

9<sup>th</sup> December 2024

Dear Parent/Carer,

As part of The Portsmouth Academy's One:One Device Scheme, it was always intended for the school to update and refresh students' devices midway through Year 9. This ensures that the device used by each student enables and enhances learning, which is crucial for their upcoming Key Stage 4/GCSE studies.

We are delighted to inform you that the school are now in a position to fund the devices, rather than ask for further parent contribution. Through parent feedback, we know that this will be welcomed news, especially with the ongoing cost-of-living crisis. Due to the new device being school funded, it means that the device is loaned to the student for classwork and homework, and will be expected back in the same condition prior to students leaving TPA.

### Owning the Current Device:

Parents/carers that will have paid for the current device in full as of the end of the agreed contract, and those parents that have contacted the school to arrange a final invoice in March 2025 will own the device and will get to keep it for home/personal use.

For parents/carers that have not paid for the device in full and did not respond to the previous communication and/or form will not own the device. If you have missed this communication please contact us via: [1-1devices@tsatrust.org.uk](mailto:1-1devices@tsatrust.org.uk)

All current devices will be collected in March as we hand out the new loan device. Our technology team at TPA will then begin to remove the school management system and security settings prior to handing the device back to those students/parents that own the device. We would hope to have handed back all owned devices shortly after the Easter break.

### New Device Expectations:

Students are expected to take care of the device, use it to complete homework and revision at home, and bring in a fully charged device each day to school. We would appreciate your support with these expectations.

I would like to take this opportunity to remind all students and parents of the One:One Device policy that you agreed to upon joining TPA; should a student damage or lose their device they may be liable to pay for its repair or replacement. Further information can be found below.

Accidental Damage			Deliberate Damage	Lost Device	Stolen Device
1 <sup>st</sup> Instance	2 <sup>nd</sup> Instance	3 <sup>rd</sup> + Instance			
The school will cover the cost of repair	The parent/carer will pay for 50% of the cost of repair	The parent/carer will pay for 100% of the cost of repair	The parent/carer of the perpetrator will cover 100% of the cost of repair	We advise all parents to take out insurance on the device in case of it being lost or stolen. The school would charge the parent/carer if the device was lost or when reported stolen to the police.	

Whilst the majority of our students care for the device, we often have to repair a damaged device which could have been avoided. We would advise students to have a bag big enough to carry the device and other equipment and to take care of their bag when moving around the school site. Unfortunately, because of repair times, we cannot always guarantee a loan device for students, therefore we would encourage parents/student alike to take care and responsibility for the device when in use at home or at school.

To improve and encourage respect and responsibility for the devices the school record and track when students have damaged, forgotten, or not charged their device each day. Should students accrue multiple instances of these each week, and because they are detrimental to teaching and learning, students are expected to serve the consequence detailed below. Should a student not attend their consequence it would be upgraded to the next consequence. Whilst parents will be made aware of consequences, I would urge all parents to use the ClassCharts app and monitor instances.

Consequence	Deliberate Damage	Accidental Damage	No/Forgotten Device	Uncharged Device	Misuse of Device
Once in a week	Consequence is on a case-by-case basis.	Conversation and reminder	Conversation and reminder	Conversation and reminder	Lunchtime detention (20m)
Twice in a week		Lunchtime detention (20m)	Lunchtime detention (20m)	Lunchtime detention (20m)	Afterschool detention (40m)
Three or more times in a week		Afterschool detention (40m)	Afterschool detention (40m)	Afterschool detention (40m)	



### Microsoft Showcase School

At TPA, we continue to be the only Microsoft Showcase School in the city and one of only 650 schools across the world. We have achieved this accreditation for the past three years and it demonstrates how we use the One:One devices and Microsoft 365 to enhance and extend learning. The scheme has not only put a device in the hands of all students that have joined TPA since September 2021, but it has developed digital literacy and digital confidence in our students which sets them up with future-ready, 21<sup>st</sup> century skills.

Should you have any questions about any of the information, please do not hesitate to contact me on [1-1devices@tsatrust.org.uk](mailto:1-1devices@tsatrust.org.uk)

Yours sincerely,

**One:One Device Team**  
The Portsmouth Academy