

# WORD PROCESSOR POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Robert Bannon - Headmaster

Policy approved by: Robert Berry – Director of Operations

Review date: 01/09/2021

Submission: 01/09/2021

Version: v4.0

Policy actioned from: September 2021

Next review date: 31/08/2022

Reviewer's Signature: 

Approver's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.  
This is a whole school policy, which also applies to the Early Years Foundation Stage.

## Word Processing Policy

### 1) Policy for use of Word Processors

- a) Pupils are permitted to use their own word processor with permission from the Headmaster or the SENCO.
- b) Permission will be granted to pupils when it is appropriate to their learning needs. This will be determined through relevant testing by a specialist. Pupils cannot simply be granted permission to use a word processor because they prefer to type rather than write or because they use a laptop at home.
- c) The following conditions must be observed:
  - i. The school must have on file all relevant documents relating to eSafety and the use of technology at school, signed by the pupil and their parents/guardian.
  - ii. All word processed work should be done on Pages, Word, Google Docs or Word-compatible software, unless otherwise requested by a subject teacher.
  - iii All work should be saved into a shared folder with the pupil's subject teacher so that work can be marked and feedback given back to the pupil electronically.
  - iv. The word processor should be insured through the parents'/guardian's home insurance.
  - v. The word processor should be used appropriately at school as a work tool. Social networking, YouTube, videoing other pupils etc. is strictly forbidden.
  - vi. Wi-fi must be disabled whilst at school, as should any access to spell-check or grammar check, unless otherwise advised by the SENCO.
  - vii. Pupils should leave their word processor in the Senior Tutors' room during the times it is not needed for work. They should be taken home at the end of each day.
  - viii. Pupils are not permitted to use their own word processor for GCSE high control assessments, nor for their final GCSE examinations. Appropriate word processors will be organised by HSW, and a charge may be passed on to parents.

Failure to meet the conditions above may result in the withdrawal of permission for a pupil to use a word processor at school.

### 2) Use of Word Processors for Public Examinations

- a) The use of a word processor must reflect the candidate's normal way of working within the school and be appropriate to the candidate's needs.

- b) 'Normal way of working' means that a candidate uses a word processor for internal school tests and mock examinations or written work for a subject is delivered through the use of a word processor.
- c) Pupils who may benefit from using a word processor include those who have one or more of the following needs:
- i. A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.
  - ii. A medical condition.
  - iii. A physical disability.
  - iv. A sensory impairment.
  - v. Planning and organisational problems when writing by hand.
  - vi. Illegible handwriting.
- d) Examination word processors will either be supplied by the school or hired. In the latter case a charge will be passed on to parents. Pupils are not permitted to use their own Word Processor for examinations. The following will apply under examination conditions:
- i. Spell-check, auto correct and any predictive text facility will be disabled (this may be changed in Year 10 if a pupil meets Examination Board regulations for the use of a scribe), as will internet access.
  - ii. All examinations will be printed and any files or scripts will be deleted from computers.
  - iii. All word processed work will be completed using Word, Google Docs or Word-compatible software.
  - iv. Computer reading software, for those candidate's entitled to use it, will not contain any software that the candidate can access which might assist that candidate with an examination.

### 3) Use of Word Processors for Internal Examinations (including Mock I/GCSEs)

- a) Should a pupil be given permission to use their own word processor for internal examinations at school, the following points should be noted:
- i. All word processed work should be completed on Word, Google Docs or Word-compatible software.

- ii. Spell-check, auto correct and any predictive text facility will be disabled, as will internet access. Wi-Fi will be turned off.
- iii. The word processor should be insured through home insurance.
- iv. If any of these measures cannot be met, the pupil will not be permitted to use their own device.

#### 4) Acceptable Use Policy

All pupils must sign the Schools' Acceptable Use Policy and adhere to it, both at school and at home.