

DUKE'S SECONDARY SCHOOL CHROMEBOOK LOAN - HOME / SCHOOL AGREEMENT

SCHOOL WILL:

- Provide a Chromebook for your child's use.
- Provide a case to protect the Chromebook
- Provide the Apps and Resources required for educational purposes
- Make sure that the Chromebook is covered by insurance for use in and out of school for study purposes, providing reasonable care is taken to prevent loss (through theft) or damage
- Provide on-going support for the Chromebook
- Ensure that the Chromebook is protected against computer viruses
- Teach students to use the Chromebook safely
- Monitor the use of the Chromebook both remotely and directly in and around school

AT HOME WE WILL:

- Ensure that our child understands how to care for and protect their Chromebook.
- Report any loss or damage (including accidental loss or damage) within one week, and report any faults in hardware or software promptly
- Ensure that our child understands that the Chromebook is primarily for educational purposes and that it is always in a state to work with
- Allow my child access to a school account and other online tools deemed appropriate by staff;
- Ensure that the Chromebook is used solely by the pupil that the school has given it to;
- Ensure that the Chromebook is returned to the school if your child leaves the school, or at any other time upon the request of a member of staff or School technical department
- Monitor my youngster's use of the Chromebook on the Internet at home
- Pay a £50 contribution toward the cost of a second breakage

AS A STUDENT I WILL:

- Look after my Chromebook very carefully all of the time.
- Always store my Chromebook in an appropriate school bag when not in class
- Take responsibility for setting up a secure password and not sharing it with other students
- Bring it to school every day fully charged, unless I have been told not to
- Take care when the Chromebook is transported so that it is as secure as possible (e.g. not visible in a vehicle / not left unattended on a bus / etc.)
- Make sure the Chromebook is not subject to careless or malicious damage
- Agree to only use programs on my Chromebook that my teacher has agreed I can use in the lesson
- Only use my Chromebook to record audio or video clips with the clear and explicit permission of everyone involved in the recording;
- Allow staff to access the Chromebook to check for inappropriate materials. I understand that staff will be allowed to remove inappropriate resources
- Always act on the advice of the school in the safe use of this Chromebook
- Only use the Chromebook charger supplied to charge up my Chromebook;
- Agree to the NCEAT acceptable use policy, which can be found here:

AS A STUDENT I WILL NOT:

- Use my Chromebook for any form of cyber bullying or for sending, accessing, uploading or distributing any insulting, threatening, pornographic, violent or obscene material, or to access inappropriate websites.
- Use my Chromebook for sending mass emails (spamming)
- Use my Chromebook for social media purposes
- Take photographs or videos without the permission of the subject. I will not upload or share these images with anyone without the permission of the subject

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- I will not use any software or other method to break any of the security systems in place on my Chromebook. Any detection of this kind of software will result in sanctions and possible temporary or permanent confiscation.
- Physically decorate, customise or use graffiti on the Chromebook or its case.

BROKEN CHROMEBOOKS

We have opted to use Chromebooks for this scheme due to their robust build and the relative infrequency of any operating faults. However, should a breakage occur, this should be reported immediately using a damage reporting form. These forms can be obtained by contacting admin.dss@dukes.ncea.org.uk

We will not support the following breakages and therefore you will be required to pay for them:

- Deliberate and wilful damage to the Chromebook
- Any problems resulting from Chromebooks that have been misused by students and / or others whether in school, travelling to and from school, or outside of school.

Subject to the above conditions, the following will apply:

1st Breakage: this will be dealt with by school.

2nd Breakage: you will be responsible for a **£50** charge that will go towards the repair of the Chromebook. Payment should be completed through the school and the Chromebook will not be sent off for repair until payment is received.

3rd and any subsequent breakages: you will be asked to contribute a further **£50**

TERMS & CONDITIONS

- Failure to take reasonable care or to abide by the other conditions in this document may result in the Chromebook being reclaimed. The school reserves the right to claim financial recompense in such cases.
- The Chromebook should be charged at home overnight.
- The Chromebook and its software will remain the property of the school until the end of the loan period.
- Ensure that the Chromebook is returned either at the end of the year 11 / year 13 or if the student leaves the school for whatever reason before then; or at any other time upon the request of a member of staff.

THEFT

A stolen Chromebook must be reported to the police as soon as possible and school provided with the crime number assigned. We will not cover the cost of replacing the Chromebook under the following circumstances:

- The Chromebook was left in plain view, for example in an open bag, car or house.
 - The Chromebook was stolen due to negligence, careless behaviour or unwise use in or out of school.
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Agreement

I HAVE READ, UNDERSTAND AND AGREE TO THE EXPECTATIONS OF USING THE CHROMEBOOK IN SCHOOL AND AT HOME AS PART OF THE DUKE'S SECONDARY SCHOOL CHROMEBOOK LOAN PROGRAMME.

Student Name: _____ Tutor Group: _____

Signed (student): _____ Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____

This form is to be returned to Mr S. Thompson or their Form Tutor once completed.

Parents and carers should retain the Home / School agreement for reference.

Students will only be allocated a Chromebook on receipt of this form.