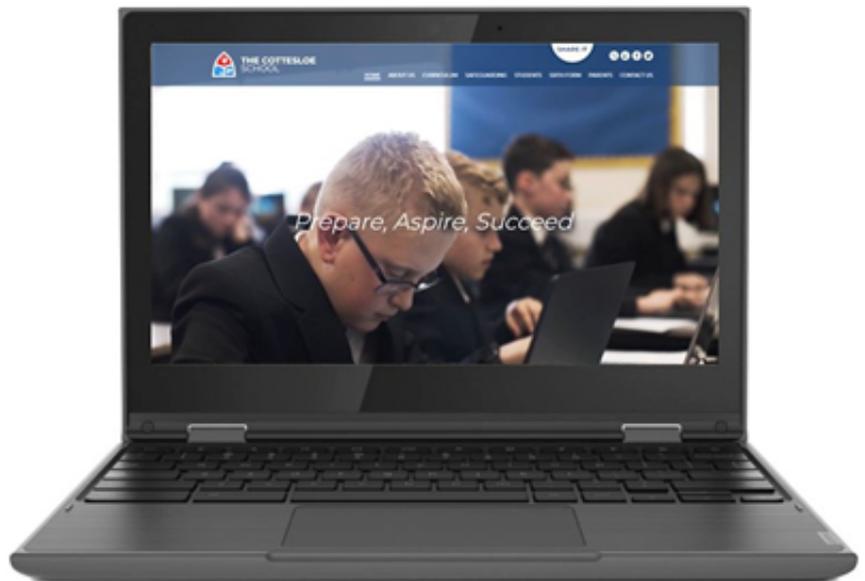




The Cottesloe School

Chromebooks for Learning Parent Handbook

Google
for Education



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Dear Parent/Carer

We are delighted to announce that we are continuing the 'Chromebooks for Learning Scheme' for students at The Cottesloe School. The scheme was initiated with our current Year 8s last year. Our ambition is to have all students in Key Stage 3 with a device by the end of the 2021/22 academic year.

We are very excited about the impact this development will have on our students' learning. Our students' daily lives are filled with technology and they are quick to embrace new developments. We want our students to feel at ease in this rapidly changing climate.

Chromebooks provide a great vehicle to help our students become responsible digital citizens and lifelong learners. Our scheme is an opt-in scheme; provision will be made for all students. As a school, we firmly believe in the merits of the scheme and the educational benefits it offers students and expect that parents will want to support the initiative.

The educational experience for our students should be as varied, dynamic and stimulating as possible and we know through our extensive research that this technology will support this goal. Embracing the combination of school and home learning is crucial to the future success of young people. Technology allows learning to be increasingly engaging and lets the school extend effective learning beyond the classroom.

Chromebooks and Google Apps for Education will enable all our students to have access anytime to information wherever they are. We need to make full and effective use of technology for learning and, coupled with this, is the need to ensure students learn safely, effectively and productively.

Since April 2021 we have been trialling Chromebooks in lessons and they have been a fantastic addition to the classroom. The feedback from both staff and students has been extremely positive and we have seen improved engagement from our students when using the Chromebooks.

We have evaluated many different Chromebooks and have put together a package that we believe offers extremely competitive pricing.

I hope that all the information you need about our scheme is within this parent pack and on our school website. You can also contact us anytime via the school office:
nhulland@cottesloe.bucks.sch.uk

Thank you for taking the time to read this information.

Yours Sincerely
Simon Jones
Headteacher



Chromebook Packages

We are delighted to be able to present you with a Chromebook package, offering you outstanding value for money both in terms of robustness and price. We have worked hard to ensure that parents are offered the best possible price as we recognise that this is a significant financial commitment.

The Lenovo 300e has been fully tested and is our recommended choice. We have been through a rigorous consultation process to recommend these devices. We believe you could not purchase the whole package cheaper elsewhere. However, please contact us if you have any questions.

The Chromebook packages include:

Lenovo 300e

- Intel® Integrated Graphics
- Up to Windows 10 Pro
- 11.6" HD IPS Multi-touch antiglare
- Supports active electrostatic Pen
- 8GB
- Battery up to 10 hours
- 720p HD
- Includes Lenovo AES Pen with garaged storage (optional)
- WiFi 802.11 ac 2 x 2
- Bluetooth® 4.2
- Reinforced ports and hinges
- Drop-resistant up to 29.5" / 75cm
- Weight 1.35 kg



This Chromebook has been selected by the school due to the robust design. It is built to US military standards for toughness as well as being light to carry.

Insurance

There is a 3 year return to base warranty included in the package, and insurance against accidental damage.

Repairs

If your Chromebook breaks you can arrange repairs/ replacement as necessary via the Chromebook portal on the school website.

