

Chromebook Home School Agreement

At The Manor, we issue Chromebooks to all children in Years 3 to 6 as a helpful tool for them to access and enhance their learning. This should be considered as a loan; upon issue, the pupil and their parents will take responsibility for the device.

For Years 3 and 4, we consider it more practicable and safe for pupils to keep their Chromebooks in school and these will be distributed for relevant educational activities. They may be used in their Form Room or taken to another area of the school by the children.

In Years 5 and 6, children are given the opportunity to take their devices home so they may continue with their studies independently in preparation for senior school. We ask that children charge their Chromebook every evening at home and bring their Chromebook into school each day in their bag.

We would like to ensure that our pupils are responsible and considerate users of technology and to 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-loaned Chromebooks. 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 Years 3 to 6 at The Manor.

Section A: Pupil Code of Conduct:

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

Section B: Pupil Agreement

As a Year 3 and 4 pupil I agree to:

1. Make sure that I return my Chromebook to the allocated charging point in school.
2. Immediately let my teachers know if the Chromebook is lost or damaged.
3. Not delete the search history in my Internet browser or enable "Private" browsing.
4. Tell my teacher at once if I see web pages or online communications that are offensive or worry me.
5. Not use my Chromebook to share copyrighted material.
6. Only access the school network and Internet using my own school username and password, and not access files belonging to others.

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

As a Year 5 and 6 pupil I agree to:

1. Look after my Chromebook and charger carefully.
2. Make sure I charge my Chromebook at home every evening.
3. Remember to bring my Chromebook into school every day.
4. Immediately let my parents know if the Chromebook or charger 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 online communications 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. Not to bypass parental settings or use a VPN.
10. Use the camera (photo or video) for school purposes and only if a member of staff has asked me to for an activity.
11. Never try to access inappropriate content on my Chromebook.
12. Not remove any stickers which identify my Chromebook.
13. Not to add my own stickers or draw on my Chromebook.
14. When using the Internet and communicating online I will protect myself and others by not giving out personal information.
15. Ensure that all online communications (including Google Classroom) are polite, sensible and responsible.
16. 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 at all times.
2. Configure the WiFi/ internet settings in the home environment such that the Chromebook is able to connect securely and that only appropriate content/websites are accessed on the school Chromebook.
3. Monitor my child's use of the internet at home
4. Monitor the time/s at which my child is using their Chromebook, ensuring that they are not using the device or accessing online content (including Google for Education) at times when they should be relaxing, playing or sleeping. It is important that screen time is limited.
5. Check the contents of my child's Chromebook weekly (e.g. photos, browsing history).

6. Provide the school with feedback about my child's Chromebook and their usage as requested.

Damage or Loss

7. I agree to keep the equipment in good condition and to return it, on request from the school, in the same condition as when it was loaned.
8. I will not leave the equipment unsupervised in unsecured areas or take it on holiday.
9. I understand that my child and I are responsible for the equipment at all times whether on the school's property or not.
10. If the equipment, including the Chromebook, the charger, and the protective sleeve/case (if issued), is damaged, lost or stolen, I will immediately inform my child's Form Teacher, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

Consent

By signing, I confirm that I have read and agree to the rules and conditions above.

Please sign here [Chromebook Agreement](#)

Returning the Chromebook

11. Please return the Chromebook, charger and protective sleeve/case (if issued) 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 (or determine if it is already covered under 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 and charger.
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 regular online safety lessons so that children are safe when accessing online content and communicating online.
5. 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 away from 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