



# **CHROMEBOOK**

# **PROTOCOL**

## Chromebook Devices

Throughout this document please be aware that:

- Chromebooks have a two year warranty from time of purchase.
- Chargers have a one year warranty from time of purchase.

## Chromebook Damage

It is the responsibility of the pupil (or their parent/carer) to report any damage, loss or theft of the Chromebook to school without undue delay. In the event that the Chromebook is stolen or lost outwith school it is the responsibility of the pupil (or their parent/carer) to report that loss or theft to the police and to the school.

In the event that the Chromebook is stolen, lost or damaged the pupil will be provided with a further Chromebook at the discretion of the school unless it is considered that the Chromebook was so stolen, lost or damaged as a result of conduct by the pupil in which case a further Chromebook will be issued to that pupil but he or she will not be permitted to take the Chromebook home. If it is considered that there has been deliberate loss or damage to a Chromebook by a pupil the Highland Council is entitled to look to the pupil for the cost of such loss or damage.

## Chromebook Chargers

Any damage, loss or theft of the charger which is not covered under warranty, will need to be replaced at a cost of £25 (Dell replacement). This cost will have to be paid by the pupil/parent/carer.

## Pupil Responsibilities

If a young person is regularly in school without their Chromebook, or it is not sufficiently charged, then this must be reported.

On three occasions of a pupil not being fully prepared with their Chromebook it will be suspended for a period of **two** weeks.

- Suspended Chromebooks to be kept in office with a return date for the pupil. It will be the pupils' duty to collect after **two** weeks.
- In this situation the pupil cannot borrow a Chromebook from the library.

## Chromebooks and School Leavers

If a pupil leaves LHS and does not return their Chromebook (and charger):

- A phone call home must be made to request the return of the CB.
- If the CB is not returned a 'Non-return of Chromebook' letter should be sent home.
  - The letter gives a clear timescale for the return to be made (one week).
- If CB is not returned then it should be reported to the Police as a stolen/lost device.
- CB can also be reported to the Highland team to be shut down remotely.
- The Police incident number can then be used to request a new CB.

## Chromebook Usage

As we are getting increased reports of pupils using their CBs inappropriately we will have spot checks at relevant times throughout the year.

All staff will have a duty to be involved.

The spot check may include a request to check pupil history. To check viewing history the shortcut 'Ctrl + H' can be used on any CB.