

6 September 2022

Dear Parent

1:1 pupil Chromebook

The use of digital technology to support teaching and learning has always been a strong feature of all schools in the Connect Education Trust. As a result, we loan every pupil from Year 1 to Year 6 a Chromebook, for the duration of his or her time at Grange Park. This enables the school to provide a creative digital solution to learning in the classroom and beyond, and allows all pupils access to the digital skills they need to succeed in the modern world. You can find out more about 1:1 pupil Chromebooks and our use of digital technology to develop and enhance learning by watching our short video presentation [here](#).

What is being loaned to my child?

Each pupil receives a Lenovo 300e Chromebook (or equivalent), charger and carry case.

Full terms and conditions for the loan are detailed in the 1:1 Chromebook Parent Loan Agreement. You are required to submit the form to say you have read and understand the responsibilities of your child's use of the school-owned equipment, and your responsibilities, **as soon as possible**. Your child will not be issued with a Chromebook to take home unless this loan agreement has been received. (Please note: a separate agreement needs to be submitted for each child).

How will my child use the Chromebook at school?

Chromebooks are used to:

- Enhance existing learning strategies, not replace them.
- Develop critical thinking, analysis and scientific inquiry through active engagement and participation.
- Create, share and collaborate using Google Workspace for Education tools such as Slides, Docs, Sheets, Jamboard and Classroom.
- Create original multimedia content to demonstrate their learning.
- Access personalised learning when appropriate.

How will my child use the Chromebook at home?

- Complete home learning assignments through Google Classroom.
- Access online learning platforms such as: NumBots, Times Tables Rock Stars, Spelling Shed, MyMaths and SATs Companion.
- Complete remote learning in the event of self-isolation due to COVID, including through video conferencing.

How do I ensure the equipment is looked after?

Your responsibility is to ensure your child looks after the equipment at all times, so that it is always available for their education. Here are a few recommended precautions:

- Treat the Chromebook as you would any valuable item.
- When not being used, store the Chromebook in a secure place, out of sight.
- Do not leave the device in a car.
- Do not walk around carrying the Chromebook except when it is in its protective case, and carry the Chromebook to and from school in a book bag or rucksack.
- Only touch the screen gently, and be gentle with the keyboard, trackpad, and ports.
- Do not eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend the Chromebook to anyone.

How should I encourage my child to use the Chromebook safely at home?

- Use in a safe way, ideally at a table with an appropriate height chair for use, without trailing cables or other hazards.
- Ensure that appropriate breaks are taken when using the Chromebook.

How will my child be kept safe online?

When the Chromebook is used to connect to the internet from home, you will be responsible for the costs involved. The Chromebook will have Home Protect installed, a school-safe internet filtering system, but it is still your responsibility to ensure your child uses the device safely. Here are a few tips:

- Monitor your child's use of the Chromebook when not at school.
- Use the Chromebook in a central location at home, rather than behind closed doors.
- Help your child to focus on completing tasks and assignments.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Ensure the device is not used for any illegal conduct, or statements which are deemed to be advocating illegal activity and/or anti-social purposes, including access to inappropriate internet sites and chat rooms.
- Ensure that any online activity does not bring the school into disrepute.
- Talk with your child about cyberbullying encouraging him/her to be kind and to communicate clearly online.
- Advise your child that anything they post, text, or upload may be forwarded, copied, and published to anyone.
- Ensure that this equipment is for the sole use of your child, who will use it for educational purposes only.

Because we take online safety very seriously, we require all parents to have attended a virtual Parents Online Awareness session prior to their child being issued with a Chromebook.

- Parents must log on individually to access the session.
- The session is 1 hour in duration.
- Once the session starts you can pause, fast forward and/or rewind by using the control panel at the bottom of the screen.
- All forms of digital devices can be used to access the session.
- Attendance is verified prior to issuing a Chromebook.

Your session is available from **Friday 9 September to Friday 16 September**, by clicking on the link below. Once your details are entered, the session **will start immediately**.

Link to the joining instructions:

<https://www.ecliplimited.com/GTW%20-%20Joining%20instructions.pdf>

Link to access the session: <https://attendee.gotowebinar.com/register/4128935968111086350>

How often should my child bring the Chromebook to school?

You should ensure your child brings the Chromebook to school each day, in the protective case provided, and that it is fully charged. If the device is not charged, your child may not experience full access to learning. A Chromebook and case fits in a Grange Park book bag and all but the very smallest rucksacks.

What do I do if the equipment is lost, stolen or damaged?

- Ensure the school is notified as soon as possible (and no later than 24 hours) of any fault, damage or theft arising.
- If the device is stolen, report this to the police within 24 hours and report the crime number to the school. The Chromebook will be remotely deactivated and rendered inoperable.
- Report any damage to the school immediately.
- Agree to pay the cost to replace the Chromebook, case or charger if it is lost, stolen or accidentally damaged at the rate of 50% of what the Trust paid for the Chromebook (£85) and the full cost of the case (£6.50) and the charger (£24.70). If a debt is outstanding the Chromebook will not continue to be loaned to my child.

How do I report a fault, loss or damage?

- Faults, loss or damage must be reported within 24 hours at office@grangeparkprimary.org and the Chromebook brought into school, so that the school can respond appropriately.
- Troubleshooting videos aimed at sorting out simple problems with Chromebooks are available on the school website [here](#).

When should I return the device?

- Undertake to return the device, charger and case to the school, in good working order, when requested by the school or when your child ceases to be a pupil at the school for any reason.

Can my child use their own headphones with their Chromebook?

There may be times when, in order to focus on an activity and help reduce potential distractions, the use of headphones is an advantage both at home and in class. There are many cost effective solutions available should you wish to purchase [headphones](#) for your child. However, headphones are entirely your child's responsibility so please do not send in expensive sets or ones that cannot easily be stored neatly in the pocket of the Chromebook carry case. All headphones must be labelled with your child's name.

What can I use to clean my child's Chromebook?

Please **only** clean the Chromebook, including the touch screen and keyboard, with pre-saturated wipes recommended for use on electronic devices. These lint free 70% isopropyl alcohol wipes leave surfaces clean and dry, unlike other cleaning products including household antibacterial wipes which are wet, leave a sticky residue and can damage circuitry. Alternatively, to keep the device clean your child should either wash their hands or use antibacterial gel before using their Chromebook.

As soon as we receive a completed 1:1 Chromebook Parent Loan Agreement and have verified attendance at the online safety session, your child will be issued with their device for use in school and at home. The use of a Chromebook is a privilege. Please talk to your child about their responsibilities to look after and use the device sensibly.

We look forward to seeing your child develop their digital and independent learning skills in the coming months. If you have any further questions, please do not hesitate to get in touch with us.

Yours sincerely

Sue Denny
Deputy Headteacher