



Ark John Keats
Academy

Ark Digital Strategy

Student Device Home School Agreement

First Name	
Last Name	
Class / Tutor Group	
Serial Number	

1. About the Programme

Over the last 18 months or so we have learned a lot about what matters in our schools – relationships between pupils and their teachers and friends are at the heart of our school community, and we value the time that they spend together in the classroom more than anything else.

We have also learned that there are huge opportunities to use technology to enable your child to learn new things and close gaps in their knowledge that have emerged - perhaps through missing school or through not understanding something in a lesson. We have seen how we can use apps to help pupils to learn and remember more, and our teachers have been able to set targeted work which your child can learn at their own pace and in their own time. Our new student portal, SPark, also provides opportunities for us to expand the number of opportunities available to your child.

Unfortunately, not all families have had equal opportunities to use technology to boost their learning at home. That is why we have decided that **from September 2021, every student in Years 3 to 13 will be provided a Chromebook to support their learning at home.**

The Chromebook that we will provide will allow for more time for learning at home, which might include:

- Completing home learning on their Chromebook
- Working through online learning materials that the school has shared
- Researching on topics for school projects
- Pre-reading or watching videos in advance of a new topic at school
- Completing short quizzes to check understanding
- Communicating with teachers and accessing lessons in the case of absence from school
- Catch up using online learning platforms when they have fallen behind in lessons
- Learn new things as part of enrichment programmes and extra-curricular events

It is important to remember though that a Chromebook is an additional educational tool and not as a replacement for traditional teaching and learning methods. It is still important for your child to attend school every day and to participate in their lessons fully.

After significant research for a suitable device, we selected Chromebooks for the programme. With their power, speed and versatility, these devices will give students and teachers everything they need for learning at home. Chromebooks also have the following features:

- Ready to use within 8 seconds
- Long battery life
- Easy to manage and monitor centrally
- Automatically updates
- Does not require software to be installed

2. Terms of Use

Ownership of the Device

- 2.1 Each student in Years 3 to 13 (Key Stages 2-5) will be loaned a single Chromebook device, free of charge.
- 2.2 Ark Schools retain the ownership of the loaned device and grants permission to the student to use the device according to the guidelines set out in this document in conjunction with our Acceptable Use Policy.
- 2.3 Ark Schools retains the right to collect and inspect the device and accessories at any time, including via electronic remote access. They also retain the right to add, modify or remove installed software or hardware.
- 2.4 The device must remain at home, unless the student has been asked specifically to bring the device to school (e.g. for inspection, damage assessment or for use in particular lessons).
- 2.5 Ark Schools cannot take responsibility for any device lost or stolen at home or at school.
- 2.6 If the student is at the end of their final year of study at the school (e.g. in Years 6, 11 or 13) or is leaving the school mid-year, you may also have the option of 'buying out' the device at a depreciated cost, based upon the age of device, however this remains at the discretion of the school. For enquires about this, please email ajkdigitalstrategy@arkjohnkeatsacademy.org
- 2.7 Ensure the device is returned to the Primary or Secondary Office before the student's last day, unless the device has been purchased, as you may be otherwise charged. As with all returns, please ensure you have received an acknowledgement slip before leaving your device with us.
- 2.8 Ark Schools retain the right to amend the Student Device Home School Agreement at any time.

Loss and Damage

- 2.9 In the event the device becomes faulty or damaged, the following actions must be taken:
 - a. Take the device and the power adaptor to either the Primary or Secondary Office.
 - b. Ensure you provide the student's name, class/tutor group, the serial number and a description of the problem.
 - c. Collect an acknowledgement slip from the person you have handed-in your device to.
 - d. You should receive a response in no more than 5 working days from a member of staff, who will advise on how to proceed.
- 2.10 Based upon an assessment of the returned device, the school will determine whether hardware/software failure, accidental or deliberate damage has been caused and the cost of repair or complete replacement of the device.
- 2.11 Parents will be charged for repair or replacement costs in the event of significant accidental or deliberate damage to a student device. The agreed payment must be received within 14 days of a notice to be charged from the Principal.
- 2.12 Accidental or deliberate damage (including hardware repairs) such as screen or keyboard breakages, liquid damage or power adaptor damage, are all chargeable to the parents of the student allocated the device. Pending the outcome of an assessment of the device, repair costs will be directly added to the relevant parent account on ParentPay.
- 2.13 The school retains right to withhold replacing a damaged device, pending the outcome of a damage assessment and, where required, part or full payment for the cost of repair. This will be at the discretion of the Principal.

