



KING'S HOUSE SCHOOL

RICHMOND



Member of staff responsible:	Network Manager/Head of Computing & Digital Learning
Date of policy review:	September 2025
Date of next review:	September 2027
Approved by SMT:	September 2025



1. GENERAL

Where Students are issued Chromebooks to support their learning, a condition of issuance is Student and parent agreement with this Student Chromebook Acceptable Use Policy (AUP), evidenced by Student and parent electronic signatures in the School's document management system (iSAMS).

2. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at the School each day.
- Students should use them to support their studies during lessons and appropriately as directed by the teacher in lesson time in line with the School's rules and expectations.
- Students may not use Chromebooks outside of lessons at School unless given permission and while being supervised by a member of staff.
- No Student may record, film or photograph a lesson/ teacher/ Student without securing permission first. This includes out of lesson time.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Only Websites and Applications Relevant to Lessons (WARL) should be accessed including games, videos and any other applications and content on the internet and world-wide web.
- Games are only allowed if specifically sanctioned by a teacher.

3. USING YOUR CHROMEBOOK AT HOME

- Year 7 and 8 Students are permitted to take their Chromebook home.
- Year groups and/or Students in other year groups are permitted to take their Chromebook home only with the specific permission of the School or a teacher.
- Students may only use the Chromebooks at home while supervised by an adult.
- Students are responsible for ensuring the Chromebook is kept safe, and for keeping it charged and bringing it fully charged into School each day.

4. CHROMEBOOK IDENTIFICATION, CARE AND STORAGE

- Student Chromebooks will be labelled in the manner specified by the School. Students must not remove any identifying labels or stickers from the Chromebook.
- Students must not place any labels, stickers, graffiti or other markings on the Chromebook nor any protective cases.
- The protective cases provided with the Chromebook must be used when carrying the Chromebook around School and to or from School.
- When not in use, Chromebooks must always be stored in designated areas. These include:
 - form room charging locker or charging area;
 - School bags;
 - lockers; and,
 - if at home, in a safe and secure area.
- Chromebook screens can be damaged if subjected to rough treatment or pressure is placed



on the screen when carried in a bag/rucksack, even with the protective case. Therefore, do not:

- lean on the top of the Chromebook;
- place anything near the Chromebook that could put pressure on the screen;
- place anything in the carrying case that will press against the cover; and,
- 'bump' the Chromebook against lockers, walls, car doors, floors, etc. as it could potentially break the screen.
- Food and drink should be kept away from the Chromebook (because they may cause damage to the device).

5. DAMAGE AND REPAIR

- Damaged Chromebooks must be reported to the Network Manager or Head of Computing as soon as possible. Subject to availability, a loan device may be issued.
- The School reserves the right to pass on repair costs to parents as follows:
 - lost power supply - £20;
 - keyboard replacement - £30;
 - screen replacement - £60;
 - Chromebook cases - £20; and,
 - Chromebook replacement (damaged beyond repair) - £200.

6. MONITORING

The School uses software to monitor and log all Chromebook usage. This software is active at all times whether at home or in School. It monitors websites visited and content typed in documents. Regular updates on Students' internet history are sent to relevant School staff.

Teachers are able to monitor Students' Chromebook screens in real time and Students must hand over the device if requested by a teacher, without trying to hide, close or delete content on the screen.

The School will do all it reasonably can to respond to any high risk monitoring alerts. When Chromebooks are being used at home, the School will continue to monitor their usage, however, cannot be held responsible for pupil's actions if any monitoring alerts are not reviewed straightaway.

7. SCHOOL RESPONSIBILITIES

- Provide safe internet access to its Students.
- Provide internet filtering of inappropriate materials.
- Provide data storage through cloud storage for Students' work.
- Provide guidance to aid Students in using the devices in their learning and help assure Student compliance with this AUP and all other relevant School policies.
- From time-to-time, automatically distribute, install and update apps as required. This may also involve uninstalling applications no longer supported or licensed by the School.



- The School reserves the right to review, monitor, and restrict information stored on or transmitted via the School network.
- The School cannot be held responsible for the loss of data on the Chromebooks.

