



DUKE'S SECONDARY SCHOOL CHROMEBOOK LOAN - HOME / SCHOOL AGREEMENT v.4 Updated September 2024

SCHOOL WILL:

- Provide a Chromebook for your child's use, either by the Trust or through the Dukes 1:1 chromebook scheme. Provide a case to protect the Chromebook
- Provide the Apps and Resources required for educational purposes
- For students in the Dukes 1:1 Chromebook scheme, 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
- Take all reasonable precautions to protect the Chromebook against computer viruses and other malicious software and intrusion.
- Teach students to use the Chromebook safely
- Monitor the use of the Chromebook both remotely and directly in and around school. Monitoring of Chromebook use at home extends only to school term-times; should any issues arise at these times they will be addressed by pastoral staff during school hours. **At weekends during school term-time any issues will be picked up by staff at the earliest possible time during the following school week. School can not monitor the use of Chromebooks at home during school holidays. Parents are reminded that overall responsibility for safe use of devices at home by their children remains with them at all times.**

AT HOME WE WILL:

- Ensure that our child brings their Chromebook to school each day, fully charged (with the exception of students who, as part of the Chromebook programme, leave their Chromebooks in school for charging each evening).
- Ensure that our child understands how to care for and protect their Chromebook. This includes carrying the Chromebook in the case provided at all times, and if carried in a school bag, the Chromebook must not be carried in the same section as bottled drinks.
- 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 child's use of the Chromebook on the Internet at home

AS A STUDENT I WILL:

- Look after my Chromebook very carefully all of the time.
- Make sure that my Chromebook is fully charged each day (devices are not to be charged in school).
- Always store my Chromebook in an appropriate school bag when not in class, in the protective case, and not in the same bag compartment as bottled drinks.
- Use my Chromebook in lessons only for the purposes requested by classroom teachers.
- 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. Chromebooks can not be charged in school. Chargers are not to be brought into school.
- Agree to the NCEAT acceptable use policy, which can be found on the Duke's website.

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
- 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

Conditions of Repair:

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.
- Water damage, where Chromebooks have not been kept inside the protective case and drinks / bottles have not been in a separate waterproof section of the bag.
- Missing keys will be charged for replacement at a cost of £5 per key, chargeable to parents / carers.

Insurance Claims are dealt with as follows:

Each year the insurance package is offered but the insurance companies and policies can be slightly different year on year

- **Year 7 Programme:** £20 excess, payable by parents on each claim
- **Year 8 and 9 Programmes:** Insurance claims will be processed for the first breakage, on the condition that the damage was not deliberate, wilful or due to negligence. Additional claims may incur an excess. In such cases, parents / carers will be asked to contribute up to £50 towards the cost of this excess.

Breakages to devices for students in year 10:

As the devices used by students will be those that have previously been part of a Key Stage 3 Chromebook programme, the insurance provided as part of the package will have expired. Subject to the above conditions, the following will apply:

Accidental Breakages:

1st Breakage (November of year 10 onwards): this will be repaired 'in house' by our IT technician team where possible.

2nd Breakage (November of year 10 onwards): parents / carers will be asked for a £50 contribution towards the cost of repairing the Chromebook. Payment should be completed through the school and the Chromebook will not be repaired until payment is received.

3rd and any subsequent breakages: parents / carers will be asked to contribute a further £50

The above will also apply to students in years 11 to 13 where Chromebooks have been loaned by Duke's.

- At the end of the device loan, missing items will be charged to parents / carers on a like-for-like basis
- Should chargers be lost **or maliciously damaged**, the cost for replacement will be determined on a like-for-like basis, chargeable to parents / carers.

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 (where the device has been loaned by Duke's) / 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