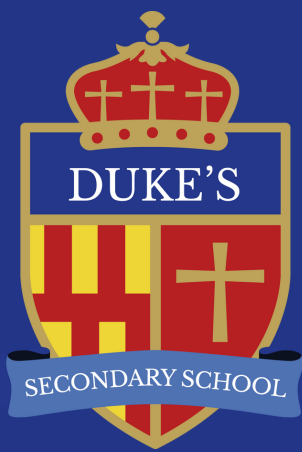


DIGITAL LEARNING: CHROMEBOOKS

# **PARENT/ CARER HANDBOOK**

2023



We are delighted to inform you that following the successful implementation of our 'Digital Learning: Chromebooks Programme' for Duke's Secondary School, we are continuing with the programme with our September 2023 intake. As such, it will be an expectation for every student in Year 7 attending Duke's Secondary School to use a Chromebook to support their learning in lessons, and to support access to remote learning through the Google Classroom platform.

We are excited by the possibilities this programme brings in terms of having a significant impact on our students' learning, and have found over the last year that the benefits of using digital learning as an embedded part of our curriculum has led to many successes and to many new, interesting and exciting teaching and learning opportunities.

Our students' daily lives are filled with technology, and we recognise their ability to quickly embrace new technological developments. Recognising also that there are many new and innovative ways in which technology is being used in education, we feel that it is important to reflect and integrate this further into our provision.

Chromebooks are a great way of helping our students to embrace these opportunities. We need to make full and effective use of technology for learning and with this comes the need to ensure that students learn safely, effectively, and productively.



# THE CHROMEBOOK PACKAGE

We have worked hard to ensure that parents are offered the best possible package in terms of robustness of the device, insurance covers, repairs and additional software and licensing. Please note, appropriate use of the device outside of school remains the responsibility of parents / carers.

The Lenovo 100e Chromebook has been fully evaluated and is the device that we are going for our 2023 - 2026 scheme.

The Chromebook package includes:

**The Chromebook** - In consultation with Edutech / the Learning Foundation, the Lenovo 100e Chromebook has been selected by the school due to the robust and rugged build quality which is designed for Education, along with its very competitive specification and use of commercial components.

The Chromebook package also includes a case and charger, a Google licence, insurance and warranty.

**Insurance** - There is a three-year return to base warranty included in the package and insurance against accidental damage. All aspects of insurance will be managed by Edutech / the Learning Foundation.

**Repairs** - If your Chromebook breaks you can arrange repairs / replacement as necessary via Edutech / the Learning Foundation. Details on how to arrange this will be provided.

# FREQUENTLY ASKED QUESTIONS

## 1.WHY HAVE WE CHOSEN CHROMEBOOKS?

There are a number of tablet and laptop style devices available on the market. We did extensive research including consultation with leading Education Technology expert companies when considering the type of device which would be best suited to students in our school.

A Chromebook looks like a laptop but operates in a very different way. Services and apps are accessed online. The operating system is produced by Google who provide a wealth of apps and services which are specifically designed to support students in education.

Chromebook devices boot up in a matter of seconds. The Lenovo 100e has a battery life of around 11 hours (depending on use). Chromebook usage is monitored centrally by our IT support team to ensure that access is safe and secure. Internet content is filtered for inappropriate content to ensure e-safety in school.

### Chromebook Features

- Up to 11 hours battery life
- Designed for Classroom use (ruggedised components)
- Simple technology
- Increased and simpler sharing of work between staff and students
- Work seamlessly with Google Apps for Education and other cloud based applications

## **2. HOW WILL CHROMEBOOKS BE USED AT DUKE'S SECONDARY SCHOOL?**

The following are just a few examples of what students will do at Duke's using Chromebooks:

- Create, share and collaborate using Google Suite
- Applications (Google Docs, Google Slides, Google Sheets etc)
- Use subject-related apps in the classroom and at home
- Use Google Classroom as a base for each subject from where assignments can be set, materials uploaded, links created, information shared etc
- Access the internet to assist with research

Traditional methods of teaching and learning will still have an important place in education and will continue in our school. Chromebooks are an additional educational tool and not a replacement for these methods, more a way in which they can be more effectively developed.

## **3. MY CHILD ALREADY HAS A DIFFERENT DEVICE. CAN THEY USE THAT INSTEAD?**

Unfortunately not. These are unlikely to be fully compatible with the Google Apps and add-ons that we will be using for teaching and learning.

- It is unlikely that the battery will last for 11 hours on a single charge.
- This device has been chosen largely due to its rugged and robust design and the fact that it has been designed specifically for use in education settings. It is unlikely that other devices will be robust enough to endure the level of use we anticipate that the Lenovo 100e will have in school and at home.
- The device login and monitoring systems will not be managed by the school and therefore will not be manageable as a class learning tool
- External devices are not permitted in school due to firewall and network compliance issues.

#### **4. WHAT IF MY CHILD ALREADY HAS A CHROMEBOOK?**

There would be difficulties with bringing your own Chromebook into school, including insurances, connectivity, filters etc. It is also unlikely that the device has the same rugged specifications necessary for frequent classroom use, and as mentioned above, external devices are not permitted in school due to firewall and network compliance issues.

