



Leigh Academy
RAINHAM

Leigh Academy Rainham

Chromebook Acceptable Use Agreement

Version	1
Policy Status	
Date of Issue	June 2022
Date to be Revised	July 2023

Chromebook Acceptable Use Agreement

The Leigh Academy Rainham 1:1 Chromebook Scheme provides students with a chromebook giving them access to a range of e-learning tools and resources to assist and enhance their learning at the academy and at home. All parties involved (students, parents/carers and the Academy) must agree with all of the terms and conditions outlined in the LAT Chromebook Loan Agreement, as well as the Acceptable Use Agreement below to participate in the scheme.

Student Agreement

As a student, I agree to:

- Take care of my Chromebook at all times.
- Not uploading and changing the Google Account Profile Picture.
- If I changey changing my Desktop
- Bring my Chromebook to the Academy every day, fully charged. I acknowledge that If I forget to bring it into the Academy, this might impede my ability to access the planned activities of that lesson and I will be sanctioned.
- Not leave my Chromebook charging overnight as this will ruin the battery life and impact on my ability to use it in lessons.
- Always keep my Chromebook safe and store it in an appropriate carry case when outside of my class (we would recommend getting a small case for safe storage).
- Only take my Chromebook (and headphones) out during lessons time when directed or at home - never during social times, when walking between classes or when travelling to and from Academy.
- Understand and accept that if a teacher asks me to put my Chromebook and headphones away, I must do so immediately
- Only use programs/apps/websites on my chromebook that my teacher has agreed I can use in the lessons.
- Not use my Chromebook to take photographs or record audio or video footage unless explicitly instructed to do so by my teacher with the permission of those involved.
- Never access inappropriate or unauthorised content on my Chromebook, including social media. I understand this could result in confiscation by a senior member of staff.
- Any anti-social behaviour: harassment, intimidation or bullying behaviour via chromebooks will be dealt with in line with the Academy behaviour policy.
- Not remove any security markings or serial number labels.
- Not deface the Chromebook in any way or subject it to graffiti, including any personalisation and stickers.
- Never reveal my password to anyone else with the exception of a parent or a carer.
- Never allow anyone else to use my Chromebook; I understand that I am solely responsible for any material which is accessed, downloaded or generated on my Chromebook.
- Accept there will be a sanction in place if I am distracted by or misusing the Chromebook in class and I will be asked to have the screen flat on the table for the teacher to see.
- Not attempt to circumvent any filtering mechanisms. Deliberate attempts to visit unsuitable sites may result in suspension of Internet access.
- Not attempt to access or hack into secure or protected sites within the Trust or beyond including those that can run cyber attacks and understand that such cyber activity is illegal and can lead to prosecution if reported by the Academy.

- Not attempt to repair or reset my Chromebook if it stops working in any way, either by myself or through any other means. I will report any technical problems to Student Services.
- Immediately report any damage, loss or theft which happens in the academy to a member of staff and student services.
- Understand that chargers are not included in the main management of the device. If I lose or damage my charger I will be required to purchase a replacement charger.
- Not contact any member of staff directly via their work or personal emails, but only via Google Classroom.
- Recognise that staff will not be required to respond to any queries through the Google Classroom outside of Academy Day hours.
- Recognise that my Google Classroom account is not to be used by a parent / carer to contact members of staff.

The Academy agrees to:

- Provide each student with a Chromebook and access to a range of e-Learning resources.
- Provide students with a range of learning opportunities which make use of the Chromebook, both in academy and at home.
- Provide parents/carers with ongoing advice to help them support their child's use of their chrome book.
- Make sure that the Chromebook is working and that any repairs are dealt with as quickly and effectively as possible.
- Give students an introduction to using and caring for the Chromebook. This will include a session on security, e-Safety, maintenance and health and safety.
- Provide wireless access to the Internet across the whole academy site. The academy will not be responsible for any costs involved nor content accessed, when the Internet is used out of Academy.

Student Agreement

I agree to abide by these terms in the use of my Chromebook

Name: _____ Form: _____

Chrome book Serial Number: _____

Signature: _____ Date: _____