



# St Cuthbert Mayne School

Joint Catholic and Church of England 11-18 Comprehensive School Dioceses of Plymouth and Exeter

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Dear Parent / Carer,

Re: Y10 Chromebook arrangements

The last 4 years have seen St Cuthbert Mayne develop and flourish in the use of digital technology facilities as part of teaching and learning. Now that your child is in Year 10 and continuing on their GCSE journey, they too will be receiving a free Chromebook laptop for the duration of their studies at St Cuthbert Mayne. Working with Google Apps for Education, we have experienced great gains made in student academic progress through the support of Chromebooks, both in the classroom, at home and in independent study.

Below is guidance and advice, based on frequently-asked-questions, about the Chromebook scheme. Your child will also receive a 'STCM Chromebook User Agreement' form which you and your child must read and sign to accept the conditions of use. We will begin distributing Chromebooks to students from Monday 16th September, so please ensure your signed form is returned to the correct form tutor before then.

In the meantime, if you have any further questions then please contact me through the school's main contact details.

Yours faithfully,

**Mr Adam Shaikh**  
Senior Lead Practitioner

## Chromebook / Digital Learning FAQs

Question	Answer
Do I have to pay for the Chromebook?	The Chromebook is being loaned to the student and no deposit is required.
Do I have to have a Chromebook?	All students in Year 10 and Y12 will be entitled to have their own Chromebook for the duration of their GCSE and A-Level courses. This is provided by the school as a tool for learning and as a tool to be used in lessons. By issuing each student with their own Chromebook, there is fairness in the access to education for all.
What happens if the Chromebook gets damaged, lost or stolen? Who pays?	We expect all students to look after their Chromebook to the best of their ability. However if a Chromebook gets <b>accidentally</b> damaged they will not be asked to pay for the repairs. This will be assessed on an individual basis. The school would repair or replace the device if we believe the device would be properly looked after in the future. If a device is stolen this would be reported to the police and the device replaced if the school is assured that the correct level of care and security is in place. <b>Chromebooks must be transported in their issued cases or a suitable slip case that will prevent damage.</b>
Can the Chromebook be charged up in lessons?	The expectation is that the Chromebook is charged overnight at home.



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What if my son/daughter forgets to bring their Chromebook into school?	It will be treated in the same way as not having the correct books or equipment for lessons, as expected. In addition, spare Chromebooks will not be available so work will have to be done on paper and then transferred to the Chromebook / Google Docs / Drive at the earliest opportunity.
If all work is being done on the Chromebooks, how will my child be prepared for handwritten exams?	Exam technique, including practicing effective writing techniques, will feature as part of the delivery of exam units. The Chromebooks will allow access, engagement and consolidation of subject content initially and then teachers can determine how best to convey this in handwritten form prior to the exams.
What if I do not have wi-fi access at home?	Google Drive can work offline on the same device or another device using the settings. This will then upload using school Wifi
Will my child have any training on how to use a Chromebook?	Training will be provided by teachers in the classrooms. There will be further opportunities during lunchtime and after-school sessions for students to further develop their Chromebook skills.
Will there be any training for parents/carers in order to support my son/daughter at home?	Yes there will be workshops held after school on published dates via the website.
Will there be any E-safety training for my son/daughter provided?	Yes this will be provided for students through school staff and external agency support.
Will parents/carers be able to access the work completed on the Chromebook?	Accounts are accessed by a student's username and password.
What types of electronic devices could my child bring into school to use in lessons?	Students will be able to use a range of electronic devices to support their learning.
Do I need to download/upload anything onto the Chromebook?	The Chromebooks will already have any required software installed.
Will there be a filtering system in operation if the school has Wifi across the site?	Yes. This will be a similar filtering system to the one the school currently uses.
Does the school monitor how the Chromebook is used?	Yes web browsing records are kept and document changes are tracked.
How long will students have the use of the Chromebook for?	Students will have the use of a Chromebook for a period of 2 or 4 years depending on their start point i.e. Year 10 or Year 12.
How will they be used in lessons?	Chromebooks will be used to enrich the learning of students. Chromebooks will not be used in all lessons. Different departments and staff members will work with Chromebooks in different ways and as appropriate and relevant to the learning in the subject area.
What happens to the Chromebook if my son/daughter joins/leaves STCM during the school year?	The Chromebook is to be returned to the school immediately after the end of the course. Should new students join part-way through the year, they will be issued with a Chromebook.
How can the Wifi be used during break and lunchtimes?	There will be Wifi hotspots in the canteen, hall, Library and Sixth Form. No audio should be heard from your device.
Will they get a case for the Chromebook?	Yes, they will have a carry case that students are expected to use when transporting the Chromebook.