

Chromebook Guidance Document

For students and their families



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In conjunction with:



1 Our Approach to Digital Learning and 1:1 Devices

At Insignis Academy Trust (IAT) we want to offer a great way for students to learn. We believe that technology, when used correctly gives students access to more resources and learning opportunities.

We encourage all our students to have their own 1:1 managed device, this is a personal laptop or tablet that is controlled by each school's IT department. We recommend Chromebooks as the preferred specification for many reasons:

- they offer a secure and easy to use platform
- Chromebooks provide unparalleled support for students with Special Education Needs and Disabilities (SEND)
- Chromebooks also offer the best battery life to support learning throughout the school day on a single charge

Google Classroom is very important for digital learning. It is a central place where teachers share learning materials, assignments, homework and feedback with students throughout their time at school. We also provide access to other tools including software and licences as set by curriculum subject need.

We need to manage all student 1:1 devices and we refer to them as **1:1 Managed Devices**. This means we our school IT teams will control the use of the device while your child is a student at one of our secondary schools. A 1:1 Managed Device allows us to install security tools, asset tracking, update software and most importantly perform filtering and monitoring.

We are duty bound by the Department for Education under Keeping Children Safe in Education to filter and monitor all 1:1 Managed Devices during school hours (8am-5pm term time only). This makes sure harmful content is blocked, and any inappropriate material or searches are monitored and reported to our Safeguarding Team. You can find out more about this in our Filtering and Monitoring Guide.

These devices are to support and improve traditional ways of learning, not replace methods such as pen and paper. We do prefer all students to be working with a Chromebook, but we do not force it. All our teachers are skilled at running lessons where some students use a device and other don't. However, we do need all students to have a Google account that will allow them to access their Google Classroom at home.

There are a few ways you can arrange your 1:1 Managed Device:

1.1 Chromebook Finance Scheme

We have found a provider that lets families buy their own 1:1 managed device through affordable monthly payments with no credit checks. IAT are not selling the devices to families directly this is managed by a third party (more information below).

1.2 ChromeFlex

If you own an older, compatible Windows device you can pay a one-off fee of £50, and we can arrange to convert the device to operate as a Chromebook. This fee covers the costs from our Managed Service Provider to add the device to our infrastructure to be treated as a 1:1 Managed Device and provide a Google for Education licence.

Please note a ChromeFlex device does not receive the same benefits as a device purchased from the Chromebook Finance Scheme (more information below).

1.3 Buy Your Own Device (BYOD)

You can buy your own Chromebook from any shop you choose and pay a one-off fee of £50. This fee covers the costs from our Managed Service Provider to add the device to our infrastructure to be treated as a 1:1 Managed Device and includes a Google for Education licence.

Please note a BYOD device does not receive the same benefits as a device purchased from the Chromebook Finance Scheme (more information below).

1.4 Pupil Premium (PP) Students

For students who are identified as PP or Free School Meals (FSM), we will provide them with a Chromebook free of charge. The device will be the same as those offered on the Chromebook Finance Scheme and all the benefits of this scheme will be applicable.

IAT will buy this device directly for you, you do not need to do anything else (more information below).

1.5 Financial Support

We have replaced the previously offered 20% sibling discount and you can now apply for financial help to buy a Chromebook through the Welfare Fund (more information available on your school's website). This help is available for families who are buying a second or subsequent device within the same 12-month period for siblings across all our IAT schools.

Applying does not mean you are guaranteed financial support but allows the school staff to assess where we might be able to help.

1.6 Sixth Formers

For our Sixth Form students we continue to recommend the use of a 1:1 Managed Device in the form of a Chromebook but understand they may want a higher specification of device to prepare them for their journey to higher education. Therefore, we do not generally include Sixth Formers in the Chromebook Finance Scheme unless they are able to buy the device outright. For these students there are some terms and conditions to be aware of (more information below).

1.7 Additional Information

For all students using a 1:1 Managed Device, we ask them to sign the IAT User Acceptance Agreement; this is provided online for those who opt for the Chromebook Finance Scheme or a Google Form for everyone else.

Whilst the use of a 1:1 Managed Device is our preference, and we have tried to accommodate all options above to make this affordable and accessible for all, it is not mandatory. We understand this may not be what some families prefer.

Our teachers are experienced in working in a 'dual economy' in their lessons, providing printed material for students who do not have a device and use a variety of other techniques and tools to ensure an inclusive learning experience.

We do need **all** students to have a Google account which will allow them to access their Google Workspace and Google Classroom from any computer and most mobile devices.

Google accounts will be provided free of charge to students who do not opt into using a 1:1 managed device. These students will still need to sign the IAT User Acceptance Agreement to allow them to access Google Classroom on personal devices at home or on ICT suite computers in school. When using personal devices at home students and families are expected to make their own arrangements for accessing information through this account when needed.

If you do not use a 1:1 managed Device you must not bring your personal device into school (this excludes Sixth Formers, see below).

For those accessing their Google account via a non-managed device at home, we expect parents to take responsibility for monitoring their child's online use and those devices are not in any circumstances to be brought into school.

