

The Chromebook Agreement

Westfield Academy has agreed to make available a Chromebook to your child for him or her to use as part of his or her educational activities and as directed by his or her classroom teacher. This agreement sets out the terms on which the Chromebook will be made available. It is legally binding, so please ensure that you read it carefully and let us know if you have any queries.

Hire fees

The School will lend your child a Chromebook for a refundable deposit of £150 for the whole period that he or she is at Westfield Academy. This amount will be returned to parents in full when your child leaves the School. Families who qualify for free school meals will be offered the Chromebooks for a lower refundable deposit of £75.

Delivery of the Chromebook

A Parent/Carer must collect the Chromebook after you have paid your refundable deposit and have signed and returned this agreement to us.

Paying your refundable deposit

The refundable deposit must be paid in full via ParentMail by the 24th November 2022 so that Chromebooks can be given to pupils by the end of November on allocated dates which will be communicated to you separately when we have received the payment.

Return of Chromebooks to the School

Parents will return the Chromebook in a good condition (subject to reasonable wear and tear) to the school within 5 school days of being requested to do so for any reason.

Return of your refundable deposit

The refundable deposit will be refunded to parents on return of the Chromebook with the same serial number if the return of the Chromebook is requested by the Academy or when pupils leave Westfield Academy.

Ownership

Chromebooks and the software installed thereon will remain the property of Westfield Academy. Neither you nor your child shall have any right or interest in the Chromebook except to hold it and use it in accordance with this agreement. The Chromebook cannot be loaned, sold, traded, leased, rented, or given to any other person or persons without the expressed written consent of Westfield Academy.

When we may end this agreement early

The School may terminate this agreement with immediate effect and request the return of the Chromebook should the pupil fail to comply with the school's behaviour policy or acceptable use of IT policy.

Hardware faults

The Chromebooks are covered by a 5 year manufacturer warranty for hardware faults. Any hardware faults to machines will be fixed free of charge. Faults not covered by the warranty will need to be paid for by parents.

Loss, theft or damage

In case of loss, theft or damage the full refundable deposit will go towards replacing the lost, stolen or damaged Chromebook. A new Chromebook will be provided to the pupil; parents will need to sign a new loan agreement and pay another refundable deposit. The student must report, loss or damage of the Chromebook or its related accessories to school promptly and no later than 24 hours after the incident.

Safeguarding

Every Chromebook will be managed and monitored by the school whilst the device is on the school domain.

Why has the school opted for Chromebooks?

Students need to be prepared for an increasingly digital world. Research has confirmed that good home access to technology has a positive impact on a child's educational achievements; it often motivates them to do schoolwork by providing more interesting and engaging ways to learn. Student work is often better presented so their self-esteem grows and they can explore subjects that interest them in their own time. Chromebooks are extremely easy to use and facilitate both independent study and online collaboration whilst also offering high levels of security and eSafety. Through the use of G Suite for Education we can further improve student engagement, and open the door to learning. The Chromebooks with the management console ensure that all students are able to access all of the same resources and applications, wherever they are in the world and enable teachers to deliver the curriculum in the most exciting, engaging and effective way.

Chromebook Features

- Less than 8 seconds to boot up
- Long battery life
- Simple technology
- Easy student-teacher workflow
- Large numbers of computers can be managed centrally
- Excellent collaboration tools
- Works seamlessly with Google Apps for Education and other cloud based applications which all of our students and teachers already use extensively.

Chromebooks and G Suite for Education

- Westfield Academy already uses G Suite for Education so staff and students are familiar with some of its functions. Students will be able to use:
- Gmail – school wide email system
- Drive – Store and organise assignments, documents, or class curriculum securely and access them from any device.
- Calendar – Share calendars or create a joint calendar with members of your class to easily keep track of schedules and deadlines.
- Docs, Sheets and Slides – Collaborate, share feedback, and work together with your students in real time on documents, spreadsheets, and presentations.
- Google Classroom – Create assignments, communicate with students, and send feedback all from one place.
- Google Meet – Connect with students virtually through secure video calls and messaging to keep learning going outside of school.
- Forms – Create Forms, Quizzes, and surveys to collect and analyse responses with the help of machine learning.

Your responsibilities to look after the Chromebook

When the Chromebook is made available to your child, you have the following responsibilities:

- You must ensure that the Chromebook is kept securely and not left unattended in any public place;

- You must ensure that the Chromebook is only used by your child for educational reasons under proper adult supervision, in accordance with the instructions of the manufacturer and your child's classroom teacher;
- You must keep the Chromebook safe and free from damage and must return it in at least the same condition as it was first made available to you (save only for reasonable wear and tear);
- You must not make any alteration to the Chromebook without first obtaining our permission;
- You must bring the Chromebook in for inspection at our request, even if this is before the return date specified above;
- You must not remove any label, marking or sticker placed on the Chromebook which identifies it as belonging to Westfield Academy;
- You must not allow the Chromebook to be used for any unlawful purpose or to access any material of an adult nature;
- You must ensure that the Chromebook is used in accordance Westfield Academy's Online safety and acceptable use policy, a copy of which will follow;
- You must not allow the Chromebook to be used to access social media sites or services and you should ensure that your child does not reveal any personal data relating to themselves.
- You must not allow any 'apps' to be installed on the Chromebook (other than any 'apps' approved in writing by the Westfield Academy) and must not use the Chromebook to send any communication, except as instructed by your child's classroom teacher;
- You must not attempt to circumvent or remove the controls which we have placed on the Chromebook's use; and
- You must ensure that your child is aware of and complies with any of the above rules which are relevant to him or her and his or her use of the device.

