

CEC/JWI

9 September 2020



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Head of School: Chris Eccles

Dear Parent/Carer

Re: Y7 Chromebook distribution

As you all know Oakwood High School offers the very best education for all our children. We want our children to be outstanding and we support them in achieving this in all that we do. It is with this in mind that I write to you today.

For the last few years, every pupil at Oakwood High School has been given a device to support their studies. The introduction of a more portable device has enabled us to develop further independence and creativity in every pupil and continue to develop their skills as outstanding learners; the Chromebooks have given our pupils an advantage in home-learning during the Covid-19 crisis. We also know that we need to be able to prepare pupils for the future.

The Chromebook is portable. We will expect pupils to bring it every day fully charged in the cover that we supply and use it in lessons. The Chromebooks can also be used for homework and will be essential if we have to set home-learning in the case of another lockdown. We are an inclusive school and provide a Chromebook for every child; we ask for a contribution of £25. Payment should be made online via ParentPay from today. Any queries regarding ParentPay should go to the finance office at the school, accounts@inspiretrust.uk

We want pupils to treat the device as their own- value and look after it- repairs can cost you up to £100. For safeguarding purposes, please be reassured that the devices are monitored through our Smoothwall system, even when they are at home, and that social media Apps are not allowed.

Due to the current Covid-19 pandemic, there will be no parents' meeting. Instead, we will be completing all the necessary procedures online. In order for your child to receive a Chromebook, you will need to complete three steps.

Step 1

The first step is to watch the videos using the links below. There will be questions that you will need to answer, so watch the videos carefully. The videos contain important information about the Chromebooks and about online safety.

Video Presentation Link: <https://youtu.be/Q25bVtBM42U>

Online Safety Video Link:

<https://www.youtube.com/watch?v=94BfojGHWJQ&feature=youtu.be>

A member of the Inspire Trust



Registered in England: 08775996

You now need to correctly answer the questions. This is to ensure you have understood the important information about the Chromebooks and about online safety.

Questionnaire Link:

https://docs.google.com/forms/d/1H7VUfj5N6_5XWvEJrMUhFqfpr9ML0lyD-nG-d3dOnfl/edit

Step 2

Follow this link to carefully read and electronically sign the Acceptable User Policer (AUP). Here, you are agreeing to ensure your child follows our IT policies and procedures.

AUP Link: <https://forms.gle/8VynzLVuJ7KCQWWq9>

Step 3

Pay the £25 contribution via your account on ParentPay. If you have any difficulty, please contact accounts@inspiretrust.uk

Once all three steps have been completed, the Chromebooks will be distributed in Music lessons along with a help guide, which you can view, via this link [Chromebook Booklet](#). If you have any questions, please contact the school or email l.oliver@oakwood.ac. Also included is a list of frequently asked questions and a glossary.

I appreciate that there is a lot in this letter, but I do know you will want to be well-informed. I know also that you all want to support the school in our endeavours to raise expectations and standards. Together the pupils, parents, carers, teachers, support staff, community of this school and this learning community can work harder, work smarter, reach higher and achieve even more.

Yours faithfully



Chris Eccles
Head of School

Frequently Asked Questions

1. What happens if I can't access the links?

Your child's safety, when using their Chromebook, is very important so we will not issue his/her device until you have seen all of the presentation, answered the questions, completed the questionnaire and paid the £25.

2. What safeguards are in place for internet use?

As part of our commitment to e-safety, Internet usage is monitored and access to social media and sites inappropriate to school are restricted. The use of unacceptable language in email and internet searching is monitored and restricted. Please be reassured that, should we find indication of inappropriate use, we will contact you and appropriate sanctions will be put in place. It is strongly encouraged that parents and carers check the device often.

At home, you are responsible for monitoring how much 'screen-time' you give to your child and for monitoring what they do on their device. You are encouraged to check and set appropriate filters.

3. What happens if a pupil drops/loses/damages the device?

They really must not! Each pupil is being given a valuable resource that represents a huge investment in every child's learning. The Chromebook is provided with a slipcover which provides some protection but we still expect every pupil to be very careful with the device. If an accident does happen, pupils need to tell a member of IT support as soon as possible. Please note that there will be a charge for damage.

Thefts must be reported to the Police and the crime number given to a member of IT support as soon as possible.

4. What happens with the device when pupils leave?

We would like pupils to be able to keep the device when they leave. There may be a small cost, however the cost is linked to Achievement Points, so the more Achievements Points the lower the cost.

Glossary

Word	Definition
Chromebook	A Chromebook looks like a laptop. It is a portable device with a touchscreen that will be given to pupils to support their learning.
e-safety	Protecting children and educating in the safe usage of electronic forms of media.

AUP - Acceptable Use Policy	An agreement signed by you and your pupil detailing how the device and IT should be used.
Social - networking	This is the use of the Internet and specific websites to communicate with others, eg, Facebook, Twitter, Snapchat, TikTok.
unacceptable language	This includes sexual, sexist, homophobic, racist language and swearing.
Internet Provider	The company who provides you with your Internet services/Wi-Fi.
screen-time	This can be the time your child/children spend watching any type of screen, such as, a phone, computer, TV, gaming and tablet/Chromebook.
Achievement Points	The reward system at school encourages all pupils to learn and behave in the correct manner. Pupils are rewarded for showing respect; being resilient in making progress; being resourceful, such as through revising at home; reflecting on their effort and work and making improvements and being responsible, such as, for leading others or arriving on time to school.