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1 Chromebook scheme

Insignis Academy Trust (IAT) has a partnership with FreedomTech to supply Chromebooks to students at Sir Henry Floyd Grammar School, Princes Risborough School and The Kingsbrook School. From September 2024 this also includes The Mandeville School for Year 7 and Year 10 students, with phased roll-out for other year groups to follow. Sir William Ramsay School does not yet have a Google student device scheme.

The devices that are provided in this scheme are the Lenovo 300e (education) Chromebooks. We have taken advice from industry experts, and proven use of this device has shown it is robust yet lightweight, holds a long battery life, and has flexible options with a 2in1 touchscreen

The scheme pricing includes: the device, the Google licence set up, and accidental damage insurance for 36 months. Under the scheme, if a device is faulty students can bring it to their school's in-house IT support team who will provide a loan device of an equivalent specification until the student's own device is repaired. If it cannot be fixed the student will be issued with a brand-new, replacement device of the same specification.

1.1 Scheme benefits

The benefits of this scheme include:

- no need to wait for an insurance claim or repair;
- no excess payment;
- payments over time (up to 36 months) with no credit checks;
- no need to buy a new device for three years; and most importantly
- minimal loss of learning time.

There are financing arrangements for those who want to spread the cost over a longer term (up to 36 months), as well as the option to pay in full.

For new Year 7s each school will be provided with a purchasing portal link. There is also the option for mid-year purchasing which opens at various points throughout the year for all other year groups.

1.2 Value for money

As the Chromebook device scheme is supporting education, IAT can reclaim the cost of the VAT on student devices which helps bring the cost down. We have also negotiated significant discounts through bulk purchasing across multiple schools.

IAT has compared the cost of this scheme with alternative options and believes that this is good value for money for parents/carers compared to similar devices with insurance cover and equivalent payments over time.

It is not compulsory to buy a device through the scheme and parents/carers can provide their own device, see section 2 below.

1.3 Pricing

The price of the devices through the scheme currently are as follows, including the licence and insurance mentioned above:

Outright purchase	£395 in advance	
Payment over 12 months	£35 per month	(£420 total)
Payment over 24 months	£18 per month	(£432 total)
Payment over 36 months	£12.50 per month	(£450 total)

For families purchasing a second or subsequent devices within the same 12 month period we will offer a 20% discount on additional devices for both outright purchase and leasing options.

1.4 How to order a device

These details will all be set out in the school specific literature at the time.

1.4.1 *New Year 7s*

The purchasing window for new Year 7 students will open for orders in the Summer term; your school will provide the access link to the Freedom Tech website portal. The details of exact dates of the portal opening are confirmed in advance, with reminders given during transition days and open evenings.

All purchased devices will be configured for your child, ready for them to collect at the start of the Autumn term. These devices will need to be taken home to be charged and to test access using the provided username and password. Students will also be asked to sign a User Acceptance Agreement, see section 7 below.

1.4.2 *Late joiners and in-year purchases*

For students who have missed the summer purchasing window or on the occasion where a new device needs to be purchased mid-year, you can still purchase a device using our mid-year online portals in exactly the same way, please check your schools website, contact your school admin team or finance@insignis.org.uk for how to do this for one-off purchases.

1.5 Payments

If you are paying over 12 to 36 months, the first Direct Debit will be deducted approximately two weeks after the portal closes, as advised at the time. Further monthly payments will be taken by FreedomTech as per your payment plan.

If you are paying up front you will need to pay FreedomTech in full before the devices are ordered and delivered.

2 Own devices

Some students may already have a suitable (Chromebook) device from primary school, which can be used in our Google school. Only Chromebooks are acceptable; iPads, Macs and windows laptops will not be compatible.

As noted above, all devices (either purchased on the scheme, or student's own) will require a Google licence; for Chromebooks purchased through the scheme this licence is included, whereas for owned devices a £30 payment is required to set up the Google admin licence. By paying for this licence students and parents/carers are accepting that the administration of that device is owned and managed by the school. For most devices we have found that they are then unable to link to a separate family administered account. IAT must manage all devices to comply with Keeping Children Safe in Education (KCSiE) and student safeguarding.

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

Payment for the Google Licence will be through your school's parent payment system. For more information on how to pay please contact finance@insignis.org.uk

3 Loan devices

For students with a FreedomTech device with three years of protection, a loan device will be provided immediately if there are issues.

For students who have a FreedomTech device on order, but not yet delivered, a loan device will be made available until the FreedomTech device arrives.

For students without FreedomTech devices, or for devices that have gone beyond the three years covered by the scheme insurance, IAT will lend a device for two weeks to allow time to replace the device.

After two weeks a charge of £5 per week will be made for continuing loans of school assets.

We have limited stocks of IAT loan Chromebook devices so after this two week 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 FreedomTech.

If there are issues in making arrangements in this time, please contact us to discuss.

4 Financial help available

Students who are eligible for Pupil Premium, through either being eligible for Free School Meals (in the previous 6 years) or through being a Looked After Child, will be supplied the same Chromebook as other students in the FreedomTech scheme at no cost to the parent/carer.

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.

IAT has a Welfare scheme, so that any parents struggling financially can ask for some support with the cost of the devices (as well as with uniforms, trips, and visits etc.). We

offer a 20% sibling discount to families who need to purchase a second or subsequent devices within the same 12-month period.

5 Taking care of your devices

It is important that students take care of their devices, so we do recommend considering screen savers, protective cases, or bags. This has the added benefit of personalising the device.

Accidents do happen though, and the greatest benefit of this Chromebook purchase scheme is the hassle-free swap out so that learning is not impacted.

The swap out scheme does not cover malicious or wilful damage, so using bags containing Chromebooks as goalposts is not advised or walking around with them open juggling lunch and other books is also a bad idea.

All students will be asked to sign a User Acceptance Agreement, see section 7.

6 Contact

If you have any questions about the scheme the best way to contact us is to email finance@insignis.org.uk

7 IAT User Acceptance Agreement

To be read and signed by all students using a device for learning purposes.

When using the school's ICT systems (computers/chromebooks) and the school's wifi/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 during the hours of 8am to 5pm, 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 have read, understand, and agree to adhere to the guidance within this agreement.

Student Name:

Date:

Student Signature: