

Year 11 2020-21 Parent Booklet for Chromebooks

Introduction

At Kingsdown School we are committed to providing the best education possible for our students. This includes access to resources that will support learning and develop skills useful in employment and further education.

Like other forward thinking schools, colleges and universities, we are developing our use of G Suite for Education.

The email accounts of all staff and students are now managed Gmail accounts and we each have access to unlimited storage and a wide range of applications to support teaching and learning. These allow all manner of ways of working previously inconceivable including online collaboration on documents and access to millions of videos and other educational tools. This means that the learning of individuals can be supported far more efficiently and effectively than in the past.

Chromebooks are a key tool in supporting access to the world of G Suite and the wider IT world. A Chromebook is a small portable computer which runs using a Google Chrome operating system. Every student at Kingsdown School will be expected to have a Chromebook with them during the school day. This will commence with year 11 students in September 2020.

A Chromebook for every student

Why we want every student to have a personal device

Accelerating Progress

Our teachers employ a wide range of techniques to inspire, teach and support our students in their learning. This will now include using Chromebooks and G Suite to enable staff and students to work together, learn and explore both within and beyond lessons.

Access to Chromebooks and the associated applications improves learning in many ways including:

- Providing tools to support teachers in effectively checking the progress of students inside and outside of lessons so that teaching can be efficiently adapted.
- Enable more teaching and support targeted to individual learning needs.
- Allow students to access presentations, examples and explanations multiple times.
- Provide access to a far greater range of resources.
- Allowing teachers to give feedback on students' work online and students to respond immediately.
- Improve the continuity of learning between school and home.
- Giving students the opportunity to collaborate together on projects through shared documents.

These improvements will be possible because:

- Students will have access to all of the Google resources all of the time, at school and at home.
- All documents are stored on Google Drive and are accessible from any device.
- There is a vast range of applications available through G Suite for Education.

Further benefits include our students leaving education with even higher levels of IT literacy which are greatly valued in employment and higher education.

Why we have chosen Chromebooks

- G Suite provides a vast range of applications and tools that can be used to enhance learning.
- The Google infrastructure linking emails, documents and apps is very user-friendly.
- Chromebooks have a battery life of 8-10 hours meaning they do not need to be charged during the school day.
- Chromebooks boot up in under 8 seconds meaning they are ready to use almost immediately in any lesson without any learning time being lost.
- G Suite is being used by increasing numbers of companies including ITV, The Guardian, Ocado, Vodafone, Pearson, and Dyson as well as higher education institutions such as Oxford Brookes University, Cambridge University and some departments within Oxford University. Chromebooks are the most popular device in US schools and their use is rapidly increasing in UK schools.
- Chromebooks are more affordable than alternatives such as PC/Apple laptops or I pads.
- We can locate any device that is turned on and lock it if necessary.

What will not change

Students will still write by hand and use exercise books alongside Google Docs. As exams are still taken with pen and paper, and because it is a valuable skill, we will ensure students have plenty of opportunities to write by hand. In many lessons this will be alongside using Chromebooks and in other lessons Chromebooks will not be used at all, as students are expected to talk, discuss and write independently.

Lessons will be varied and flexible. We certainly do not want our students to spend all of their learning time looking at a screen! Teacher interactions will always be of the highest value, as will practical and interactive learning opportunities. Chromebooks will be used where they can enhance the learning opportunities but not where they do not add value to the lesson.

Students will continue to read, use books and textbooks. We have a thriving library and developing reading for pleasure is a key part of our School Development Plan. We know that textbooks are a valuable resource. Chromebooks can complement this and will be used to provide access to an increased range of literature.

How 'A Chromebook for every student' will work

We are committed to ensuring all students have access to a Chromebook and we have a variety of options to suit all situations.

Options for parents and students

It is important that you inform us of your final decision by **Friday 25th September. Year 11's only.** **All options must be indicated via the information below.**

To select your final option please visit Edde Education: <https://kingsdownschool.parentportal.biz> . Using the specific Kingsdown login code (see below) that applies to your choice, enter this after 'register with your school'. Then click 'join'.