Payment Options for the Lenovo 300e

- 36 monthly payments of £13.40
- 24 monthly payments of £18.92
- 12 monthly payments of £35.49
- Upfront payment of £398.00



Pricing

- Ordering portal set up
- Device
- 3 years accidental damage and theft cover (does not cover loss of Chromebook)
- Online helpdesk for parents
- Online tracking repairs and returns
- Direct Debit set up
- 3 years GAP cover
- Option to pay for device in instalments
- Payment terms over 3 years
- Easy monthly Direct Debit
- Fully inclusive
- No credit checks
- 3 year warranty
- Insurance against accidental damage and theft
- £0 excess

Parent

Every Chromebook will be managed and monitored by the school whilst the device is on the school premises.

Please note appropriate use at home remains a parental responsibility.

Frequently Asked Questions

Why have we chosen Chromebooks?

There are a wide range of tablet and laptop-style devices available on the market and The Cottesloe School conducted pilot schemes and extensive research when considering the type of device which would be best suited to students in our school.

A Chromebook looks like a laptop in appearance but operates in a very different way with students accessing services and apps online. The Chromebook operating system is produced by Google who provide a wealth of apps and services which are specifically designed to support students in education.

Chromebook devices boot-up in a matter of seconds and have a battery life that lasts up to 8 hours, dependent on use. Chromebook devices are managed centrally by our IT Support Team to ensure that access is safe and secure. Internet content is filtered for inappropriate content to ensure students can access everything they need for their school work.

Students need to be prepared for an increasingly digital world. Research has confirmed that good home access to technology has a positive impact on a child's educational achievements; it often motivates them to do schoolwork by providing more interesting and engaging ways to learn.

Student work is often better presented so their self- esteem grows and they can explore subjects that interest them in their own time.

Chromebook Features

- Less than 8 seconds to boot up
- Long battery life
- Simple technology
- Easy student-teacher workflow
- Large numbers of computers can be managed centrally
- Excellent collaboration tools
- Works seamlessly with Google Apps for Education and other cloud based applications which all of our students and teachers already use extensively.

The following are just a few examples of what students will do at The Cottesloe School:

- Create, share and collaborate using GSuite
- Use subject related apps in the classroom and at home
- Collaborative learning.



Traditional methods of learning and teaching still have an important place in education and will continue in our school. Chromebooks should be seen as an additional educational tool and not as a replacement for these methods.

We will train our teachers and teach our students to use these devices productively and appropriately.

When do we get our Chromebook?

This is normally approximately 6 weeks after the ordering portal window closes and a successful first payment has been received.

How do I connect the Chromebook to the Internet in my house?

Chromebooks use wireless to connect to a network so you will need WiFi at home to use the Chromebook on the Internet. If you have WiFi, your network security key can be added to the Chromebook before log-on. Please contact us if you do not have WiFi at home by emailing dstallwood@cottesloe.bucks.sch.uk

My child already has a different device. Can they use that instead?

No, we will only be supporting Chromebooks in school. These are fully compatible with the Google Apps and the add-ons that we will be using for teaching and learning. It must also have the following features:

- The battery will not last 6 hours on a single charge
- The computer will not boot up within 10 seconds from a closed lid
- The device will not be managed by the school and therefore will not be manageable as a class learning tool.

Did you look at Windows, iPads, Mac, Linux or Android as alternatives?

Yes, very seriously. We believe that iPads are great tools for consuming media but they are not as good for creating content and allowing our students to work collaboratively. Whilst the range of applications available on iPads and Android is vast, many of the resources that teachers currently use in IT Suites would not be available. We also looked at traditional Windows, Mac and Linux laptops. Although these devices are indeed more powerful they are also more complex, more expensive and have poorer battery lifetimes. The simplicity of the Chromebook overcomes these barriers so that the focus will be on learning.

What if my child already has a Chromebook?

That's fine, they can use that without an issue. Please contact us to let us know so we can ensure your device is set up to use at school. Email: dstallwood@cottesloe.bucks.sch.uk

Could we buy a cheaper Chromebook and 'opt out' of the TCS Chromebook scheme?

Yes, but they won't necessarily come at education pricing, with insurance and warranty included. We will offer a device we think will be robust and stand up well in a school setting. You must arrange for insurance if you choose to buy your device elsewhere.



Is the battery good enough? How will charging work?

Chromebooks have a battery life of 8 plus hours. This varies depending on what the Chromebook is being used for (e.g. web browsing is very different to using YouTube). As long as students charge the Chromebook overnight, it will last all day. An energy research body has calculated the cost of charging a Chromebook for a year to be 87p if charged every other night. Students are responsible for bringing their charged Chromebook to school.

Please note that there will no charging facilities available at school.

Can we have different models to choose from?

