

**Your  
One-to-one Device  
Home School  
Agreement with Ark  
All Saints Academy  
Academy**



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## **Rationale and Purpose**

We are excited to share with you the details of our One-to-one Device Programme as part of our digital strategy.

By September 2022 each scholar in an Ark school, from Year 4 upwards, should have a 1:1 device which they can use to support their learning at home. This device will be a Google Chromebook from our current technology partner, Lenovo or Dell.

The Chromebook that we will provide for your child provides more time for learning at home, which might include:

1. Completing usual homework on their Chromebook
2. Working through online learning materials that the school has shared
3. Researching on topics for school projects
4. Pre-reading articles or watching videos in advance of a new topic at school
5. Completing short tests to check learning from lessons during the day or week
6. Communicating with teachers and accessing lessons in the case of absence from school
7. Studying and revising independently for assessments and exams
8. Catch up using online learning platforms when they have fallen behind in lessons
9. Learn new things as part of enrichment programmes and clubs

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 for the programme. With their power, speed and versatility, the devices will give scholars 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 scholars 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 scholar 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. If your child leaves the school, you may should you wish, choose to purchase the device at a reduced cost.

Length of loan	Cost
Less than 6 months (eg. Leave the school during the year)	£200
1 year (eg. Since Year 11)	£100
After 2 years (eg. Since Year 10)	£50
After 5 years (eg. Since Year 7)	Free

## 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.

You have all confirmed that you have access to the internet at home in our initial letter inviting you to collect a device. If you do not have internet at home, receive Pupil Premium funding and are in Year 11 we (or the DfE) have purchased a dongle for you that will give you access to internet at home. The internet dongles are free of charge and have a data allowance of 8GB per month. We have a very limited supply of these. If your circumstances at home change and you gain access to the internet, then please return your dongle so that we can give this to another family.

If you no longer have access to the internet, then please be in contact and we will do our best to get you a dongle or come up with another solution.

If your child is in any other year group and you do not have internet access at home then you should contact your school, please use the email address [info@arkallsaintsacademy.org](mailto:info@arkallsaintsacademy.org)

## Your and our 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/Scholars 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.

- Bring your device in annually on the date requested for a service and for us to check its condition
- If we request the laptop to be returned you do so within 5 days of us requesting.

You agree not to:

- Let anyone else 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 hot or cold temperatures (eg. leave in direct sunlight) 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.

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 Scholar 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 Scholar 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.
- Scholars 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 Scholar Acceptable Use Policy.

## **Dealing with issues**

The below process outlines how a scholar 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

- Bring it to school in a secure fashion
- Take it to the school reception between 7:30am and 8:50am. Ms Velez will take it from you, log the issue with our IT team and give you a ticket.
- At the end of the day you may be able to collect a temporary device to use while we send your device off for repairs. The same agreement covers the temporary device. This will only be if the laptop has not been damaged due to improper use and if the repair will take a significant length of time.

### **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/Scholars

- 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
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

You will be able to pay for these costs at the academy should they arise or online at sQuid (the same website you use to top up for school meals).

If the home academy agreement has not been followed we reserve the right to claim back the device. Depending on the severity of the breach this may result in a period of confiscation or permanent confiscation.

# **Safeguarding Pupil Devices – Student & Parent Version**

## **Introduction**

Receiving a device that can be used at home will come with various safeguarding challenges. This document aims to reduce any concerns that you may have by letting you know how we intend to keep your child safe and secure online. The security settings, internet filtering service and monitoring solutions provided with the Chromebooks have been configured and implemented to support your school meet the Government's Keeping Children safe in education guidance and support the school's Safeguarding Policy.

## **Security**

It will only be possible for your child's school account to be used on the Chromebook. To reduce the likelihood of theft, if a device is factory reset, they have all been configured to automatically reconnect to the school's cloud management service. If a Chromebook is lost or stolen your school will be able to update it, preventing anyone from using it and make it clear it should be returned to the school. This makes the devices worthless to anyone who might steal, sell or give away the device to a non-Ark student.