Option A ,B and C Code- **KDS1-1**

Option D and E Code: **KDS2-2**

Option	Detail	Total cost
Option A Ownership Single payment	<ul style="list-style-type: none"> A single payment of £220 The Chromebook is issued to students and on leaving Kingsdown our management license is removed. A soft case, 1 year warranty and first year accidental damage cover repairs are included (cover details explained below). 	£220
Option B Ownership Monthly payments 8 months	<ul style="list-style-type: none"> 8 monthly payments of £30 First monthly installment to be taken on the 15th October followed by 7 monthly payments taken on the first of each month thereafter. The Chromebook is issued to students and on leaving Kingsdown our management license is removed A soft case, 1 year warranty and first year accidental damage cover repairs are included (cover details explained below). 	£240
Option C Full time loan	<ul style="list-style-type: none"> Option C is to rent the device during term time. You will pay £110 deposit upfront. Rent of £22 will be taken from the deposit each year. The £22 per year is to cover accidental damage repairs and rental of the device from the school. The device must be handed back to the school before the summer holidays. In September students are reissued with a Chromebook for the next academic school year. The model of Chromebook issued for a full time loan may vary from the model we are currently issuing for purchase on Option plans A & B. 	£110 deposit minus £22 per year
Option D School day loan	<ul style="list-style-type: none"> The day loan. Students will sign out a Chromebook at the beginning of the day and return it at the end of the day. 	£0
Option E Using your own chromebook	<ul style="list-style-type: none"> Your privately purchased Chromebook can be used in school. You will be informed when to bring it to IT Support where we will add the Kingsdown Google licence to the device to allow the full range of Google for Education services. Damage to your device will not be covered by the school. 	£0

Purchased devices

Dell Chromebook 11 3100 Education (see full specification below).

- 12 month warranty.
- Google licence including Gmail, unlimited storage in Google Drive, access to a wide range of educational applications and other applications from the Google Play store that are approved by Kingsdown School.
- Secure Internet Filtering and Monitoring of inappropriate content both on and off site on the student's school account.
- A protective case.

The Dell Chromebook 11 3100 device is designed for educational use.

Chromebook specifications

- Intel Celeron N4020 Dual Core
- 4 GB DDR4
- 16 GB SSD (Unlimited storage on Google Drive for school accounts)
- 11.6" HD (1366 x 768) Anti-Glare Non-Touch
- Full Google Play support
- Protective drop resistant ruggedized frame



Loan devices

We appreciate that for some families, purchasing a Chromebook may not be the most appropriate option. For that reason, we are offering 2 types of loan for a school owned Chromebook.

Full time loan (Option C)

Full time loan devices can be taken home and used outside of school hours. We ask for a single £110 deposit upfront. Rent of £22 will be taken from the deposit each year. The £22 per year is to cover accidental damage repairs and rental of the device from the school. The device must be handed back to the school before the summer holidays. In September students are reissued with a Chromebook for the next academic school year. Any remaining deposit will be refunded to you when your child leaves Kingsdown School and their device is returned.

Day loans (Option D)

If you do not want to take a Chromebook home it is possible to arrange a day loan. There are no costs associated with this option. Students will have to collect their assigned Chromebook before school and return it at the end of each school day.

Warranty and Cover

Warranty

All purchased Chromebooks come with a 1 year manufacturer's warranty and in the event of the device malfunctioning we will return the Chromebook to Dell on your behalf and issue a replacement device until the original is returned.

Accidental Damage Cover

In addition to the manufacturer's warranty, one years accidental damage cover is included in purchase options A and B. This cover can be renewed annually during September of each academic year by paying an additional £22. The option will be available via the parent portals on Edde Education next September 2021.

If you are selecting Option C, this cover cost will be taken from your £110 upfront deposit each academic year alongside your rental.

What is accidental damage cover?

This is cover for damage that occurs suddenly as a result of an unexpected and non-deliberate external action. The damage must be unintentional, unforeseen and a one-off incident. Depending on the circumstance of the damage, we will access cover repairs case by case.

If you choose not to renew accidental damage cover after your first year then in the event of an incident we will repair the device at cost price only. The table below indicates what the current cost is for the most common parts but these may be subject to change in the future.

Warranty	Accidental damage	No cover
1 year - covers malfunctioning devices - free	£22 per year - covers accidental damage (Options A and B includes this price for the first year.)	Accidental damage costs: Replacement screen £130 Replacement keyboard £25 Replacement battery £75 Power supply £25 These are typical prices and do vary between models. Therefore, the prices quoted are only approximate.

