

Chromebook Agreement

At The Manor, we issue Chromebooks to all children in Years 3 to 6 to use at school as a helpful tool for them to access and enhance their learning. Chromebooks will be stored in or near Form rooms for easy access and distributed for relevant educational activities. They may be used in Form Rooms or taken to other areas of the school by the children.

Chromebooks should be considered as a loan; upon issue, the pupil and their parents will take responsibility for the device.

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 Chromebook 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. The school has the right to access your Chromebook at any time.
3. Inappropriate use of your Chromebook will result in sanctions from the school's Behaviour Policy.
4. Pupils must accept this agreement.

Section B: Pupil Agreement

I agree to:

1. Make sure that I return my Chromebook to the allocated charging point in school and put it on charge.
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.
14. Be responsible and sensible when carrying my Chromebook around the school site to other lessons.
15. Ensure that all online communications (including Google Classroom) are polite, sensible and responsible.

Section C: Parent/ Guardian Agreement

Damage or Loss

1. I understand that my child is responsible for the equipment when it is in his/her care.
2. I acknowledge, if the equipment, including the Chromebook, the charger (if applicable), the stylus and the protective case (in the case of pupils in Year 6), is damaged or lost, that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. The Manor will manage this process with the cost being added to my end of term bill.

Consent

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

Please sign here [Chromebook Agreement](#)

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 in Years 3 to 6 with a Chromebook to use in School.
2. Ensure that students are familiar with how to log into Chromebooks and use them to access Google Drive and Google Classroom resources.
3. Provide regular online safety lessons so that children are safe when accessing online content and communicating online.
4. Provide parents and guardians with ongoing advice to help them support their child's awareness of internet safety.

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 Chromebook (and hardware, software, services and applications provided by the school) will remain the property of the school.
4. The Chromebook is lent to pupils, but remains the property of The Manor. If the Chromebook is damaged, lost or stolen it will be the parents' responsibility to pay for any repair or replacement of the Chromebook.

Related Policies

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