



CHROMEBOOK USAGE POLICY

As a Sixth Form student at Hertswood Academy, I will be provided with a **Chromebook** for use during my time at Hertswood Academy under the conditions below and the Academy's **Acceptable ICT User Policy for Students**.

I recognise that the Chromebook and charger provided to me are the property of Hertswood Academy and as such:

- I am required to bring my Chromebook to classes with me every day I am in school.
- Hertswood Academy staff are able to confiscate this equipment at their discretion.
- Repeat indiscretions may result in permanent confiscation of this equipment.
- I will return this equipment to Hertswood Academy on leaving the Sixth Form, or by request of academy staff.

The Chromebook and charger are my responsibility both while in school and outside school. In the event of loss, theft, purposeful damage or damage through negligence to my Chromebook or charger, Hertswood Academy will NOT replace them, whether it occurred in school or outside school. Alternative PCs or laptops will be available for shared use within the Academy where possible, however these will not be available to take off site.

A replacement Chromebook may be purchased from the Academy for between £160 and £220 depending on model, and a replacement charger may be purchased from the Academy for between £8 and £30. The Academy may also charge me for replacement parts such as a new screen, in particular in cases of purposeful, negligent or recurring damage. These prices may change after September 2018.

My Chromebook and charger will be labelled to avoid accidental trading between students. I am responsible for the equipment provided to me and will make no attempt to remove, alter or cover these labels.

My Chromebook can only be used in conjunction with my hertswoodacademy.org Gmail account. I understand this account is managed by Hertswood Academy staff who are able to access its contents. This is the only account I am permitted to use to email Hertswood Academy staff. I understand that Hertswood Academy staff have the ability to monitor and log my use of my Chromebook and hertswoodacademy.org Gmail account.

I understand that I am responsible for saving my files in the Google Drive attached to my account. I understand that this is a managed account and its contents can be accessed by Hertswood Academy staff. In the event of issues with or inappropriate usage of my Chromebook, Hertswood Academy may wipe its contents without notice. Anything not stored in my Google Drive will be lost.

My Hertswood Academy Gmail account and Chromebook allow me access to other Google services. I understand that my use of these services should be in a responsible manner and for educational purposes only.

While in lessons I will use my Chromebook only as deemed appropriate by my current teacher.

While in study periods I will use my Chromebook for educational purposes only.

I understand that this policy may be revised at any time. If this occurs, I will be notified by my form tutor and can access an up-to-date version at www.hertswoodacademy.org/policies.

You are not required to have a Chromebook provided by Hertswood Academy. If you wish to opt out of this arrangement, please inform Miss McFerran.

Student Name	_____	Form	_____
Student Signature	_____	Date	_____
Parent/Guardian Name	_____		
Parent/Guardian Signature	_____	Date	_____