



September 2024

Dear Parent/Carer,

RE: Year 12 Chromebook Collection Wednesday 18th September 2024

We are excited to inform you that your Year 12 child's Chromebook will be available for collection on **Wednesday 18th September 2024 at the Year 12 information evening**. This device will give your child valuable resources and tools to enhance their learning experience.

Before collecting the Chromebook, please review the attached Agreement. This document outlines the expectations and responsibilities of both students and parents regarding the use and care of the device.

Please note that a signable version of the agreement will be available at the collection event, so there is no need to print anything beforehand, but we ask that you please bring a photo ID when collecting the Chromebook.

To ensure the longevity and proper functioning of your child's Chromebook, we recommend the following care tips:

- The Chromebooks appearance must not be altered or customised.
- Avoid extreme temperatures and moisture.
- Handle the device with care and avoid dropping or rough handling.
- Keep the device clean by wiping it gently with a soft, dry cloth.
- Charge the device nightly.
- Report any damage or malfunction immediately.

We would also recommend a Chromebook case/sleeve be purchased for the Chromebook, as this would offer additional support and protection to safeguard Chromebooks, minimising the risk of damage from everyday wear and tear or accidental drops. An example of such a case can be found at the link below.
<https://www.amazon.co.uk/AmazonBasics-13-3-Inch-Laptop-Sleeve-Grey/dp/B011J4CEP4>

We look forward to seeing you at the Chromebook collection. If you have any questions or concerns, please don't hesitate to contact me anthony.matthews@sgla.latrust.org.uk

Sincerely,

Anthony Matthews

Chromebook Lead



LEIGH

Academies Trust

Student LAT Chromebook Scheme Loan Agreement



This document outlines the permitted use of your loaned chromebook and all terms and conditions provided below must be followed in full. A breach of these terms may result in forfeit of the device or disciplinary action being taken.

1. All Chromebooks remain the property of Freedom tech under the management of Leigh Academies Trust and are on loan to learners whilst they are on roll at Leigh Academies Trust.
2. The Chromebook must be returned upon the academy's request. The academy reserves the right to recall any device immediately should it feel the need to do so.
3. Learners are not permitted to accessorise their loaned chromebook.
4. All learners are reminded that they are not authorised to use their loaned Chromebook to store personal sensitive information.
5. Learners are permitted to configure their home Wi-Fi network, however filtering in this instance will be regulated by the Wi-Fi supplier and parent/guardian.
6. Only official Google Chromebook updates are permitted.
7. You are not permitted to circumvent any of the Chromebook's in-built security measures.
8. It is imperative that only the learner's Google ID is to be used on the school device.
9. The use of illegally obtained software - this is all software that has not been validly purchased via Leigh Academies Trust - is not permitted.
10. The loaned Chromebook must not be subjected to a 'Jailbreak' method in order to install uncertified apps. Any attempted 'Jailbreak' could result in total loss of data and the inability of the school to provide support. In such cases, the Chromebook is likely to be confiscated from the learner.
11. Use of the Chromebook for questionable activity including the deliberate viewing of inappropriate material via the internet is not permitted and a consequence will be put in place should this occur.
12. Learners are not to undertake activities that contravene the Computer Misuse Act or Malicious Communications Act and Leigh Academies Trust's IT Acceptable Use Policy.
13. Learners must show due diligence in regard to the security of their loaned Chromebook at all times. This includes times when they are not using the device.
14. When in a learning session users should only engage with those apps that support their learning. Consequences will apply for any learner using their Chromebook inappropriately during learning sessions.
15. Should your Chromebook stop working in any way you must not attempt any repairs either yourself or through any other means. The Chromebook must not be reset by anyone other than

the LAT IT department.

16. The Chromebook is covered by accidental damage and theft insurance policy. Should a claim be made there could be an excess of £25 per claim at the discretion of Leigh Academies Trust.
17. The academy administrator will log and manage the insurance claim. Insurance claims should be made directly with Freedom Technology who will manage the claim on the site's behalf.
18. Should an insurance claim be made it may take up to two weeks for the return of the repaired or a replacement device. A loaned spare device will be provided in the meantime and the same terms and conditions will apply to this loaned device.
19. In order to process an insurance claim, the name of your child will be provided to the insurance company along with the serial number of the allocated device.
20. Chargers are not included in the main management of the device. Replacement chargers will be made available to purchase through ParentPay. Low-income/disadvantaged students will be covered by Pupil Premium funding.

I have read, understood and agreed to the Chromebook loan agreement.

Student's Name:	Year Group:
Parent/Carer's Name:	Parent/Carer's Signature:
Date:	Device Model: 82CE Lenovo 300e Chromebook 2nd Gen AST
Device S/N:  S A M P L E  F O R M	Device S/N Checked: Please Sign