



### **The Manor Chromebook Home School Agreement**

At The Manor, we provide individual Chromebooks to all children in Years 3 - 6 as a helpful way for them to access their learning both at school and at home.

We would ask that the children put their Chromebook on to charge every evening at home and bring both their Chromebook and charger into school each day in their bag.

We also want to ensure that our pupils are responsible and considerate users of technology and provide a safe and structured environment in which to develop these attributes. This Home School Agreement sets out the terms for the use of school-provided Chromebooks and must be signed prior to us providing your child with a device.

Please be aware that in confirming your agreement with the guidelines below, you are doing so for the duration of your child's time in Year 3-6 at The Manor.

#### **Section A: Pupil Code of Conduct:**

1. The Chromebook you have been assigned is your responsibility.
2. Your Chromebook may be used for academic work only and you must ask permission from the person who looks after you before using it.
3. Your parents have the right to access your Chromebook at any time and school will be able to view your screen at any time.
4. Inappropriate use of your Chromebook will result in sanctions from the school's behaviour policy.
5. Pupils must agree to this agreement.

#### **Section B: Pupil Agreement**

##### **As a pupil I agree to:**

1. Look after my Chromebook carefully.
2. Make sure I charge my Chromebook at home every evening.
3. Remember to bring my Chromebook and charger into school every day.
4. Immediately let my parents know if the Chromebook is lost or damaged.
5. Not delete the search history in my Internet browser or enable "Private" browsing.
6. Tell the person who looks after me at once if I see web pages or emails that are offensive or worry me.
7. Not use my Chromebook to share copyrighted material.

8. Only access the school network and Internet using my own school username and password, and not access files belonging to others.
9. Use the camera (photo or video) for school purposes and only if a member of staff has asked me to for an activity.
10. Never try to access inappropriate content on my Chromebook.
11. Not remove any stickers which identify my Chromebook.
12. When using the Internet and sending emails I will protect myself and others by not giving out personal information.
13. Ensure that any emails or communications are polite, sensible and responsible.
14. Not allow anybody else to borrow my Chromebook.

### **Section C: Parent/ Guardian Agreement**

#### **As a parent/ guardian I agree to:**

1. Ensure that my child looks after their school Chromebook appropriately.
2. Configure the WiFi/ internet in the home environment such that the Chromebook is able to connect and that only appropriate content/ websites are accessed on their school Chromebook.
3. Monitor my child's use of the internet at home, and to ensure that only appropriate content/ websites are accessed on their school Chromebook using the WiFi/ internet connection in the home environment.
4. Check the contents of my child's Chromebook weekly (e.g. photos, browsing history)
5. Provide the school with feedback about my child's Chromebook and their usage as requested.
6. In the first occurrence of damage to the Chromebook that is not covered by any warranty agreement the Chromebook may be under, to contribute to the replacement cost. Such damage includes, but is not limited to, cracked screens and accidental damage.
7. In any subsequent occurrence of damage to the Chromebook that is not covered by any warranty agreement the Chromebook may be under, to cover the full replacement cost. Such damage includes, but is not limited to, cracked screens and accidental damage.
8. Cover the cost of a new Chromebook in the event of it being lost or stolen.
9. Return Chromebook and charger in working order. All items that are not returned in working order will be replaced by the school and the cost will be added to your school bill.

#### **Notes**

- You may wish to consider adding the Chromebook to your home insurance, in which case we are able to provide details for you in the event of a claim.

### **Section D: School Agreement**

#### **The School agrees to:**

1. Provide each pupil with a Chromebook.
2. Provide infrastructure for the effective use of Chromebooks at home (via Google Drive).
3. Ensure that students are familiar with how to log into Chromebooks and use them to access Google Drive and Google Classroom resources.
4. Provide parents and guardians with ongoing advice to help them support their child's use of their Chromebook.

**Note:** The school will not be responsible for any content accessed when the internet is used outside of the school site.

### **Terms and Conditions**

1. Failure to take reasonable care or to abide by the other conditions listed in this document and any applicable policies will result in sanctions according to the school behaviour policy.
2. The school will not be responsible for any outcomes which may occur if guidelines are not followed.
3. The school cannot accept responsibility for the electrical costs involved in charging Chromebooks at home.
4. The Chromebook (and hardware, software, services and applications provided by the school) will remain the property of the school.
5. The Chromebook is lent to you but remains the property of The Manor. If the Chromebook is damaged, lost or stolen it will be your responsibility to pay for any repair or replacement of the Chromebook. The Manor will manage this process with the cost being added to your end of term bill.

The following policies apply to the use and handling of the Chromebook:

- Computing Policy
- E-Safety and Acceptable Use Policy
- Cyber-bullying Policy
- Computer Management Policy
- Data Protection Policy
- Safeguarding Policy