

Dear Parent/Carer

## **Re: LAHC Chromebook Rollout - Years 7 and 10**

As part of our digital transformation into a google school, Leigh Academy Hugh Christie is delighted to provide our students with their own Chromebook to support their learning as part of our 1:1 device scheme. We believe that having the use of a Chromebook in the academy and being able to take the device home will be invaluable in supporting your son/daughter in their studies throughout their education at Leigh Academy Hugh Christie.

These devices are pre-enrolled and labelled with the students' names. Before the distribution and receipt of the Chromebook there are some points I would ask that you read with your son/daughter and take into consideration:

### Student Responsibilities:

- Students will be expected to bring the Chromebook to the academy each day fully charged for use in lessons.
- Students will use their best endeavours to look after the device and not accessorise or otherwise alter the appearance of the Chromebook in any way.
- Students will be able to continue with online work from home in the case of any periods of absence from the academy.
- Students should only use the Chromebooks in classes for class activities as directed by a teacher and for no other purpose.
- Any and all damage to the Chromebook must be reported on the day of or next academy day.

### Parent/Carer Actions:

- The Chromebook is fully insured BUT you may be asked to pay an excess via ParentPay each time the insurance policy is activated e.g. for damage or theft.
- A charger lead will be provided with the Chromebook however this is not covered by the insurance policy so must remain at home. If the charger lead were to become lost or broken it will be necessary for you to purchase a replacement.
- We strongly recommend that you purchase a Chromebook cover/case to protect the device and also ensure your child has a school bag big enough to carry the Chromebook and all the usual school equipment to and from the academy each day.

**All students are expected to bring a fully charged Chromebook into the academy each day as part of their equipment.**

It is important that schools, parents and carers work together to take an active role in teaching children about online dangers. Learning how to act safely when using the internet is an incredibly important part of safeguarding our children.

### Next steps:

- Parent/Carer to read the documentation in the links provided. A paper copy will be given to you to sign when you collect the device. Within this agreement two other documents are referred to as listed below:
- The Computer Misuse Act 1990 <https://www.legislation.gov.uk/ukpga/1990/18>
- The Malicious Communications Act 1988 <https://www.legislation.gov.uk/ukpga/1988/27/introduction>

You may wish to read these documents before arriving on site to receive the Chromebook and sign the agreement.

Year 7 and 10 Chromebooks will be available for collection, following the timetable below. Please ensure that you are able to collect the Chromebook during the allocated slots provided so that your child can access the digital aspect of their learning immediately.

Tuesday 3rd September 2024 9am to 11am	Collection of <b>Year 7</b> chromebooks from the space
Tuesday 3rd September 2024 11am to 1pm	Collection of <b>Year 10</b> chromebooks from the space
Thursday 5th September 2024 3pm to 4pm	Alternative collection of <b>Year 7</b> chromebooks from the space
Friday 6th September 2024 3pm to 4pm	Alternative collection of <b>Year 10</b> chromebooks from the space

Parents/Carers will need to present their photo ID when collecting the device and be ready to sign the agreement as mentioned above.

Parents/Carers will enter the site through the main entrance and collect the Chromebook from the 'the space' area, located at the front of the academy.

Leigh Academy Hugh Christie:

- Will provide the device to the Parent/Carer for the student's use in accordance with the agreement.
- Will provide guidance in lessons to ensure that students are fully aware of how best to use the Google tool kit to support them in their learning.
- Will support students in the future with any claims and communicate with parents/carers if the need arises.
- Our advisory programme and IT lessons will support students to remain safe online.
- Host bespoke year group Information Evenings, which will include useful information about how parents/carers can help to keep children safe online and expectations regarding appropriate use of technology.

If you have any questions or are unable to collect the Chromebook at the allotted times please do not hesitate to email Ms Rosier, Chromebook Administrator on [nicole.rosier@lahughchristie.org.uk](mailto:nicole.rosier@lahughchristie.org.uk).

In addition please find below some answers to frequently asked questions you may have.

If you are concerned about a lack of internet access for your child at home please contact the Academy using [admin@lahughchristie.org.uk](mailto:admin@lahughchristie.org.uk) as we may be able to provide support with this.

Thank you for your ongoing support.

Kind regards,

Patrick Lonergan  
Deputy Principal

## **Frequently Asked Questions**

### **What happens if my child leaves the academy?**

If your child leaves the Academy before the end of the agreement the Chromebook will need to be returned to the academy. The device will need to be returned to the academy before the student's last day on site.

### **If I am a parent/carer of a FSM student how does this affect me?**

All Year 7 pupils will receive a laptop regardless of FSM status. The scheme will enable all students access to a chromebook in the academy.

### **What do I do if the device gets broken or damaged?**

By informing the academy, we can arrange for a stand in device to be given to you whilst your device is repaired. If a repair is not possible then a replacement will be provided.

### **Who does the device belong to as it is a rental scheme?**

During the term of your agreement the chromebook remains the property of Leigh Academies Trust. On completion of the first agreement, the chromebook will be returned and replaced for all students to be given new chromebooks for the final two years within the Academy.