

# **Device Loan Home School Agreement with Ark Elvin Academy**



Ark Elvin  
Academy

## **Contents**

Rationale and Purpose.....	1
The Device.....	1
Chromebook Features .....	1
Ownership of the Device.....	1
The Internet Dongle.....	2
Your Responsibilities .....	2
Our Responsibilities.....	3
Dealing with issues .....	3
Parent/Student One-to-One Device Programme Contract.....	5

# Rationale and Purpose

As your child currently does not have a device to for home learning, we are providing a Chromebook on loan to your child for the rest of this academic year. This device would be kept at home to enable your child to access their lessons from home if we have to send children home as a result of COVID. Your child can also use the Chromebook to help them complete their homework, access any catch-up resources that teachers share with them, and provide a gateway to the World Wide Web - enabling your child to independently develop their learning further.

There is no charge to borrow this device. However, you will have to pay if the Chromebook is stolen, lost or damaged. You will be required to sign a contract to this effect, which we will talk through with you.

The Chromebooks will come with all of the apps and software that your child needs to support their learning for no additional charge. They will have access to email and Microsoft Teams to enable communication with their teachers and their peers as appropriate.

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.

## The Device

After significant research for a suitable device, we selected Google's Chromebook. With their power, speed and versatility, the devices will give students and teachers everything they need to work with professional-grade software, anywhere they want.

### Chromebook Features

- Less than 8 seconds to boot up
- Long battery life
- Easy to manage centrally
- Works seamlessly with Office 365 and other cloud-based applications which our students and staff already use extensively.

The programme also provides the following benefits:

- The device is equipped with all the software required, including updates and upgrades.
- The device will seamlessly connect to the school's IT network both at School and at home
- The device is fully supported by the Ark IT Team.
- The device is under warranty against any hardware faults

## Ownership of the Device

Ark Schools retains ownership of the device and grants permission to the student to use the device according to the guidelines set out in this document and in conjunction with our Acceptable Use Policy. Ark Schools retains the right to collect and/or inspect the device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software or hardware.

# The Internet Dongle

For the Chromebook to be of use at home, you need to have access to the Internet at home. We know that this is not always the case.

If your child is in Y10 and is eligible for the pupil premium, the DfE has made provision via your school to provide a dongle. These are free of charge and have a data allowance of 8GB per month.

If your child is in any other year group and you do not have internet access at home then you should contact the school. We may be able to provide a dongle for your child.

## Your Responsibilities

By accepting this device you are accepting these responsibilities as well. You agree to:

- Treat the equipment with as much care as if it were your own property.
- Allow all automatic updates pushed to the device by Ark Schools.
- Always keep the device secure (or in a secure place where others do not have access) or with you (or within your sight).
- Use the device on a hard, flat surface. Leaving a device on a soft surface (blankets, pillows, furniture) can lead to overheating and damage.
- Keep the equipment clean. For example, avoid eating or drinking while using the device.
- Care for and prevent damage to the power cord (you will be required to pay for replacements).
- Refrain from applying any stickers, paint, glitter, or other decorations. The device is the property of Ark Schools and should not be altered.
- Parents/Guardians/Students are welcome to purchase a decorative case or add stickers to a case they have purchased.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Establish a routine of charging the device at home overnight.
- Read any safety warnings included with the device.

You agree not to:

- Let anyone use the device you have been assigned. Loss or damage that occurs when anyone else is using your assigned device or accessories will be your full responsibility.
- Expose the device to extreme temperatures or elements including water.
- Remove or cover the device asset tags on the bottom of the device or power cord.
- Change the physical structure of the device. Doing so will void the warranty, and you will be responsible for the repair or replacement cost.
- Remove or interfere with the serial number or any identification placed on the device.
- Do anything to the device or accessories that will permanently alter it in any way.
- Touch the device screen with sharp objects (e.g., pen, pencil, etc.).  
Close the device with an object (such as pencils, pens or headphone plugs) on the keyboard that can damage the screen.

# Our Responsibilities

Ark Schools have responsibilities too. By accepting this device, you are accepting that Ark Schools can discharge our responsibilities as well. You agree that:

- Ark Schools will monitor your use of the device using a variety of methods to ensure compliance with Ark School's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the Ark Schools profiles will result in disciplinary action.
- All aspects of Ark School's Student Acceptable Use Policy remain in effect during the use of the device. We 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 accompanying Safeguarding Policy.
- 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.
- Students are permitted to alter or add files to customise the assigned device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). All customisations must follow the Ark Schools Student Acceptable Use Policy.

## Dealing with issues

The below process outlines how a student gets support for the digital strategy device that has been allocated to them.

You must do the following if your device becomes faulty or damaged

- Take it to Student Services at break or lunchtime
- You will be given a temporary device to use while we send your device off for repairs. The same agreement covers the temporary device.

## Warranty and Repair Costs

Free and included:

- Anything covered by the 1-year manufacturer warranty covering hardware and manufacturing defects.
- Anything software related where appropriate software up to and including the Operating System needs to be re-installed.

Not included and therefore paid by the Parents/Guardians/Students

- Hardware repairs after the first year.
- Repairs to cover accidental damage.

The maximum charge if the device is written off and a replacement is required is the Cost Price of the device. This is currently £200 however this may increase over time due to inflation and currency rates.

Typical charges for typical repairs are:

<b>Job</b>	<b>Details</b>	<b>Price</b>
Screen repair	Supply and replace broken laptop screen.	£120

<b>Job</b>	<b>Details</b>	<b>Price</b>
Replace power socket	Supply and replace power socket for laptop.	£60
Repair liquid damage/drink spillage	Dry out various parts, assuming none need replacing. (If replacements are needed, the price will be higher.)	£60

# Parent/Student Device Loan Contract

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

	Student Initial	Parent Initial
<p>I understand that I will report any damage, loss or theft of the device to ARK Schools staff immediately. In addition, I understand that my parent/carer will be held responsible for the loss or damage of the device in accordance with the policies outlined in the Ark Schools Student Device Home School Agreement.</p> <p>The maximum charge if the device is lost or written off and a replacement is required is the Cost Price of the device. This is currently £200 however this may increase over time due to inflation and currency rates. Typical charges for typical repairs vary and are up to £200.</p>		
I will not leave my device or accessories unattended unless it is locked in a secure place. I take full responsibility if my device or accessories become lost or stolen.		
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 with my device to Student Services at break or lunchtime		
I will return the device at the end of the academic year or whenever the school requests it		

## Terms 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 ARK Schools Student Device Use Agreement or Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.

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: \_\_\_\_\_