</i> able to fix in-house)	£60.00 + parts

- Students with a broken PLD will be issued an 'instant swap' device while theirs is repaired, ensuring there is no interruption to their learning.

### How are PLDs handed out?

- For new students, PLDs are normally issued as part of the induction process in September. More details about induction days will come through at the end of the previous Summer term.
- Approximately every three years, the PLD fleet is replaced with new machines. This involves a programme of students swapping their device and is communicated via tutors ahead of the switchover. 2023 is a switchover year, so students joining PPC in the academic year 2023-24 will receive brand new devices automatically.

### Expectations for students

- Of course, accidents happen, but students have a responsibility for the safekeeping of their PLD; we have found the acronym CASE useful to remind them of this responsibility:

#### **Charged**

- Device fully charged for the start of the day
- Students must bring their charger to lessons.
- Students charge their device at lunch if needed.

#### **Appropriate**

- Students must check Teams and Outlook daily to communicate with their teachers.
- They must use the 'Assignments' function in Teams to manage and prioritise their completion of homework and must mark Assignments as being 'Submitted' to ensure that this area remains organised.
- Devices must not be covered in stickers or graffiti.

#### **Safe**

- Students must act in accordance with the Acceptable Usage Agreement to stay safe online.
- To keep students safe online, we use systems to monitor and filter internet activity.
- Students take responsibility for keeping their own PLD safe and must take reasonable precautions to safeguard others' devices.
- A carry case must be used to transport the device around site, within a school bag where possible.
- The device must not be left in public areas where damage could occur.
- No student should touch or use another student's device.

#### **Educational**

- Students should be 'ready to learn', with their device on the desk, lid closed, at the beginning of each lesson, unless directed otherwise by their teacher.
- Students must use their device exactly as instructed by their teacher, and close background applications to avoid distraction.
- PLDs are for learning, not gaming, YouTube, Netflix etc.
- The school uses systems to monitor students' screens during the school day.