

1 December 2025

Dear Parent

Your child should now have a brand new chromebook to support their learning at school and at home. The use of a Chromebook is a privilege. Please talk to your child about their responsibilities to look after and use the device sensibly.

Chromebooks are used to:

- Enhance existing learning strategies, not replace them.
- Develop critical thinking, analysis and scientific inquiry through active engagement and participation.
- Create, share and collaborate using G Suite for Education tools such as Slides, Docs, Sheets, Jamboard and Classroom.
- Create original multimedia content to demonstrate their learning.
- Access personalised learning when appropriate.

How will my child use the Chromebook at home?

- Complete home learning assignments through Google Classroom.
- Access online learning platforms such as: Times Tables Rock Stars, Spelling Shed and LBQ.
- Complete remote learning in the event of self-isolation or school closure, including through video conferencing.

How do I ensure the equipment is looked after?

Your responsibility is to ensure your child looks after the equipment at all times, so that it is always available for their education. Here are a few recommended precautions:

- Treat the Chromebook as you would any valuable item.
- When not being used, store the Chromebook in a secure place, out of sight.
- Do not leave the device in a car.
- Do not walk around carrying the Chromebook except when it is in its protective case, and carry the Chromebook to and from school in a book bag or rucksack.
- Only touch the screen gently, and be gentle with the keyboard, trackpad, and ports.
- Do not eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend the Chromebook to anyone.

How should I encourage my child to use the Chromebook safely at home?

- Use in a safe way, ideally at a table with an appropriate height chair for use, without trailing cables or other hazards.
- Ensure that appropriate breaks are taken when using the Chromebooks

How will my child be kept safe online?

When the Chromebook is used to connect to the internet from home, you will be responsible for the costs involved. The Chromebook will have Home Protect installed, a school-safe internet filtering system, and SENSO, a school-safe monitoring tool, but it is still your responsibility to ensure your child uses the device safely.

Here are a few tips:

- Monitor your child's use of the Chromebook when not at school.
- Use the Chromebook in a central location at home, rather than behind closed doors.
- Help your child to focus on completing tasks and assignments.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Ensure the device is not used for any illegal conduct, or statements which are deemed to be advocating illegal activity and/or anti-social purposes, including access to inappropriate internet sites and chat rooms.
- Ensure that any online activity does not bring the school into disrepute.
- Talk with your child about cyberbullying encouraging him/her to be kind and to communicate clearly online.
- Advise your child that anything they post, text, or upload may be forwarded, copied, and published to anyone.
- Ensure that this equipment is for the sole use of your child, who will use it for educational purposes only.

How often should my child bring the Chromebook to school?

You should ensure your child brings the Chromebook to school each day, in the protective case provided, and that it is fully charged. If the device is not charged, your child may not experience full access to learning. A Chromebook and case fits in a Grange Park book bag and all but the very smallest rucksacks.

What do I do if the equipment is lost, stolen or damaged?

- Ensure the school is notified as soon as possible (and no later than 24 hours) of any fault, damage or theft arising.
- If the device is stolen, report this to the police within 24 hours and report the crime number to the school. The Chromebook will be remotely deactivated and rendered inoperable.
- Report any damage to the school immediately.
- Agree to pay the cost to replace the Chromebook, case or charger if it is lost, stolen or accidentally damaged at the rate of 50% of what the Trust paid for the Chromebook (£85) and the full cost of the case (£6.50) and the charger (£24.50). If a debt is outstanding the Chromebook will not continue to be loaned to my child.

How do I report a fault, loss or damage?

- Faults, loss or damage must be reported within 24 hours at office@grangeparkprimary.org and the Chromebook brought into school, so that the school can respond appropriately.
- Troubleshooting videos aimed at sorting out simple problems with Chromebooks are available on the school website.
- When should I return the device?
- Undertake to return the device, charger and case to the school, in good working order, when requested by the school or when your child ceases to be a pupil at the school for any reason.

Can my child use their own headphones with their Chromebook?

There may be times when, in order to focus on an activity and help reduce potential distractions, the use of headphones is an advantage both at home and in class. There are many cost effective solutions available should you wish to purchase headphones for your child. However, headphones are entirely your child's responsibility so please do not send in expensive sets or ones that cannot easily be stored neatly in the pocket of the Chromebook carry case. All headphones must be labelled with your child's name.

What can I use to clean my child's Chromebook?

Please only clean the Chromebook, including the touch screen and keyboard, with pre-saturated wipes recommended for use on electronic devices. These lint free 70% isopropyl alcohol wipes leave surfaces clean and dry, unlike other cleaning products including household antibacterial wipes which are wet, leave a sticky residue and can damage circuitry. Alternatively, to keep the device clean your child should either wash their hands or use antibacterial gel before using their Chromebook.

Voluntary Contributions

Earlier this term, we invited you to make a voluntary contribution to support your child's education, and we are sincerely grateful to all who have already donated.

Your donations are **directly funding the purchase of a new set of Chromebooks** for your child's use. As we have finalised this purchase, we are reaching out once more to those who have not yet had the opportunity to contribute.

Your support is genuinely appreciated, and there is **no set amount**. Contributions are entirely voluntary and will make an immediate impact on their digital and independent learning.

How to Donate:

- **Log in to Arbor**
- Navigate to the **School Shop**
- Donations can be made as a **one-off, termly, or monthly** contribution in multiples of £10, £20, £50, or £100.

We look forward to seeing your child develop their digital and independent learning skills in the coming months. If you have any further questions, please do not hesitate to get in touch with us.

Yours sincerely

Tijen Hassan
Headteacher