

Chromebook Collection

This form needs to be completed and handed to the IT Office at the time your child collects their Chromebook.

If you are unable to print this document, a hardcopy is available to collect from the Reprographics Office.

This is to certify that this Chromebook device has been set up and is fit for purpose. The equipment stated below has been made ready to access the school's system whilst in attendance.

1. Damage/Loss/Technical Support

If the equipment is lost or stolen, I understand the school must be informed at the earliest opportunity so that the device can be disabled and prevent further use, to the point in which the device is either found and can be re-enabled or replaced.

In the event of damage to the device, I understand I will need to contact the **relevant insurance provider (Home Insurance / Academia)** – there is an information letter included in the device box that has this information to keep for your records.

For technical issues with the device, the student should visit the IT Support Office with the device, whilst in school, but must be aware the **IT Staff will be able to advise only** and you must contact the insurance providers/external support to fix your device.

2. Unacceptable use

I am aware that the school monitors the pupil's activity on this device. I agree that my child will not carry out any activity that constitutes 'unacceptable use'. This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with The Buckingham School's Behaviour for Learning Policy, which can be viewed by clicking on the following link, if the pupil engages in any of the above **at any time**.

[Behaviour for Learning Policy](#)

For further details, please refer to the IT Acceptable Use Policy on our website under About Us – Policies.

3. Data protection

I agree to take the following measures to keep the data on the device protected:

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact the Form Tutor, via email, who will liaise directly with the IT Support Team.

4. Departure

Once the pupil has completed their education at The Buckingham School, the device will be removed from The Buckingham School systems and will be free to be used with personal accounts. The School will remotely wipe the device and return it to its factory settings. It is recommended that any personal data on the device is backed up before this procedure takes place.

5. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above and **I have consented to my child receiving the device on my behalf.**

STUDENT'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
DATE	

This section will be completed by the IT Team when your child collects their device:

SERIAL NUMBER	
MODEL NUMBER	
ACCESSORIES	

IT TEAM MEMBER SIGNATURE	
PRINTED NAME	
DATE	