

Chromebook Protocols

School's responsibilities

- School will co-ordinate with the LA to provide the Chromebooks for each pupil and to arrange the payment over the duration over the 5 years in school (or 4 for this year's Year 8).
- School will provide affordable bags to carry the Chromebooks.
- School will organise its systems to ensure pupils can leave their Chromebooks in their classrooms over lunch.
- School will utilise the ParentPay platform to enable parents to have suitable options for the payment over the 5 years. This will include suitable support for families where appropriate.
- School will set up each Chromebook with appropriate internet safety levels in line with LA requirements, and the software required for pupils to use.
- School will provide suitable learning opportunities during lessons for pupils to use their Chromebooks effectively.
- School will set up appropriate processes and policies to deal with the day to day use of the Chromebooks and to deal with expected issues such as damage, functionality and charging.

Pupils' responsibilities

- Each pupil must take responsibility for their Chromebook. They must sign the Acceptable Internet Use Agreement and the Chromebook Agreement before being issued with a Chromebook.
- Chromebooks must be charged each evening ready for lessons the next day.
- Chromebooks should be kept in the bag provided during the journey to and from school, as well as during the school day.
- At the end of Period 3, all pupils will be given 5 minutes to take their bags, including Chromebook to period 4. Pupils will be registered at this time and lunch will begin at the end of this 5-minute period.
- Internet use must be responsible and in line with school policy. Any inappropriate searches are reported to the school and followed up on, where necessary.
- All schoolwork must be appropriately saved Google Classroom on your Chromebook. Saving your work is your responsibility.

Parents'/Carers' Responsibilities


- Parents/carers in Year 7 will need to pay £50 in the first year, £40 in each of the next 4 years. This will cover the cost of the case and of any repairs needed during your child's time at the school.
- Parents/carers in Year 8 will need to pay £55 in the first year, then £45 in each of the next 3 years.
- This scheme is aimed at ensuring equity for all. Therefore, the school will support any parent/carer who would find payment a challenge. Parents/carers need to contact the school to confirm arrangements.
- Following consultation with parents/carers, payment for the year can be staggered or made in one payment using ParentPay. Payments will need to be finalised by 31st March 2024.

- Parents/carers can support this opportunity by ensuring that pupils get into the habit of charging the Chromebook each night.
- Parents/carers should contact the school if there are any issues with damage or functionality to ensure that prompt repairs can take place. This will be covered by the school, unless there is deliberate damage or there is a serious lack of care which causes the damage. Similarly, repeated incidents of damage may need to be covered by parents.

Home School Agreement

Please sign below to agree to the protocols outlined above.

School:

Signature:  _____ Date: 4/9/23

Pupil:

Signature: _____ Date: _____

Parent/Carer:

Signature: _____ Date: _____

Parent. What to do if...

- The cost is too high or the financial situation changes during the year?

Contact the school so we can discuss how we can support you.

- There is an issue at home which leads to my child being unable to bring their Chromebook to school?

Contact the school to pass a message to the form tutor. We will provide a spare to use for the day.

- My child already has their own device?

Unfortunately, we cannot allow pupils to use home devices in school. The Chromebooks have to be set up in line with the Local Authority and will need to have the appropriate school software and internet safety levels included.

- I don't wish my child to be part of the scheme?

Given that we have introduced the scheme after the admissions process had been completed, we will operate a facility for pupils to loan a Chromebook during the school day, should parents select not to participate during their time at the school. This will require your child to collect a Chromebook at the start of each day, during form time, and to return it at the end of lesson 5.

- Something arises which isn't covered here?

Contact the school. This is a new initiative and, doubtless, there will be teething issues. Let us know so we can advise, support and improve our guidance in future years.

Pupils. What to do if...

- I forget to charge my Chromebook?

During form time, you will need to take your Chromebook to the ICT office where the ICT manager will be able to charge it for you. If this happens more than once in a week, your form teacher will issue a sanction on ClassCharts.

- My Chromebook runs out of charge during the day?

If your classroom has a charger available, you may ask your teacher to charge the Chromebook when the battery is running low, when you are not using them. If not, take the Chromebook to the ICT office during one of the breaks or between lessons to re-charge. Lesson time should not be missed to charge Chromebooks.

- I forget to bring my Chromebook?

During form time, you will need to visit the ICT office where the ICT manager will issue you a Chromebook for the day. This will need to be return at the end of the school day. If this happen, your form teacher will issue a sanction on ClassCharts for failing to bring necessary equipment to school. Pupils who successfully bring in their Chromebooks for a full half term without forgetting will be issued with a reward by their form tutors through ClassCharts.

- There is an issue at home which results in me being unable to bring or charge my Chromebook?

If there is a valid reason, your parents can email or phone the school with a message and no sanction will be given. You will need to collect and return the Chromebook as above.

- My Chromebook isn't working?

At the earliest possible moment, take the Chromebook to the ICT office. You will be provided with a spare until the problem is resolved.

- My Chromebook gets damaged?

Take the damaged Chromebook to the ICT office for repair. You will need to outline how the Chromebook became damaged. You will be given a spare until the Chromebook is repaired. Spares will need to be returned at the end of Period 5 in the ICT Office. If Chromebooks are deliberately damaged, damaged through a serious lack of care or if they are damaged repeatedly, there may be a charge for the repair. In these cases, there will be a sanction issued. For accidental damage, the school will cover the cost.

- I search for something inappropriate on the internet?

This is a breach of policy and can lead to you being suspended from using the internet. You will still be able to use your Chromebook for other applications. This will be followed up with a sanction and, where necessary, parents will be informed.

- I search for something that is linked to my work, but leads to a blocked message for inappropriate use?

We know that the local authority restrictions can lead to genuine searches being blocked. No sanctions will be received in these instances. A member of staff may need to speak with you to clarify and to ensure it is a genuine case.

- I forget to save my work?

Unfortunately, you will have to re-do any work that you lose because you didn't save it. Put on your auto-save option when you start working on documents, or save regularly.

- I leave the school?

If you leave before the January of Year 11, you will have the option to either return the Chromebook to the school or pay the remaining balance for you to keep the Chromebook. Once you have left school at the end of Year 11, you keep the Chromebook.

I don't have suitable wi-fi at home?

Your parents/carers should contact the school to discuss how we can support you.

- I have my own Chromebook at home?

Unfortunately, we cannot allow you to use home devices in school. The Chromebooks have to be set up in line with the Local Authority and will need to have the appropriate school software and internet safety levels included.

ParentPay set up and Message

Can we set up ParentPay with the option to pay in full, or in any amount monthly from now until March.

Message should be sent to parents as follows.

Following our consultation last year, I am pleased to announce that we will begin the roll out of the Chromebooks to pupils from next week. We will take pupils through the expectations in a short assembly at the start of the week.

In order to issue a Chromebook, we will need parents and pupils to complete the Chromebook Agreement. This has been given to pupils to take home today and should be returned to their form tutor.

ParentPay has now been set up and parent will have a choice of options that best suit your needs. If you need support, please contact using the email address below.

If you have chosen not to participate in the scheme, please let us know and refer to FAQ booklet attached.

We have added a FAQ document to support both parents and pupils as we begin this initiative. We hope this answers any queries you have. Any other queries should be directed as follows.

Request for financial support – finance@stjohnlloyd.co.uk

Request for technical support – pupils can go directly to the ICT manager, or email ithelp@stjohnlloyd.co.uk