Loss and Theft

We strongly recommend that the device is added to your private home or contents insurance to protect against loss and theft at home. We suggest that you contact your insurance provider to advise further. In addition, having personal belongings/gadget insurance will cover the device against loss or theft away from home, you may wish to consider this also.

How to make a selection and purchase a chromebook

Whilst we have already asked you to complete a survey back in July to show your indication, we would now like you to select your final choice.

Edde.Education

It is important that you inform us of your final decision by **Friday 25th September. Year 11's only.**

All options must be indicated via the information below.

To select your final option please visit Edde Education: <https://kingsdownschoolparentportal.biz>.

Using the specific Kingsdown login code (see below) that applies to your choice, enter this after 'register with your school'. Then click 'join'.

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Option D and E Code: **KDS2-2**

Alternatively, if you would rather pay by cash or cheque, please hand this into reception at Kingsdown School in a sealed envelope labelled 'Chromebook' with an indication of which option you would like to select with student name and tutor group.

Please contact us via email chromebookhelp@kingsdownschool.co.uk if you would like to know more about any of the options or have any questions during the purchasing process.

Timeline

Date	Event
Monday 21st September	Please visit https://kingsdownschoolparentportal.biz to select your option and make any necessary payments.
Friday 25th September	Deadline for selecting an option. Please select an option before this date. If this causes any difficulty, please do not hesitate to email us on chromebookhelp@kingsdownschool.co.uk
Monday 12th October	Device issue begins. We will begin issuing Chromebooks to students.
Thursday 15th October	Option B- First £30 monthly installment payment (Further 7 monthly installments to be taken on the first of each month)
Once issued	Student training will take place within school. All students will receive training on how to use GSuite and their Chromebooks effectively, safely and responsibly.

What we expect from students

All students have already signed our general ICT acceptance use policy. They will be expected to adhere to this policy whilst using their Chromebook.

We will also ask our students to:

- Only use a Chromebook in a lesson when directed by a teacher.
- Take care of their Chromebook. If not in use it should be in its case and stored in an appropriate school bag.
- Ensure the Chromebook is fully charged before it is brought into school (typically around 20p per charge depending on your energy tariff) as it will not be possible to plug the Chromebook in to charge it during a lesson.
- Failure to bring your fully charged Chromebook to school will result in the same disciplined consequence as not providing the correct school equipment.

What happens at the end of the school year

Purchase Options

Students will continue to use their device throughout their time at the school. After leaving Kingsdown School, the Kingsdown School license will be removed and the Chromebook will be able to be used at home as with any other device.

Full Time Loan Option

As full time loan devices (Option D) are owned by the school they need to be returned to us before the summer holiday. At the end of each year, Chromebooks that have been loaned will need to be returned to the school on a date to be confirmed. Devices will be reissued at the start of the next academic year.

Any remaining deposits will only be refunded when students leave Kingsdown School.

Safeguarding: filtering and monitoring

It is very important to us that our students are safe, and educated in how to stay safe, in their use of new technologies. It is a legal requirement of schools to provide appropriate filtering and monitor usage in school to ensure we are safeguarding our students appropriately.

Web Filtering

All Chromebooks signed in with a school account will benefit from filtering that protects against malicious sites, adult sites, certain social media sites and other sites inappropriate for in school use. Schools in the UK are legally obliged to do this.

Chromebooks that are purchased under options A and B can be signed into with personal accounts outside of school hours. Personal accounts will NOT be filtered or monitored by the school. Please contact us via chromebookhelp@kingsdownschool.co.uk if you wish to have the Chromebook locked to school accounts only.

Web Monitoring

While a student is signed into their Chromebook using their school account the following things are recorded:

- Browser history - which websites have been visited
- YouTube history - which videos have been accessed (note - restricted mode is applied)
- Google Search history - which search terms a student uses (note - safesearch is forced)
- Access to any 'flagged content' - e.g. self harm, radicalisation and sites blocked by filtering

Flagged content generates an email alert that goes to the safeguarding team who assesses if there is any need for further action.

Logs are only accessed when a cause for concern has been raised. Nobody monitors individual students on a daily basis. Logs are deleted after a set time period.

