Sydenham & Dulwich Girls

GDST
GIRLS' DAY SCHOOL TRUST

Chromebook Leasing Scheme Policy: Year 7

Introduction and aims
Access to devices allows teaching and learning to be enhanced by easy access to technology in the classroom. We believe that access to a device allows pupils to use the right tool at the right time for their teaching and learning and believe that all students having the same device allows this to happen most effectively. Access to devices also allows for all students to develop their digital literacy skills during their time at Sydenham and Dulwich High School which have become increasingly important for future success.

Chromebooks have been chosen to ensure your daughter is able to access all of the Google lessons, and work collaboratively and successfully with other members of the class on a secure platform utilising the latest EdTech in the classroom. Safeguarding is at the forefront of education and this leasing programme is one way we can ensure that every pupil is protected when working online through our network. Using a leasing scheme ensures that we can troubleshoot any problems with the device, repair any damage and replace the device if necessary.

Expectations
All year 7 pupils are expected to participate in the Chromebook Leasing Scheme which will take them through from year 7 to year 11. Parents will be sent an information letter along with the terms and conditions of the Chromebook Leasing Scheme prior to their daughter joining in September. A copy of the terms and conditions is provided below for your reference.

Pupils will be expected to read and sign the '**GDST ICT Acceptable Use Policy'** which will be distributed in September. All pupils are required to bring their Chromebook and stylus every day, ensuring that the device is fully charged. Devices will be provided with a screen protector and parents are advised to buy a protective carrying case to minimise the risk of damage.

Charge
There is a termly charge for this scheme which will be finalised based on student numbers and reported in the summer term prior to new year 7 pupils starting in September. Payment can be made either termly or annually, depending on your preference, using ParentPay. Details on how to do this will be sent to all parents prior to your daughter starting in September.

The following section outlines the terms and conditions. You will receive a copy to sign prior to your daughter receiving a Chromebook in September.

The Terms and Conditions

In the event of a Chromebook being damaged, we will aim to repair or replace the device in a timely manner. Where possible, we will seek to repair the damage in-house at the school's expense. However, there may be cases where this is not possible.

In cases of significant accidental damage/loss by the pupil (except in cases of wilful damage or negligence) that cannot be repaired in house, the school agrees to contribute up to 50% of the repair/replacement costs in the first instance. The device repair/replacement will be determined and managed entirely by the school. For any repairs or replacements after that, parents are liable for the full cost.

In cases where the power supply, associated cables or the stylus, is lost or damaged, parents will need to fund the full cost of the replacement(s) which will be made available in school.

As pupils are responsible for carrying and charging the device, they are encouraged to purchase protective cases for the Chromebook. An internet search for a Lenovo 500e 11.6 case will yield results for cases/covers that will fit the device. Pupils should not apply any stickers/skins to the device.

The device can be taken home once you have both read and agreed to the terms listed on this form. If the terms are not agreed to, this device may not be taken home.

Use of Equipment

- Pupils and Parents acknowledge that any issued Chromebook is, and remains, the property of Sydenham and Dulwich High School GDST School while under the conditions of the lease.

- The device is to be used for learning at Sydenham High School GDST. It must be returned to Sydenham and Dulwich High School GDST when a pupil withdraws from the school, prior to the pupil leaving or immediately upon request from a member of school staff.

- Please be aware that if any part of the Chromebook or stylus is lost or damaged by the pupil it is issued to then the cost of a replacement will be charged to parents.

- Internet access will be filtered while the pupil's Chromebook is connected to Sydenham High School GDST WIFI. Chromebooks will also be filtered while the pupil is off-site using Lightspeed Web Filtering. Please know that no web-filtering product is foolproof or as impactful as a conversation between a pupil and her parent/guardian about Internet Safety and the expectations of behaviour while online.

- Pupils will report to a member of staff any incidents of inappropriate communications transmitted in any form using the Chromebook.

- Pupils will adhere to the school's ICT Acceptable Use Policy at all times when online.

- Pupils will not download or install software on the Chromebook without permission.

- Pupils are responsible for the general care of their Chromebooks. Chromebooks which are broken, damaged, or fail to work properly should be reported as soon as possible to the pupil's form teacher who will log it with the IT Technicians. In such cases, where a pupil is suspected of damaging another pupil's Chromebook, an investigation will be carried out by the school to determine if it was an intentional act of vandalism.

- When not in use, pupils will keep the Chromebook stored in a secure location either locked in a school locker or at home.

- Pupils may not destroy, deface, or alter the Chromebook or accessories - this includes adding their own stickers. Pupils must also not remove identifying labelling on the Chromebook such as serial numbers.

- Pupils will bring their issued device fully charged to school each day. The device must be brought to school each day to use within their lessons. If a pupil regularly forgets their Chromebook they may be asked to keep it in school.

- Pupils will adhere to these terms each time the device is used, both in school and at home.

Privacy

- Pupils are not to share their password with any other pupil or to access any account or other Chromebook not belonging to them.

- Sydenham High School GDST will never remotely access the camera or microphone of any device assigned to a pupil.

Management

- Sydenham High School IT Department will monitor devices for security, application installation and inventory purposes only through Google GSuite.

- The account history of the pupil and activity of online accounts associated with Sydenham High School GDST may be monitored at any time through the schools filtering system.

- Improper use of Sydenham and Dulwich High School GDST technology or technology infrastructure may result in disciplinary action.

- GSuite is governed by a detailed privacy policy and security measures which the GDST has reviewed and is satisfied they appropriately protect the privacy of its users of these tools. Under our Terms of Service Agreement with Google, they are obligated to comply

with GDPR regulations. Additional information about GSuite security & privacy may be found here.

Pupil Agreement

I have read, understand and agree to abide by the Sydenham and Dulwich High School GDST Chromebook Policy. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my Chromebook may be revoked and disciplinary action may be taken against me.

Parent Agreement

As the parent or legal guardian of the above pupil, I have read, understand and agree that my child shall comply with the terms of the Sydenham and Dulwich High School Chromebook Policy. I understand that the Chromebooks are a privilege and can be revoked if misused. I am signing this Policy and agree I accept full responsibility for supervision of my child's use of her Chromebook if and when such access is not occurring during the school day. I hereby give permission for my child to use a Chromebook authorised by Sydenham and Dulwich High School GDST.