

Tuesday 5 January 2021

Dear Parents

This week sees the roll out of our 1:1 pupil Chromebooks, which will give every pupil in years 1 to 6 access to a Chromebook for use at school and home. This exciting investment by Enfield Learning Trust 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.

**The schedule for pupil Chromebooks to go home is as follows:**

Parent Loan Agreements emailed Tuesday 5 January

Parent Loan Agreements returned by 6pm Wednesday 6 January

Collection times and year group collection points emailed to parents Wednesday 6 January

Chromebooks distributed to pupils attending school in bubbles Friday 8 January

Chromebooks collected at agreed times by parents Friday 8 January

**What is being loaned to my child?**

Each pupil will receive a Lenovo 300e Chromebook, 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, by **no later than 6pm on Wednesday 6 January**. 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 individual child).

**How will my child use the Chromebook at school?**

- Enhance existing learning strategies, not replace them.
- Develop critical thinking, analysis and scientific inquiry through active engagement and participation.
- Create, share and collaborate using G Suite 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 Times Tables Rock Stars, Spelling Shed and SATs Companion.
- Complete remote learning in the event of self-isolation or school closure 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.

### **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. *In the event of school closure, pupils attending school in bubbles should bring their Chromebook to school each day.*

### **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 [chromebook.support@grangeparkprimaryelt.org](mailto:chromebook.support@grangeparkprimaryelt.org) and the Chromebook brought into school, so that the school can respond appropriately.
- Troubleshooting videos aimed at sorting out simple problems with Chromebooks will be available on the school website.

### **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.

You can find out more about the rollout of 1:1 pupil Chromebooks and our use of digital technology to develop and enhance learning by watching our short video presentation [here](#).

Myself and Lloyd Newey, who are jointly leading the programme, also invite you to ask any questions using the [link](#) on our website. Answers to frequently asked questions are posted on this website page.

This is an extremely exciting new venture and has the potential to transform children's learning experiences, enabling 1:1 learning for every child. We look forward to keeping you informed of our progress over the coming months.

Yours sincerely

Sue Denny  
**Deputy Headteacher**