8. STUDENT RESPONSIBILITIES

- Use Chromebooks in a responsible and ethical manner.
- Follow general School rules and policies concerning behaviour in accordance with the School's [Behaviour, Discipline and Exclusions Policy](#) and internet use in accordance with the School's [Internet Safety Policy](#).
- Use all technology resources in an appropriate manner in order to avoid damage to equipment or the School's network systems.
- Help the School protect its computer systems and devices by contacting the IT Team about any security problems they may encounter and monitoring all activity on the Student's account(s).
- Ensure that the Chromebook is charged and on-hand, ready for each lesson.

9. PARENT RESPONSIBILITIES

- Ensure that their child cares for and respects their Chromebook.
- When not in School, ensure that their child's Chromebook use is always supervised by an adult and at home filtering is installed.
- Ensure that their child complies with this AUP, the School's existing [Student Behaviour, Discipline and Exclusions Policy](#), its [Internet Safety Policy](#) and all applicable UK laws.
- Pay for the replacement Chromebook or the cost of repair if their child's actions and or omissions cause damage to or loss of their device as outlined in this AUP.

10. PUPIL ACTIVITIES STRICTLY PROHIBITED

- Installation or transmission of copyrighted materials.
- Attaching the Chromebook to a hot-spot or other wireless network not managed by the School, during the normal School day.
- Connecting to any device, wired or wirelessly or via Bluetooth, without specific permission given by a teacher or member of staff, including: external keyboards, mice, headphones, speakers and any other device.
- Sending, accessing, uploading, downloading, or distributing extremist, offensive, profane, threatening, pornographic, obscene or sexually explicit materials or otherwise intending to harass or demean recipients.
- Use of sites selling exam papers, book reports and other forms of Student work.
- Changing of settings that would stop the device working as it originally intended to work.
- Any email use including spamming - sending mass or inappropriate emails.
- Gaining unauthorised access to other staff or Student devices, accounts, files, and / or data.
- Giving device or account access to other Students.
- Any malicious attempt to harm or destroy hardware, software or data, including, but not



limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.

- Attempting to bypass any web filtering, security or computer management system installed on the Chromebook.
- Use or possession of hacking software.
- Illegal use or participation in fraud or any other forms of illegal behaviour.

11. PUPIL AGREEMENT

1. I will take good care of my Chromebook or any loan devices.
2. I will always store my Chromebook in a designated area.
3. I will always know where my Chromebook is at all times.
4. I will always keep the Chromebook sufficiently charged for a full day of lessons.
5. I will protect my Chromebook by only carrying / using it while in the case provided and not force my Chromebook into a locker, bag or desk as this may break the screen.
6. I will use my Chromebook in ways that are appropriate, meet the School's expectations and policies and do not have a negative impact in the classroom.
7. I will only use my Chromebook in lessons as required by the teacher.
8. I will only access Websites and Applications Relevant to Lessons (WARL) and that are appropriate for my age. What I sign in to can be seen by the School.
9. I understand that my Chromebook is subject to inspection at any time without notice.
10. I will hand over my Chromebook if requested by a teacher, without trying to hide, close or delete content on the screen.
11. I will never leave my Chromebook unattended in an unsafe place.
12. I will never lend my Chromebook to other individuals.
13. I will not disassemble any part of my Chromebook, the case or attempt any repairs.
14. I will not use my Chromebook at School outside of lessons unless given permission and supervised by a member of staff; or, if at home, supervised by an adult.
15. I will not deface my Chromebook, its case/sleeve with stickers, labels or graffiti and or remove any King's House School labelling.
16. I understand that failure to comply with the provisions of this AUP may result in sanctions in accordance with the SANCTIONS AND STRATEGIES FOR DISCOURAGING INAPPROPRIATE BEHAVIOUR section of the School's [Behaviour, Discipline and Exclusions Policy](#).
17. I understand that the School will not be responsible for damage or loss caused to the device by me and that I may have to pay for a new Chromebook or the cost of repair if my actions/omissions cause damage to or loss of my device.

12. AGREED AND ACCEPTED

I have read and understood this AUP and agree to abide by all of its provisions.

To be signed and dated by both Student and parent via electronic signature in the School's document management system.