



**WEAVERS
ACADEMY**
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SUBJECT: Weavers Academy Chromebook Policy

REVISED: June 2021

The purpose of this document is to outline school policies and procedures in the use of Chromebooks at Weavers Academy. The policies and procedures highlighted in this document are intended to work alongside existing Weavers Academy policies and procedures and will act as a foundation for classroom requirements, which may be set by individual teachers.

The Chromebooks will remain the property of Weavers Academy and have been issued for educational use, both at school and home.

All users will follow this policy.

Device Information:

- After evaluating the options on the market, the school has decided on Chromebooks as the device that we will be issuing to each student starting in Year 7. Chromebook is a device that looks and acts like a laptop but is designed for the always-connected world we are now living in. It is essentially a web browser that starts up very quickly.
- Chromebooks are designed to be used online but do have some basic programs that provide offline capability.
- The battery is rated to last 12 hours. As long as the device is fully charged overnight, it is capable to last all school day.

Costs:

- Chromebooks will be provided at significantly subsidised price. Please see [Chromebook Loan Agreement Form](#) for current pricing and payment options.
- Chromebooks will not be allocated to students until full payment has been made and the [Chromebook Loan Agreement Form](#) has been completed.

- A £50 repair fee will be charged every time a significant hardware repair (damaged screen or keyboard etc) is required that is not covered by the manufacturer's warranty.
- Damage caused by misuse will be reviewed by IT Department and the Raising Standards Team on a case-by-case basis before any repairs or replacements are issued.
- Weavers Academy reserve the right to increase the repair fee to the maximum of £100 for misuse/intentional damage (This includes liquid damage/spilled drink)
- Missing/Stolen Chromebook - maximum of £300 depending on the cost of the machine. £75 if police number is given.
- Charges for lost accessory items: Power adaptor = £35, Case = £15.
- Repairs will not be carried out/ new Chromebooks will not be issued, until full payment for the repair has been received or case has been reviewed favourably.

Receiving Your Chromebook:

Chromebooks will be distributed during the first week of school in September.

- Chromebooks remain the school's property.
- Students will receive a Chromebook, power adapter, and a protective case.
- Chromebooks are issued for the duration of the Student enrolment at the school.

Returning Your Chromebook

- The Chromebook will need to be returned along with the charger and case back to the IT Department prior to the students' last day at Weavers Academy.
- If the Chromebook and/or accessories are not returned, the parent/guardian will be held responsible for the replacement cost of the device and/or accessories.

Expectations and Responsibilities:

- The Chromebook must be taken to school every day.
- Devices must have a full charge ready for the school day.
- Chromebooks are part of the student's school equipment and therefore failure to charge the device or bring equipment to school would breach the school's behaviour policy.
- Students are not permitted to charge the devices in school and the power adaptor should be left at home.
- Students will be expected to take their Chromebook home at the end of the school day, there will be no provision to store the Chromebooks at the school.
- Device sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- At no time shall the device be used for unlawful or inappropriate activities.
- Do not use your Chromebook in the social areas of the school – Chromebooks are for classroom use only.
- Students are not allowed to let others use their assigned device.
- Chromebooks and accessories should not be left unattended in an unlocked or unsupervised location.
- Chromebooks must be made available for physical inspection upon request from school staff.
- Staff may inspect and monitor devices virtually at any time, without notice, through the Chromebook Management system and other systems used by the school.
- The Chromebooks will have the same internet restrictions at home as they have in school.
- Students are encouraged to store their documents in OneDrive. It is the student's responsibility to backup locally stored data. The School is not responsible for data loss in the event of the Chromebook being reset, updated, or reimaged.

Taking Care of Your Chromebook:

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Do not eat or drink around a Chromebook.
- Do not subject the device to sudden or extreme impacts i.e. dropping.

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- When not in active use, Chromebook must be stored in the case provided.
- Do not put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- The school identification stickers should not be tampered with or defaced.
- Students must take measures to protect the device from damage or theft.
- Cables and peripherals should be inserted and removed from the Chromebook with care.
- Students should never carry their Chromebook while the screen is open.
- Do not expose your Chromebook to extreme temperature for extended periods of time.
- Do not place or drop objects on the top of the Chromebook.
- Do not place anything between the screen and the keyboard before you close it to prevent damage.
- Do not place stickers, write or draw on the device.
- Only use a dry cloth to clean a Chromebook. Never use water or cleaners.
- Do not stack materials on top of a Chromebook, place it in a tight bag or space, or engage in any action that puts excessive pressure on the device.
- Any technical issues with the Chromebook must be reported to Weavers Academy ICT staff immediately. This includes, but is not limited to: battery issues, loss of network connectivity, Chrome OS issues, screen display issues, malfunctioning USB ports, keyboard malfunctions, and other hardware problems.

Violations:

- Students must follow the Weavers Academy E-safety Policy, Pupil Acceptable Use Policy and Chromebook Policy at all times while using the device.
- These documents can be found on the school website <https://www.weaversacademy.org.uk/home/weavers/chromebooks>

- Violations of any of the policies or items stated in this document will be addressed by the Raising Standards Team or the Senior Leadership Team to determine the correct course of action.
- IT Department and the Raising Standards Team have the right to view the contents of the device and drive at any time.

Damages, Lost or Stolen (Incidents):

- Damages and other incidents must be reported to IT Department straight away. support@weaversacademy.org.uk
- Chromebooks should never be taken to a third-party computer service for any type of repairs or maintenance.
- A charge for damage and/or replacement unit will apply, please see the Costs Section of this document for full details.