2 Chromebook Finance Scheme

IAT works with [Getech Education](#) and [edde](#) to provide Chromebooks across all our secondary schools, providing access to a 1:1 Managed Device.

The specification we use is the Lenovo 300e Yoga Chromebook Gen 4, it is strong, lightweight, has a long battery life, and includes a 2in1 touchscreen and built-in stylus.

The scheme pricing includes:

- The device
- Google licence and set-up
- A protective case
- 12 months warranty and up to 3-years insurance and breakdown cover
- Filtering and monitoring tools to keep students safe

2.1 Scheme benefits

The benefits of this scheme include:

- You can pay monthly affordable payments (up to 36 months) with no credit checks
- Choose to buy the device outright (one payment)
- You won't need to buy a new device for at least three years
- 12 months manufacturer's warranty and the choice of up to 3 years insurance and breakdown cover
- There will be no loss of learning time due to guaranteed loan device
- No insurance excess payment
- IT support available in school
- Google licence and account set-up included

2.2 Value for money

We have negotiated big discounts through bulk purchasing, and we believe this scheme offers good value for money compared to similar devices with insurance cover and equivalent payments over time.

2.3 Pricing and Payments

The price starts from as little as £14 per month including 3-years' insurance. These prices are subject to change slightly as our providers make changes and these will be passed on accordingly.

If you are paying monthly, you will be informed when the first Direct Debit will be deducted at the time of ordering. Further monthly payments will be taken by edde as per your payment plan.

If you are choosing to make a one-off payment for the device, you will be given the option to choose your insurance term, and this will be set up as a Direct Debit payment which will be taken on the date as notified at the time of ordering.

2.4 How to order a device

For new Year 7s, each school will be sent a purchasing portal link in the summer term prior to your child starting secondary school and devices arrive at your school of choice ready to collect during your child's first few days at school in September.

There is also the opportunity for mid-year purchasing with portal links opening at various points throughout the academic year for all year groups. Your school will write to you directly when the purchasing portals open with links and passwords specific to your school and year group.

Your device will be set-up for your child, ready for them to collect from school and take home. We ask students to open at home and dispose of any packaging, put on charge and turn on to test access using the username and password provided.

You will also be asked to sign a User Acceptance Agreement; this forms part of the portal for Chromebook Finance Scheme devices and a Google form for everyone else, please see below.

2.5 Loan devices

For students with a Chromebook Finance Scheme device which needs a repair and has a valid warranty or insurance, a loan device will be provided once confirmation of the repair/insurance claim has been started.

Families will need to make a claim and follow the process explained in section 2.6. Students will need to contact their school IT team to handover the device for it to be sent for repair and collect a temporary loan device.

We have limited stock of loan devices so we limit the use of these for a two-week period, beyond two weeks we cannot guarantee a device will be available. This two-week window is to enable parents/carers either to get the current device fixed or replaced or to order a new device through GeTech & edde.

If there are any issues during this time, please contact the school to discuss.

2.6 Reporting faults or damage

This explains what to do if your Chromebook has a problem, whether it has stopped working or sustained damage provided it has a valid warranty and/or insurance.

If your device is damaged (e.g., missing keyboard keys, cracked device screen)

- a. Student/parent/carer contacts "edde" at hello@edde.education or by calling 01494 611465
- b. edde troubleshoots the issues with the student/parent/carer and talks them through how to make a successful claim followed by a follow up email with all the claim details and link to the claim's portal
- c. Claim submitted and once approved edde update portal and the school's IT team with claim details and reference number
- d. Student takes the device to the school's IT department with the claim reference number, where the Google licence must be removed in preparation for collection and loan device is provided
- e. Collection date shared with IT team
- f. Once the device is repaired/replaced and returned to the school the IT team install the licence, disable the loan device and the pupil collects the working device

If your device is not working without visible damage (e.g., will not turn on, frozen)

- a. Take the device to the school's IT department where the Google licence must be removed
- b. The schools IT department can then perform a "Factory Reset" on the device
- c. If the device starts working after the reset, the Google licence will be reapplied

If the "Factory Reset" does not resolve the issue:

- a. Student/parent/carer contacts "edde" at hello@edde.education or by calling 01494 611465.
- b. edde troubleshoots the issues with the student/parent/carer and talks them through how to make a successful claim followed by a follow up email with all the claim details and link to the claim's portal.
- c. Claim submitted and once approved edde update portal and the school's IT team with claim details and reference number
- d. Student takes the device to the schools IT department with the claim reference number where the Google licence must be removed in preparation for collection and loan device is provided.
- e. Collection date shared with IT team
- f. Once the device is repaired/replaced and returned to the school the IT team install the licence, disable the loan device and the student collects the working device.

Please note the warranty and insurance claims are 2 separate processes but all supported by hello@edde.education

3 ChromeFlex

We can arrange to convert an older, suitable Windows device that you already own into a Chromebook by paying a one-off fee of £50. This fee covers the costs from our Managed Service Provider to add the device to our infrastructure to be treated as a 1:1 Managed Device and includes a Google for Education licence.