## **Hours of use**

Your child's Chromebook will remain the property of Ark Schools. As a result controls are in place to ensure they are used within our guidelines, this includes restricting the hours in which the device can be used, and prohibiting the sites that can be accessed.

The laptops can be used between the hours of 7am and 9pm.

## **Monitoring**

In the same way that computer use is monitored inside school, we have a safeguarding solution that can monitor the use of its devices and services wherever they are. This means anything that is typed or accessed on the device will be checked to see if it is appropriate. If it is identified as a concern the schools' Safeguarding teams will be notified and provided with a log of the incident. To support safeguarding teams the solution can capture text or pictures of what is on screen at the time.

The school reserves the right to prevent anyone from using the device and make it clear it should be returned to the school.

Depending on the severity of the offense laptops may be confiscated for a specific duration or permanently.

## Internet Use

You will be able to connect the devices to home/personal/public WiFi networks. In order to protect pupils from inappropriate content Ark have subscribed to a cloud-based internet filtering service. This service works closely with the [Internet Watch Foundation](#) to make the internet a safer place for everyone. If a pupil comes across an inappropriate site, they will be presented with a block page informing them of why the site is unavailable. Websites being accessed all get checked and categorized based on their content. If a site falls into one the groups below it will be blocked. If you believe a site has be blocked by mistake you can request that it is whitelisted by contacting your school.

Abortions  
Adult Mixed Content  
Adware  
Age Restriction  
Alcohol  
Body Modification  
Bullying  
Child Erotica  
Child Sexual Abuse  
Classifieds  
Copyright  
Infringement  
Criminal Skills  
Extreme  
Gambling

Games  
Hacking  
Hate Speech  
Host is an IP  
Humour  
Infected Hosts  
Intimate Apparel  
Malicious Web  
Obfuscation  
Malware  
Malware Hosts  
Marijuana  
Match Making  
Matrimonial  
Network Timeout

New URL  
Nudity  
Occult  
Open Mixed Content  
Pay to Surf  
Peer to Peer  
Phishing  
Phishing Hosts  
Phone Cards  
PIPCU  
Pornography  
Profanity  
Remote Access Tools  
Safe Search  
Search Engine

**LGfL HomeProtect®**

**Sorry, you can't go to that website**

Your school uses LGfL HomeProtect to keep you safe online.  
That's why you can't go to every website.  
If you think you should be able to get to this one,  
please speak to your teacher.  
  
The site you have chosen has been categorized as: Alcohol

[Technical Details...](#)

powered by  
**netSwapper**

Self Harm  
Social Networking  
Substance Abuse  
Terrorism  
Tobacco  
Under Construction  
Viruses  
Weapons  
Web Chat  
Web Proxy



## **Guidance for Parents**

If you notice changes in your child's behavior you should talk to them or contact your school.

There are lots of helpful resources available online that can help you support your child's use of technology. Below are some links that may be useful for you:

<https://www.internetmatters.org/advice/> - Practical advice for parents

[Children's Commissioner's Digital 5 a day](#) – Five steps to better mental wellbeing

[LGfL Tips for Parents](#) – Six Top Tips for parents

<https://swiggle.org.uk/> - A child friendly search engine

<https://www.lgfl.net/online-safety/resource-centre> - Safeguarding and Online-Safety Resources

<https://swgfl.org.uk/resources/checklists/> - Social Media Checklists

## Parent/Scholar One-to-One Device Programme Contract

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

	<b>Scholar Initial</b>	<b>Parent Initial</b>
<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 Scholar 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>		
<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.</p>		
<p>I will read and follow the device care advice in this document</p>		
<p>I will only use the device for the purposes set out in the Ark Schools Scholar Device Home School Agreement and the Scholar Acceptable Use Policy.</p>		
<p>I will immediately report any problems with my device to the school reception between 7:30am and 8:50am.</p>		

### Terms of Agreement

**The scholar is responsible for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the ARK Schools Scholar 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 scholars agree to return the device and accessories to Ark Schools in the same condition it was issued to the scholar less reasonable wear.**

Scholar Name: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_