- 2.14 The maximum charge if a device is written off and a complete replacement is required, is the cost price of the device from our supplier XMA. A breakdown of the charges will be made available if applicable.

Device Usage

- 2.15 The student must treat the device with care and ensure it is kept securely (or in a secure place where others do not have access). The device must only be used by the student it has been loaned to.
- 2.16 As the device is the property of Ark Schools and should not be physically altered. Doing so will void the warranty and will result in repair or replacement of the device, including charges.
- 2.17 The device asset tags on the bottom of the device and power cord must not be removed or interfered with, nor must the serial number or device identification.
- 2.18 Refrain from applying any stickers, paint, glitter or other decorations to the device. Parents or students are welcome to use a decorative case with the device.
- 2.19 Ensure the device is kept clean and avoid eating or drinking while using the device. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD screens only.
- 2.20 The device must not be exposed to extreme temperatures or conditions.
- 2.21 Use the device on a hard, flat surface. Leaving the device on a soft surface (e.g. blanket, pillows or furniture) can lead to overheating and damage.
- 2.22 To prevent screen damage, do not touch the device screen with sharp objects or close the device with objects on the keyboard that can damage the screen.
- 2.23 Care for and prevent damage to the power adaptor or cord.
- 2.24 Always allow automatic updates to be pushed to the device.
- 2.25 Ark Schools will monitor your use of the device using a variety of methods to ensure compliance with the Acceptable Use Policy and this agreement. Any attempt to 'jailbreak' the device, remove monitoring software or the Ark Schools profiles will result in disciplinary action.
- 2.26 All aspects of the Acceptable Use Policy remain in effect during the use of the device. Ark Schools will provide content filtering outside of the network. However, Ark Schools does not have full control of information on the Internet and no filtering solution is perfect. Further details can be found in the Safeguarding Policy.
- 2.27 The use of any Internet-based file-sharing tools or Proxy Apps/websites or VPNs designed to circumvent filtering software are explicitly prohibited. File sharing applications and protocols may not be used to facilitate the illegal sharing of copyrighted material.
- 2.28 Students are permitted to alter or add files to customise the assigned device to their own working styles (i.e. wallpaper, fonts and other system enhancements). All customisations must follow the Acceptable Use Policy.

Student and Parent Contract

The following items reiterate some of the most important points covered in the Student Device Home School Agreement.

	Student Initial	Parent Initial
I will report any damage, loss or theft of the device to Ark Schools staff immediately.		
I understand that my parent/carer will be held responsible for the loss or damage (including charges) of the device in accordance with the policies outlined in the Student Device Home School Agreement .		
I will not leave my device or accessories unattended unless it is locked in a secure place.		
I will read and follow the device care advice in this document.		
I will only use the device for the purposes set out in the Ark Schools Student Device Home School Agreement and the Student Acceptable Use Policy.		
I will immediately report any problems about my device to the Primary or Secondary Office, or by emailing ajkdigitalstrategy@arkjohnkeatsacademy.org		

Summary of Agreement

The student is responsible for the care and appropriate use of technology.

I understand if my child violates the guidelines agreed to in the Student Device Home-School Agreement or Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed, he/she may be subject to disciplinary action and the relevant parent charged the cost of repair or complete replacement.

The device and accessories remain the property of Ark Schools. Parents and students agree to return the device and accessories to Ark Schools in the same condition it was issued to the student less reasonable wear.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____