



**Your  
Laptop Home  
School Agreement  
with Ark Victoria  
Academy**



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### **Rationale and Purpose**

We are excited to share with you the details of our One-to-one Device Programme as part of our digital strategy. The laptop that we will provide for your child provides more time for learning at home, which might include:

1. Completing usual homework on their Chromebook/device
2. Working through online learning materials that the school has shared
3. Researching topics for school projects
4. Pre-reading articles or watching videos in advance of a new topic at school
5. Completing short tests to check learning from lessons during the day or week
6. Communicating with teachers and accessing lessons in the case of absence from school
7. Studying and revising independently for tests and GCSE exams
8. Catch up using online learning platforms when they have fallen behind in lessons
9. Learn new things as part of enrichment programmes and clubs
10. Studying lessons while at home if self-isolating

The laptops will come with all of the apps and software that your child needs to support their learning for no additional charge. They will have access to email and Microsoft Teams to enable communication with their teachers and their peers as appropriate.

It is important to remember though that a laptop is an additional educational tool and not as a replacement for traditional teaching and learning methods. It is still important for your child to attend school every day and to participate in their lessons fully.

### **The Device**

Your child will be provided with a Dell with the following specification:

Dell Chrome 3100  
Intel Celeron  
4GB Memory  
16GB Hard Drive  
Chrome operating sys

#### Dell Features

- Less than 8 seconds to boot up
- Long battery life
- Easy to manage centrally
- Works seamlessly with Office 365 and other cloud-based applications which our students and staff already use extensively.

The programme also provides the following benefits:

- The device is equipped with all the software required, including updates and upgrades.
- The device will seamlessly connect to the school's IT network both at School and at home
- The device is fully supported by the Ark IT Team.
- The device is under warranty against any hardware faults

### **Bringing the device to and from school**

We will purchase a laptop bag for transportation of the device and charging equipment and will ask you for a contribution of £10 only. This is to ensure that the device is safely transported and provides a clean and safe place for the laptop to be stored when not in use.

### **Ownership of the Device**

Ark Schools retains ownership of the device and grants permission to the student to use the device according to the guidelines set out in this document and in conjunction with our Acceptable Use Policy. Ark Schools retains the right to collect and/or inspect the device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software or hardware. Your child will return their device to school in the event of them leaving the academy.

### **The Internet Dongle**

For the laptop to be of use at home, you need to have access to the Internet at home. We know that this is not always the case.

Please email Mr Brom ([h.brom@arkvictoria.org](mailto:h.brom@arkvictoria.org)) if you do not have access to the internet. Mr Brom will then explore what the school can do and will follow up with a phone call about a solution.

### **Your and our Responsibilities**

By accepting this device you are accepting these responsibilities as well. You agree to:

- Treat the equipment with as much care as if it were your own property.
- Allow all automatic updates pushed to the device by Ark Schools.
- Always keep the device secure (or in a secure place where others do not have access) or with you (or within your sight).
- Use the device on a hard, flat surface. Leaving a device on a soft surface (blankets, pillows, furniture) can lead to overheating and damage.
- Keep the equipment clean. For example, avoid eating or drinking while using the device.
- Care for and prevent damage to the power cord (you will be required to pay for replacements).
- Refrain from applying any stickers, paint, glitter, or other decorations. The device is the property of Ark Schools and should not be altered.
- Parents/Guardians/Students are welcome to purchase a decorative case or add stickers to a case they have purchased.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Establish a routine of charging the device at home overnight.
- Read any safety warnings included with the device.

You agree not to:

- Let anyone use the device you have been assigned. Loss or damage that occurs when anyone else is using your assigned device or accessories will be your full responsibility.
- Expose the device to extreme temperatures or elements including water.
- Remove or cover the device asset tags on the bottom of the device or power cord.

- Change the physical structure of the device. Doing so will void the warranty, and you will be responsible for the repair or replacement cost.
- Remove or interfere with the serial number or any identification placed on the device.
- Do anything to the device or accessories that will permanently alter it in any way.
- Touch the device screen with sharp objects
- (e.g., pen, pencil, etc.).  
Close the device with an object (such as pencils, pens or headphone plugs) on the keyboard that can damage the screen.

Ark Schools have responsibilities too. By accepting this device, you are accepting that Ark Schools can discharge our responsibilities as well. You agree that:

- Ark Schools will monitor your use of the device using a variety of methods to ensure compliance with Ark School's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the Ark Schools profiles will result in disciplinary action.
- All aspects of Ark School's Student Acceptable Use Policy remain in effect during the use of the device. We will provide content filtering outside of the network. However, Ark Schools does not have full control of information on the Internet and no filtering solution is perfect. Further details can be found in the accompanying Safeguarding Policy.
- The use of any Internet-based file-sharing tools or Proxy Apps/websites or VPNs designed to circumvent filtering software are explicitly prohibited. File sharing applications and protocols may not be used to facilitate the illegal sharing of copyrighted material.
- Students are permitted to alter or add files to customise the assigned device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). All customisations must follow the Ark Schools Student Acceptable Use Policy.

### **Dealing with issues**

The below process outlines how a student gets support for the digital strategy device that has been allocated to them.

You must do the following if your device becomes faulty or damaged:

- Contact Mr Brom and notify him of the issue: [h.brom@arkvictoria.org](mailto:h.brom@arkvictoria.org)
- Mr Brom will ask you to drop the device off to at Oldknow reception at the time specified
- You will then take the device to Oldknow reception at the specified date and time and hand to Mrs Rimmer
- Mrs Rimmer will store the laptop in a secure laptop trolley based at Oldknow reception
- Mr Brom will then log a ticket with IT for a repair job
- You will be given a temporary device to use while we send your device off for repairs. The same agreement covers the temporary device.

### **Warranty and Repair Costs**

Free and included:

- Anything covered by the 1-year manufacturer warranty covering hardware and manufacturing defects.
- Anything software related where appropriate software up to and including the Operating System needs to be re-installed.