Frequently Asked Questions - Administration contact details: admin@westfield.academy

Is the battery good enough? How will charging work?

Chromebooks have a battery life of six plus hours. This varies depending on what the Chromebook is being used for (e.g., web browsing is very different to using YouTube). As long as the students charge the Chromebook overnight, it will last all day.

Can my child put their own content onto the Chromebook?

Storage space is provided via the Google domain that the Academy provides. The devices can only be used for educational purposes.

How do I connect the Chromebook to the internet in my home?

Chromebooks use wireless to connect to a network, so you will need Wi-Fi at home to use the Chromebook on the internet there. If you have Wi-Fi, your network security key can be added to the Chromebook before logging on. If you don't have Wi-Fi at home, the Chromebook will still work for many things (most apps, reading eBooks, etc.) but things like email and web browsing won't be accessible until the Chromebook is back within the Academy network.

What technical support is there for students?

The Academy's in-house IT Support team will be able to help resolve many technical issues but one of the major advantages of the Chromebook is that it rarely goes wrong. Full training and development in the use of Chromebooks will be given to students in their ICT lessons at the Academy.

How are teachers maximising the potential of Chromebooks?

Teachers' expertise has been growing through regular training events and shared professional learning. Every student already works with Google Apps, Google Classroom and associated cloud storage and our first term of ICT lessons are dedicated to teaching students how to work effectively across all subjects using Google Apps. We will be continuing to focus on the use of Chromebooks in the regular staff training that the Academy runs. Chromebooks may not be used in every lesson. Students will still need to write effectively in exercise books. However, Chromebooks will enable teachers to deliver lessons differently and in a way that we believe will improve learning.

How will the Chromebook be backed up?

The Chromebook is always backed up, our students have unlimited storage space in the Google Cloud. This is already set up and associated with their Academy email account ([name]@westfield.academy).

Are there any Chromebook guides available?

Yes, there is a lot of (free) guidance out there. This link is a good place to start:

<http://www.chromestory.com/chromebook-user-guide/>.

We will make sure all of our students receive the teaching input to get them up and running with their Chromebooks and we will provide an online course they can access from home to develop their expertise. During their ICT lessons there will be some Chromebook skills development.

How will inappropriate use of the Chromebook be dealt with?

This agreement sets out some simple rules to help things go smoothly. Where a student makes the wrong choice over use of the Chromebook within the premises, the Academy will implement their behaviour management policy.

What is the Academy doing to reduce e-safety problems?

We already operate an internet and email filtering policy, which we will extend to all Chromebooks. This will apply when a student is logged onto the Chromebook through their Westfield Academy account. If additional accounts are set up on the Chromebook, then the filtering WILL NOT apply. All students receive regular teaching on the importance of e-safety.

Will the Chromebooks be monitored?

The Academy has a very effective web filtering system and all devices attached to our network go through this web filter. The Academy will not be actively monitoring students' Chromebooks – we feel it is important that students feel the device is “theirs” and they are not being watched. We will be able to look at web filter logs, should an issue become apparent.

When used at home, parents / carers should take the normal precautions to ensure that they monitor the student's use of the internet.

Will my child need their own Google account?

Your child's ([name]@westfield.academy) account is, in fact, a G-mail account and this account will be used when they are in the Academy.

Any subsequent apps required for use within the Academy will need to be downloaded at home.

Safety Precautions

Please follow these guidelines to ensure your Chromebook will last many years:

- Never leave the Chromebook unattended in school;
- Never leave the Chromebook on view in a car – store covered in the car boot;
- Never use detergent or water on the screen;
- Never put heavy objects on top of the Chromebook;
- Never consume food or drink near the Chromebook.

Do Chromebooks work offline?

- Yes, lots of aspects do. You can use offline-ready apps to keep using a Chromebook when it's not connected to the Internet. Below are some examples:
- Read and write emails with Offline Gmail
- Write a note or make a list with Google Keep
- Create and edit documents, slides, or spreadsheets with Google Drive apps (Google Docs, Sheets, and Slides)
- View and RSVP to events with Google Calendar
- View and edit photos saved with the built in photo editor
- Enjoy music or movies with the built-in media player

Pupil Details

Please complete this agreement so that a Chromebook can be issued to your child.

Pupil Name: Pupil Form Group:.....

Name of Parent: Email Address of Parent :

Parent/Carer

As parent/carers I grant permission for my child to access Westfield Academy's computer resources, including internet accessibility and their device. While supervision will be provided at home when using the internet, I fully understand that some materials on the internet may be considered controversial, inappropriate or offensive. I further understand that my child may keep their access as long as the procedures outlined above are followed. I confirm that I understand the costs and responsibilities associated with this agreement.

Personal Agreement Clause

This agreement is personal to you and you must not pass it on to any third party. If you do not comply with your responsibilities under this agreement, we may take steps to recover the Chromebook and any damage we have suffered, which may include the value of the Chromebook.

Thank you for taking the time to complete this agreement. This document will serve as a contract between the parent and the school.

Parent/Carer Signature: Date:

To be completed on collection of the Chromebook

Pupil Name: Pupil Form Group:

Chromebook No.: Chromebook Serial No.:

Parent/Carer Signature:..... Date:

Office to complete: Pupil Reference No.:

To be completed on return of the Chromebook

Pupil Name: Pupil Form Group:

Chromebook No.: Chromebook Serial No.:

Date Returned:

Parent/Carer Signature:.....