Please note these devices **do not** receive the same benefits of the Chromebook Finance Scheme such as insurance, warranty, or the provision of a loan device if they break.

By paying for this fee, you accept that the school manages and controls the device. We must manage all devices to comply with Keeping Children Safe in Education (KCSiE) and student safeguarding guidelines set by the Department for Education. Students are still required to sign the IAT User Acceptance Agreement.

If a student leaves school, their device will be released from our control and will then be suitable to configure to either another school, or for personal use as required.

You can pay the £50 fee through your school's parent payment system. If you have a ChromeFlex compatible device but are worried about the one-off fee, please contact your school as you may be able to apply to the Welfare Fund for support.

4 Bring Your Own Device (BYOD)

You can buy a new Chromebook from any reputable retailer. We ask for a one-off fee of £50 to allow our IT teams to provide a Google for Education licence and connect to our infrastructure so it operates as a 1:1 Managed Device.

Please note these devices **do not** receive the same benefits of the Chromebook Finance Scheme such as insurance, warranty, or the provision of a loan device in the event of damage/repair.

By paying for this fee, you accept that the school manages and controls the device. We must manage all devices to comply with Keeping Children Safe in Education (KCSiE) and student safeguarding guidelines set by the Department for Education. Students are required to sign the IAT User Acceptance Agreement.

If a student leaves school, their device will be released from our control and will then be suitable to configure to either another school, or for personal use as required.

You can pay the £50 fee through your school's parent payment system. If you have a BYOD compatible device but are worried about the one-off fee, please contact your school as you may be able to apply to the Welfare Fund for support.

5 Pupil Premium & Financial Support

Students who qualify for Pupil Premium (PP), through either being eligible for Free School Meals (in the previous 6 years) or through being a Looked After Child, will be given the same specification Chromebook in the Chromebook Finance Scheme free of charge.

Unfortunately, this does not apply to "Service Children" (unless also eligible under Free School meals criteria) as Service Children Pupil Premium funding is purely intended for pastoral support.

We have replaced the previously offered 20% sibling discount and you can now apply for help to buy a Chromebook through the Welfare Fund (more information is available on your school's website).

This help is available for families who are buying a second or subsequent device within the same 12-month period for siblings across all our IAT schools. Applying does not mean you are guaranteed financial support but allows the school staff to assess where we might be able to help.

6 Sixth Form Students and Non-Managed Devices (NMD)

For all our Sixth Form students (Years 12 and 13) we continue to recommend the use of a 1:1 Managed Device in the form of a Chromebook but recognise students may want a higher specification or different style of device to prepare them for their journey to higher education.

We do not generally include Sixth Formers in the Chromebook Finance Scheme unless they are able to buy the device outright or before the student leaves the school, please speak to your Head of Sixth Form for more information.

For Sixth Formers using an alternative device, these are called Non-Managed Devices (NMD). We only allow Sixth Form students to bring NMD onto school premises (it is forbidden for all other year groups) because there are some risks associated:

- NMD's will only be filtered for inappropriate content by our firewall not our filtering and monitoring system
- NMD's will not be monitored at all, this becomes the responsibility of the family and the student user to use wisely
- NMD's cannot be asset tracked or remotely managed by our IT teams
- NMD's may not be compatible for some curriculum software and allowing deployment of additional software licensing is done so at your own risk. The school is not liable for any issues caused to the device using software licences provided by your teachers
- NMD's if damaged at school, remain the student/family's responsibility and schools are not liable for any damage
- Sixth Formers using NMD's are not eligible for the use of a loan device if their own device fails, or is lost/damaged

We do require **all** sixth formers to have a Google account which will allow them to access their Google Workspace and Google Classroom from any computer and most mobile devices.

Google accounts will be provided free of charge to students who use an NMD.

7 Looking after your devices

It is important that students take care of their devices, we do recommend considering screensavers, hardened protective cases or bags to protect them.

Accidents do happen though, and the greatest benefit of our Chromebook Finance Scheme is the hassle-free loan device so that learning is not impacted.

8 IAT User Acceptance Agreement

For parents and carers of students using a 1:1 Managed Device (Chromebook) for learning purposes.

Sign this document or tick the box in the Chromebook Finance Scheme ordering portal.

When using the school's ICT systems, equipment and the school's Wi-Fi/internet facility I will:

- Always use the school's ICT systems and internet responsibly, for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Make threats or encourage hate online
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

Students should be aware that if their conduct is deemed inappropriate, such conduct may be subject to discipline, not only by school authorities, but also by law enforcement agencies.

I understand that my school will be monitoring the websites I visit and my usage whilst online between the hours of 8am to 5pm, term time only, as per Keeping Children Safe in Education (KCSiE).

I understand that out of hours the responsibility falls to myself and my family, and that there could be serious consequences if I do not follow the guidance set out within this agreement.

I give consent to my child to have access to Google Workspace tools using a school Google account.

I have read, understand, and agree to adhere to the guidance within this agreement.

Student Name:

Date:

Student Signature:

Parent Name:

Date:

Parent Signature: