Chromebooks
Student and Parent/Carer Agreement

Alderman White School has adopted a Chromebook programme which will provide the opportunity for students to loan a Chromebook for use at home and school. These devices have been given to the school by the government to support students disadvantaged by the pandemic.

The reasons for adopting a Chromebook programme are:
- To enable all students to access their learning remotely if they are required to self-isolate or stay at home through our web based remote learning provision on google classroom and live lessons on MS Teams – students will require their own device throughout the school day in order to access our remote provision
- To enable students to access lesson resources and homework tasks.
- To access intervention materials and catch up resources and activities that can be delivered and accessed on a personalised basis.
- To enable school to accelerate its programme for integrating the use of IT into the curriculum based on our learning and development during school closure.

Device Usage
- Students may use their device at home when they are required to work at home, or for home learning, revision, or independent study
- Students may bring their home device to school and use it in the classroom. This will be to supplement the work and learning. Students will not require a device to access their learning.
- Students are not to use their device outside of lesson time unless instructed to by a member of staff.
- A member of staff has the right to determine when a device should be used in the classroom, and when it should be closed or put away.

Device Information
- Chromebooks only have a web browser and apps on them, so they are easy to manage and boot up very quickly.
- Chromebooks are designed to be used online but do have some basic programs that provide offline capability.
- Where a student has an identified Special Educational Need and would benefit from the additional functionality provided by a laptop, this will be made available instead.
- The battery is rated to last 12 hours and should be strong enough to last through the school day, without plugging in, if it is fully charged overnight.
- **The Chromebook will be a fully managed device until the student leaves Alderman White.**

Repair Costs
- Our Trust IT Team will offer a repair and maintenance service.
- A £35 repair fee will be charged every time a significant hardware repair (damaged screen or keyboard etc.) is required that is not covered by the manufacturer's warranty.
- Charges for lost accessory items: Power adaptor at cost price (Approximately £25)

Expectations Responsibilities and Care

- The school identification stickers should not be tampered with or defaced.
- Devices brought to school must have a full charge ready for the school day. Students are not permitted to charge the devices in school and the power adaptor should be left at home. If the Chromebook loses power during the school day a loan unit will not be available.
- No stickers or writing on the device.
- Students must take measures to protect the device from damage or theft (Do not leave the Chromebook unattended unless in a secure location).
- At no time shall the device be used for unlawful or inappropriate activities.
- Students are not allowed to let others use their device.
- Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
- Chromebooks have sensitive and fragile screens. They can become blurry or crack if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Be sure nothing is placed between the screen and the keyboard before you close it to prevent damage.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold (Don't leave it in your car).
- Do not block air flow when device is on (Do not place it on a soft object like a pillow or duvet).

At Home Expectations

- It is the parents' responsibility to monitor the students' usage whilst at home.
- The Chromebook must be charged at home each night if they are going to be brought to school.
- No food or drink should be consumed whilst using the device.

Violations

- Students must follow the Alderman White 'Internet Code of Practice and Acceptable Use Policy' and 'Chromebook Policy and Procedures' at all times while using the device. These documents can be found on our website.
- Violations of any of the policies or items stated in this document will be addressed by the IT Services and the Pastoral Team to determine the correct course of action.
- IT Services and the Pastoral Team have the right to view the contents of the device and drive at any time.

Damages, Lost or Stolen (Incidents):

- Damages and other incidents should be reported to IT Services as soon as possible, or as soon as possible if outside of the school day.
- The Pastoral team will be informed of any incidents that they need to address.
- A report will need to be filed with IT Services if a device is lost or stolen. If the device is stolen, you should also provide us with a crime reference number.
- Because the Chromebooks are fully managed devices, they can be rendered useless by the IT Services team if they are lost or stolen.
- If a device needs to be replaced, parents will need to pay the subsidised value for a new device, or a new deposit to loan a device if the student qualified for this scheme.

For users under the age of 18, we are required under our G Suite agreement to get parental consent before allowing access to **GSuite Additional Services** which includes the following apps that we have enabled for our students:-

App Maker, Blogger, Chrome Web Store, Feedburner, Fusion Tables, Google Alerts, Google Bookmarks, Google Books, Google Cloud Print, Google Earth, Google Groups, Google Maps, Google Photos, Google Play, Google Play Console, Google Public Data Explorer, Google Search Console, Google Takeout, Managed Google Play, Material Gallery, Science Journal, Search and Assistant, Studio, Web and App Activity, YouTube.

If you do not consent to your child using these please indicate this by **not ticking** the appropriate box on the reply slip. We have published additional information about GSuite For Education, including privacy notices, on our website.

Will not necessarily be enabled but a requirement as a managed service that we seek consent.

Student and Parent/Carer Agreement

Student

I have read, or had the information above read to me, and fully understand the Alderman White School ICT Acceptable Use Policy and the Chromebook Student and Parent/Carer Agreement. I understand these rules and agree to fully comply with all of them. Should I violate any of these rules at any time, I understand that I will be held accountable for my actions.

X Student Name _____ Student Signature _____

Parent/Carer

As the parent or carer of the student signing above, I grant permission for my child to be given a loan Chromebook and use it in school. I understand that I am responsible for monitoring my child's usage whilst at home. I also fully understand that some materials on the internet may be considered controversial, inappropriate or offensive. I further understand that my child may keep their access as long as the procedures and rules described in the ICT Acceptable Use Policy are followed. Should my child violate any of the previously mentioned rules or procedures, they will be held accountable for their actions by Alderman White School. I have also read the Chromebook Student and Parent/Carer Agreement and understand the costs and responsibilities associated with it.

☐ I **consent to my child using GSuite Additional Services**
(Please note that the Chromebook will be less beneficial, and your child may not have access to some of the resources we hope to use in class if you do not consent).

X Parent/Carer Name_____

X Parent/Carer Signature_____   **X** Date_____