In order to achieve the economies of scale with a manufacturer which make this scheme most affordable, we cannot offer a diverse choice of devices, as the numbers taking up each option would be too low, We have looked at the devices which offer the best features and value for money alongside a robust build quality and have chosen the Lenovo 300E which has a proven record of use in schools

What technical support will there be for students?

The Cottesloe School IT Support Service will be able to help resolve many technical issues but one of the major advantages of the Chromebook is that it rarely goes wrong.

Are there any Chromebook guides available?

Yes, there is a lot of guidance out there. We will make sure all of our students receive the teaching input to get them up and running with their new Chromebooks when they are issued. This link is a good place to start: <http://www.chromestory.com/chromebook-user-guide/>

Will my child need their own Google account? If so, how will the school be able to put apps on the Chromebook?

Your child's school email is a Gmail account and this account will be used. The school will use management software to enable it to distribute apps to any Chromebook registered with it and effectively will 'gift' the app to the device. Your child must only use their Cottesloe email account to log in to the device during school hours.

What is the school going to do with the current IT suites?

The Cottesloe School recognises the importance of IT facilities and continues to invest significantly in this area to maintain an infrastructure that allows students to access high quality resources to support their learning. We have a small number dedicated ICT teaching spaces and these are almost exclusively used to deliver ICT and Computer Science. The introduction of Chromebooks would enable staff to plan and deliver lessons with direct access to ICT without needing to wait for a specialist ICT room to be available. Our Chromebook scheme will allow students to access online services in every lesson across their timetable.



Who owns the Chromebook?

Legally The Cottesloe School owns the Chromebook until full payment has been made. The ownership then transfers to you as the purchaser.

Why can't the school provide these devices for free?

With ever tightening budgets the school has a limited amount of funding for ICT in school and this primarily pays for the maintenance of our school network. As we are asking families to pay for the device it will belong to the student and therefore can be used outside of the school day.

How will the Chromebook be backed up?

The Chromebook is always backed up and our students have unlimited storage space in the Google Cloud. This is already set up and associated with their Cottesloe email address.

What happens if the Chromebook is lost, stolen or damaged?

If a Chromebook is lost or stolen, it is important that it is reported to the IT Support team as soon as possible. The insurance does not cover the loss of a Chromebook, it covers theft and accidental damage only.

What about safety on the way to and from School?

In our research with other schools, we asked whether they had ever had any incidents of Chromebooks being stolen on a students' way to/from school and they all said that this had never happened. However, it is sensible to reduce the risk of theft through some common sense measures; students should keep their Chromebook in their bag on the way to and from school, both for road safety and crime prevention reasons. This is advisable if travelling by bus or on foot.

Can I install parental controls on the Chromebook?

At home it is your responsibility to monitor internet usage of your child to ensure they are protected from inappropriate content, and prevented from using some social networking services. We would recommend that you set up a child account on the device and download the Google Family Link App. This is free and allows you to monitor usage, apps and length of time on device. You can also turn it off remotely from your own device at an agreed time, which is really important.

What is the school doing to reduce e-Safety problems with the Chromebooks?

The Cottesloe School has a very effective web filtering system and all devices attached to our network go through this web filter. The Cottesloe School will be actively monitoring students' Chromebooks while in school. We will be able to look at web filter logs should an issue become apparent. Students are already taught the importance of e-Safety through PSHE, IT lessons and assemblies. This will be continually reinforced.



How will inappropriate use of the Chromebook at school be dealt with?

Students, with the support of their parents, will be required to sign up to a set of 'Chromebook User Policy' which set out some simple rules to make things go smoothly. Some of the rules concern management (e.g. "I will bring the Chromebook to school every day, charged") and some will be about classroom behaviour (e.g. "I will stop using the Chromebook when my teacher asks me to"), with the overall intention of creating a way of operating that all students, parents and staff understand and agree with. Any child that misuses the device in school will have increased restrictions applied to their device, or even be told they cannot bring into school.

I am concerned about my child's work being stored with Google, how safe is it?

The data is the property of The Cottesloe School – Google GSuite customers own their own data, not Google. Google offers customers a detailed data processing amendment that describes their commitment to protecting your data. As a school we are following DfE and ICO advice in this area. Google do store and log information but this data is encrypted in transmission and at rest. Google is fully GDPR compliant and they do not share the data.

Can my child put their own content onto the Chromebook (music, video, Apps)?

As per the school Acceptable Use Policy, students cannot use the school domain (cottesloe.bucks.sch.uk) to store personal data, music, videos, etc. If they have a personal Gmail account they can use this to login to the Chromebook when not on the School premises.

What if my child leaves the school?

You must return the device to the school or alternatively, pay the outstanding amount to take ownership of the device.

If you have any other questions please email us at office@cottesloe.bucks.sch.uk

