

## Testwood School Student Chromebook Home Use Policy

Key Responsibility	SL
Last Review:	October 2024
Next Review:	October 2025

**The Chromebooks will remain the property of Testwood School**

**All users will follow this policy.**

The purpose of this document is to outline school policies and procedures in the use of Chromebook technology at Testwood School. The policies and procedures highlighted in this document are intended to work alongside existing Testwood School policies and procedures. All Testwood School students and staff are governed by the Acceptable Use Policy.

### **Ownership & use**

The Chromebook is the property of Testwood School and must be returned upon the request of the school. Use of the Chromebook should be restricted to school use only and you must comply with the terms of the Students Acceptable Use Policy (Attached). You must follow the rules as set out in the Data Protection Act, Computer Misuse Act and abide by Copyright Laws.

### **Returning Your Chromebook**

The Chromebook will need to be returned along with the charger and case back to the IT Department team prior to the students' last day at Testwood School. Failure to return any of the equipment will result in a charge.

### **Backup**

Students should save their work to their Google account. The limited physical storage on the Chromebooks is not backed up and should only be used for educational purposes. Work completed on Google apps is automatically saved when connected to the internet.

### **Insurance**

You will ensure that you will take good care of the Chromebook and take all reasonable precautions to ensure that it is not damaged, lost or stolen. Your Chromebook has been added to the school's inventory/insurance details. You must ensure that you comply with the following:

Chromebook within your Home – Your Chromebook must never be left on public view within your home.

Chromebook within a Car – The Chromebook is only insured during transit between School and your Home or between your Home and School. The Chromebook, where possible, should not be left unattended in a parked car. On those occasions when there is no alternative, they should be locked in the boot.

## Caring | Inclusive | Ambitious

If your Chromebook is lost or stolen, you must inform ICT Support via the school landline. If the Chromebook is lost or stolen outside of school, it is your responsibility to report this matter to the Police as well as ICT Support. Any Police paperwork should be shown to ICT Support for the Inventory/Insurance purposes.

Incident (which pertains to Chromebooks, chargers, and any other equipment issued to students)	Necessary Actions (these guidelines and actions may vary depending on extenuating circumstances)
Normal Maintenance and Repair not Caused by Misuse or Accidental Damage.	Report immediately to Testwood School IT Department. If repairs are required and determined to have been caused by normal use, the student must return the Chromebook for repair. There will be no charge for these repairs.
Accidental Damage	Report immediately to Testwood School IT Department. If repairs are required and determined to be accidental, the student must return the Chromebook for repair. There will be a standard £35.00 charge for these repairs.
Damage Due to Misuse	Report immediately to Testwood School IT Department. If repairs are required and determined to be caused by misuse, the student must return the Chromebook for repair and appropriate sanctions will be determined. There will be a standard £35.00 charge for these repairs.
Loss (of any equipment)	Report immediately to Testwood School IT Department, which will examine each case and the circumstances leading to the loss. Depending on the findings. If a replacement is provided to the student, a charge of £75.00 will be required before it is issued. For any subsequent losses £150.00 will be required before issue.
Theft (of any equipment)	Report immediately to Testwood School IT Department, which will examine each case and the circumstances leading to the theft. Parent/Carer will be required to get a crime number and complete a school's claim form. A charge of £75.00 will be required before a replacement unit is issued. For any subsequent thefts £150.00 will be required before issue.
Returning chromebook (of any equipment)	The Chromebook, along with the charger and case, must be returned to the IT Department team prior to the students' last day at Testwood School. Failure to return any of the equipment will result in a charge of £150.00.

### **Health & Safety**

In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:

- Sit in a chair that gives you good back support to avoid backache;
- Position the screen in front of you to avoid twisting;
- Take regular breaks from the screen to reduce eyestrain.

You must make your Chromebook available for a Portable Appliance test annually.

**Conduct**

- You must at all times conduct your computer usage professionally, which includes being polite and using the system in a safe, legal and appropriate manner. Among uses that are considered unacceptable are the following:
  - Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials; Making ethnic, sexual-preference, or gender-related slurs or jokes.
- You must respect, and not attempt to bypass, security or access restrictions in place on the computer system.

**Use of social networking and online forums**

You must not use the school-owned device to access personal social media or other online social forums.

**Damage**

You must not through your own actions or inaction allow the Chromebook to become damaged. This includes, but not limited to; stickers, drawing/graffiti, scratching/etching, removal of official labels and stickers. You must report any damage to ICT Support with details of how the damage occurred. If the damage is deemed to be through negligence or misuse, **you may be charged for the repair or replacement of the Chromebook.**

**Declaration**

I confirm that I have received a Chromebook and agree to abide by the terms and conditions of use as set out above and agree use in line with the Schools Acceptable Use Policy.

I confirm that I have read the acceptable use policy and will abide by the term and conditions of use.

Chromebook serial number: \_\_\_\_\_

Chromebook make and model: \_\_\_\_\_

Student Name: .....  
.....

Students Signed:

Parent/Carer Signed: ..... Date:  
.....