Web monitoring is a legal requirement in school. It is also a very valuable tool for the flagging of safeguarding and bullying issues outside of school hours.

In School Teacher Controls

During school hours only, teachers can do the following:

- View student onscreen activity.
- Restrict activity of a group or an individual
- Close and open tabs for students.

Frequently Asked Questions

Does my child have to have a Chromebook?

For reasons outlined above, we would like all students to have access to a Chromebook throughout the school day and also at home. We understand that not every family will want to purchase a Chromebook so we have tried to ensure that there are a range of options to suit different families.

We have a PC/Apple computer at home. Will the Chromebook be compatible with these?

Files and documents are stored and shared online using Google Drive which is accessible from other devices. If you do not wish to purchase a Chromebook due to having a suitable computing device at home already, we would suggest considering Option D 'Day Loan', where your child can resume their school work at home using their school Google account.

Can my child bring their own Chromebook or other laptop to school?

It is possible by selecting option E to license a private Chromebook for use in school. This is necessary to ensure that all devices have access to the full range of resources including the protection of the filtering and monitoring services we use. However our services can not accommodate other computing devices (such as Windows or Apple devices), and hence will not be allowed to be used in lessons.

What happens if a Chromebook is damaged?

Accidental damage cover is included with option A and B purchase price for year 1 only. Thereafter, it can be purchased annually in September via Edde Education Parent Portal for £22 per year. A device can be loaned from the school until your device is repaired, typically within a few working days. If this cover has not been purchased, devices can be repaired at cost. If you are on the Full time loan option, £22 per year will be taken from your £110 deposit to cover rental from the school and any accidental damage repair cover.

Why is there not a choice of Chromebook models?

We have chosen a model which has a good balance of performance and durability. A single model simplifies deployment and reduces costs. In addition all Chromebooks share the same key functionality, so having a range of devices offered little advantage.

What happens if the Chromebook is stolen?

We strongly recommend that the device is added to your private home or contents insurance to protect against loss and theft at home and we suggest that you contact your insurance provider to advise further. In addition, having personal belongings insurance will cover the device against loss or theft away from home, you may wish to consider this also.

Will the Chromebook be too heavy for my child?

The particular model of chromebook weighs approximately 1.3kg. This is not a significant weight alone but we appreciate that it will add to the total weight of your child's school bags. Medical guidance suggests that worn appropriately, spreading weight equally over both shoulders there will be no health risk to your child. If further concerns exist, please contact your child's Progress Leader who would be happy to offer support and guidance.

What if my child forgets to take their Chromebook to school or forgets to charge it up?

We will expect students to bring a fully charged Chromebook to school every day. In the rare occasions this does not happen a small number will be available for loan from ITSupport. Chromebooks will be treated like a standard piece of school equipment that is required every day.

I cannot afford to purchase a chromebook. Will my child be disadvantaged?

No. If you are unable to purchase a Chromebook you can opt for one of the loan options. If you have any concerns please contact us by emailing chromebookhelp@kingsdownschool.co.uk and we will be happy to discuss how we can support you.

Can I purchase the same model of chromebook cheaper via another retailer?

The same model of Chromebook can be purchased for around £330 directly from Dell. We believe that the package you are purchasing via the school, including the protective case, access to GSuite for Education and the ability to monitor and safeguard these devices provides excellent value for money.

We do not have access to the internet at home. Will this be a problem?

Google Docs/Sheets/Slides and Drawing can all work offline. Work will be synced automatically when in school and the library will be available to students to use. In certain circumstances we may be able to provide mobile WiFi hotspots for home use - please contact us by email via chromebookhelp@kingsdownschool.co.uk if you would like to discuss this.

Many workplaces use Windows/Office. Shouldn't students be trained in these?

Microsoft Office products such as Word, Excel and Powerpoint function very similarly to their Google equivalents (Docs, Sheets and Slides). Skills learnt on one platform are quickly transferable to others.

Further Information on Chromebooks and G Suite

The following sites provide information and training on the use of chromebooks and G Suite:

google.com/chromebook

The Google introduction to chromebooks

apps.google.com/learning-center

Guides on how to use and make the most of Chromebooks and G Suite

support.google.com/chromebook

Google's Chromebook Help Centre

