



DUKE'S SECONDARY SCHOOL CHROMEBOOK LOAN - HOME / SCHOOL EXPECTATIONS v.7 Updated September 2026

SCHOOL WILL:

- Provide a Chromebook for each student either through existing resources or through the Dukes 1:1 Chromebook scheme, and 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 a repair service in years 7-9 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.
- Make reasonable endeavours to replace devices should they be lost or stolen, but this will be assessed on a case-by-case basis.
- Teach students to use the Chromebook safely
- Monitor the use of the Chromebook both remotely and directly in and around school. Monitoring of Chromebooks, specifically Safeguarding protection is active at all times, however should any issues arise **outside of school times** they can be addressed by pastoral staff **during school hours only**. At **weekends and during holidays** any issues will be picked up by staff at the **earliest possible time on staff returning to school**. School can not live-monitor the use of Chromebooks at home.

Parents and carers are reminded that they are ultimately responsible for the safe use of devices by their child when at home.

PARENTS SHOULD:

- Ensure their child brings their Chromebook to school each day, fully charged, unless they are part of the programme where devices are stored and charged at school each evening
- Help their child understand how to care for and protect their Chromebook. This includes always using the provided protective case and, if carried in a school bag, ensuring the Chromebook is not in the same section as drinks or liquids.
- Report any loss or damage (including accidental incidents) within one week, and promptly report any hardware or software faults.
- Ensure their child understands the Chromebook is primarily for educational use and is always kept in a working condition.
- Allow their child access to their school account and any online tools deemed appropriate by the school.
- Ensure that only the pupil to whom the Chromebook was assigned uses the device.
- Ensure the Chromebook is returned to school if their child leaves Duke's (and they have not purchased the Chromebook outright)
- Ensure the Chromebook is handed in when requested by a staff member or the school's technical team.
- Monitor their child's use of the Chromebook and internet access at home

STUDENTS ARE EXPECTED TO:

- Always take care of their Chromebook at all times and have it in all lessons.
Students in Years 10 and 11 who are allowed to take the devices home are expected to bring their allocated Chromebook to school on all teaching days, fully charged and in its protective case.
- Charge their Chromebook either at home or using the school's designated charging trolley.
- Always store their Chromebook in an appropriate school bag when not in use, ensuring it remains inside the protective case and is kept in a separate compartment from drinks or liquids.
- Use their Chromebook in lessons only for activities directed by their classroom teacher.
- Set up a secure password for their Chromebook and never share it with other students.
- Bring their Chromebook to school every day fully charged, unless advised otherwise.
- Take appropriate precautions when transporting the Chromebook to ensure it is safe and secure (e.g. not left unattended or visible in vehicles or on public transport).
- Avoid any careless, negligent, or deliberate damage to the Chromebook.
- Only use software, applications, or programs on my Chromebook that have been approved by the school.
- Use their Chromebook to record audio or video only when they have received clear and explicit permission from all individuals involved in the recording and when permitted by the teacher.
- Allow school staff to access their Chromebook to check for inappropriate content, and understand that staff are authorised to remove any unsuitable material.
- Follow all school guidance regarding the safe and responsible use of my Chromebook.
- Only use the official charger provided by the school (or a designated charging trolley) to charge their Chromebook.
Chargers must not be brought into school.
- Abide by the NCEAT Acceptable Use Policy, available on the Duke's School website

STUDENTS SHOULD NOT:

- Use their Chromebook to engage in any form of cyberbullying, or to send, access, upload, or distribute insulting, threatening, pornographic, violent, or obscene material, or to access inappropriate or illegal websites.
- Use their Chromebook to send mass emails or unsolicited messages (spamming).
- Use their Chromebook for accessing or participating in social media platforms.
- Take photographs or videos without obtaining permission from the individual(s) involved. Students must understand that they must not upload or share any images or recordings without their explicit consent.
- Attempt to bypass or interfere with any of the Chromebook's security settings or systems using software or any other method.
Doing so may result in sanctions, including temporary or permanent confiscation of the device.
- Physically decorate, customise, or apply graffiti to the Chromebook or its case.
This includes the use of stickers or any other markings.

BROKEN CHROMEBOOKS

Conditions of Repair

In line with the Northumberland Church of England Academy Trust Charging and Remissions Policy the school will not cover the cost of repairs for the following types of damage.

- Deliberate or wilful damage to the Chromebook.
- Damage caused by misuse of the Chromebook by the student or others, whether at school, during travel, or at home.
- Water damage resulting from failure to use the protective case or from storing drinks/liquids in the same compartment of a bag as the Chromebook.

In such cases, parents/carers will be billed for the cost of the repairs.

- Missing keys are charged at £5 per key.

Insurance and Repair Claims

An insurance or repair package is offered each academic year; however, details may vary depending on the policy provided by the insurance company.

Year 7 (September 2026) Repair costs will be communicated to parents/carers as required.

Year 8 (September 2025 intake): Repair costs will be communicated to parents/carers as required.

Year 9 (September 2024 intake): A £20 excess is payable by parents/carers for each insurance claim.

Years 10–11 Programmes: Repairs are handled in-house by the school's IT technician team, following the structure below:

Accidental Breakages

1. **First Breakage**
 - Repaired free of charge (subject to type and cause of damage), where possible.
2. **Second Breakage. In line with the NCEAT Charging and Remissions Policy:**
 - A contribution of up to £50 will be required from parents/carers.
 - The Chromebook will not be repaired until payment is received.
3. **Third and Subsequent Breakages**
 - An additional contribution of up to £50 will be requested for each further incident.

End of Loan and Replacement Charges

- At the end of the device loan period (if the Chromebook has not been purchased through the 1:1 scheme), any missing items will be charged on a like-for-like replacement basis.
- If a charger is lost or maliciously damaged, a replacement will be charged to parents/carers at the cost of a like-for-like replacement

TERMS & CONDITIONS

- Failure to take reasonable care of the Chromebook or to comply with the conditions outlined in this document may result in the device being reclaimed by the school.
In line with the NCEAT Charging and Remissions Policy, the school reserves the right to seek financial reimbursement in such cases.
- The Chromebook and its software remain the property of the school for the duration of the loan or until the end of the purchase period (where applicable).
- The Chromebook must be returned to the school, unless it has been purchased through the 1:1 programme, either:
 - At the end of Year 11
 - If the student leaves the school for any reason before that point
 - Or at any other time upon request by a member of staff or the school's technical team
- While a student is enrolled at Duke's, all Chromebook usage—whether the device has been purchased through the 1:1 programme or loaned—will be subject to appropriate monitoring and usage restrictions, both in and out of school.
This ensures that the device remains suitable and ready for educational purposes at all times.
- Only NCEAT email accounts are permitted to be used to access the Chromebooks; we are unable to allow personal email accounts. This applies to all devices whether purchased outright or issued through the Chromebook programmes.

THEFT

- In the event that a Chromebook is stolen, it must be reported to the police **as soon as possible**.
The school must be provided with the official crime reference number.
- The school will **not cover the cost of replacement** if the theft occurred under any of the following circumstances:
 - The Chromebook was left **in plain view**, such as in an open bag, unattended vehicle, or unsecured area at home.
 - The theft resulted from **negligence, careless behaviour, or unwise use**, either in or outside of school.