#### **5. IS THE BATTERY GOOD ENOUGH? HOW WILL CHARGING WORK?**

Chromebooks have a long battery life of around 8 hours plus. The Lenovo 100e device has a battery life of up to 11.9 hours, dependent on use. This can vary depending on what the Chromebook is being used for (eg browsing the internet consumes less battery power than using, for example, Youtube). If the Chromebook is charged overnight it will last all day and often longer. Students are responsible for bringing their Chromebooks to school fully charged. Please note that there will be no charging facilities available at school.

#### **6. WHO OWNS THE CHROMEBOOK?**

The Chromebook programme is run as a leasing programme through Edutech and the Learning Foundation, the duration which is over a term of 36 months. At the end of this period we anticipate that the device can be purchased outright by yourselves at the residual cost, or returned to school. Until then it remains the property of Edutech / the Learning Foundation, or dependent on funding arrangements, Duke's Secondary School.



## **7. COULD WE BUY A CHEAPER CHROMEBOOK AND 'OPT OUT' OF THE DUKE'S SCHEME?**

No. There are other Chromebooks on the retail market, but our suppliers will be bulk purchasing a model that we believe offers good value for money. We will be offering a device that is robust enough for use in a school setting, and one that comes with the required licences, as well as technical and warranty support. The programme is based around the provision of a package that includes a Chromebook, rather than just a Chromebook itself.

## **8. WHY CAN'T THE SCHOOL PROVIDE THESE DEVICES FOR FREE?**

Although from 2023, years 10 and 11 and 6f students will be allocated a device from existing school resources, we do not have the resources to be able to do this for all year groups. The leasing scheme will allow for year 7 students to have an up to date, brand new Chromebook to take with them throughout Key Stage 3, making full and effective use of technology for learning.

## **9. HOW IS THE PROGRAMME FINANCED?**

The success of the programme relies on parents' donations to cover the costs of their own child's Chromebook package. This is also subsidised by the school to bring the suggested monthly donation costs down to the lowest amount possible. Pupil Premium funding is used to support those students who are eligible for this support. No student will be excluded from the programme due to financial reasons. Students whose parents do not feel that they can make the donation to the programme will be allocated a school device, although this will remain the property of Duke's, and will remain in school at the end of the school day.

## **10. WHAT HAPPENS IF THE CHROMEBOOK IS LOST, STOLEN OR DAMAGED?**

If a Chromebook is lost or stolen, it is important that this is reported to Edutech as soon as possible so that arrangements can be made for reporting and replacing. The insurance will cover the Chromebook for theft and accidental damage.

## **11. HOW WILL INAPPROPRIATE USE OF THE CHROMEBOOK AT SCHOOL BE DEALT WITH?**

Students, with the support of their parents, will be required to sign a Home / School agreement which sets out some simple rules to make things go smoothly. Some of the rules will concern management of the device (e.g. 'I will bring the Chromebook to school every day, fully charged') and some will be about positive behaviour for learning in the Classroom (e.g. 'I will stop using the Chromebook when my teacher asks me to'), with the overall intention of creating a way that all students, staff and parents understand and agree with. Any student that misuses their device in school will have increased restrictions placed on their device use, and will also be subject to our existing Disruption Free Learning sanctions.

## **12. WHAT IS DUKE'S SECONDARY SCHOOL DOING TO REDUCE E-SAFETY PROBLEMS WITH THE CHROMEBOOKS?**

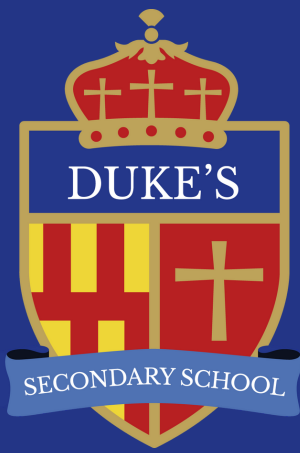
Duke's has a very effective web filtering system and all devices attached to the school network go through this web filter. We will be actively monitoring students' use of Chromebooks while in school, both in the classroom in terms of actual use, and through our existing IT monitoring systems. We will be able to look at a web filter log should an issue arise. Students are already taught the importance of e-Safety in school through IT lessons as well as assemblies. This will be continually reinforced. We are also members of NationalOnlineSafety which provides training and support for staff, students and parents around all aspects of e-safety.



### **13. HOME-SCHOOL AGREEMENT**

A separate 'Home-School Agreement' document is to be read and signed by parents/ carers and students. This will be sent to parents and carers closer to the start of the new school year.

As well as general expectations around appropriate use of the device in and around school, this agreement also provides details of the Chromebook Programme and how to contact our programme partners in the event of any damage or should you have any questions relating to voluntary donations, gift aid or anything else related to the programme.



# DUKE'S SECONDARY SCHOOL

I hope that all the information you need about our scheme is within this parent brochure and on our school website. You can contact us anytime via the school email address [admin.dss@dukes.ncea.org.uk](mailto:admin.dss@dukes.ncea.org.uk). Please include 'FAO Mr S. Thompson' in the subject line of your email.

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