



12th August 2025

Dear Parent/Carer

I am writing to inform you that in the W/C 1st September, your child will be issued with a pre-owned Google Chromebook along with a charger and school laptop case as part of the SMC Digital Literacy plan.

There are some key points and expectations to note around this provision:

- Students are expected to take their devices home with them to support their studies and bring them to school, charged, every day. They will form part of their compulsory equipment.
- Students can connect to the internet on the device within and outside of the school where there is Wi-Fi. However, for Safeguarding reasons, we have strict usage protocols and what students are accessing will be monitored by the school at all times.
- Any infringement of the Acceptable Use policy may result in the removal of the device and sanctions issued in accordance with our Behaviour Policy. The Student Device Acceptable Use Policy is included in this letter for your convenience.
- When students receive their devices, they will need to be charged so students are able to use them for their lessons.
- There is **no initial upfront charge** for the device. **However please note the detail in the Acceptable Use policy on any charges for loss or damage. The charge for a device which has been lost or damaged beyond repair is £150, this does not necessarily mean that any replacement that the school provides will be a new Chromebook depending on current stock and availability.**

This is a fantastic opportunity for your child to have their own device which they can access at any time. We are sure they will look after it and use it appropriately.

Yours faithfully,

Mrs M Stead

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Student Device Acceptable Use Policy - one-to-one device.

St Mary's College recognises that digital technologies have become integral to children's and young people's lives. These technologies can stimulate discussion, creativity, and context awareness to promote effective learning. Therefore, young people should have access to these digital technologies.

Part of the school's vision is to ensure that all our young people have the digital skills to learn effectively, work productively and live safely in modern-day society.

Each student will therefore be provided with a school-owned, one-to-one device to use inside and outside school to complete classwork, homework and other school tasks.

We request that all parents/carers sign the electronic agreement on Forms to show that they have read, understood and agreed to the rules in the Acceptable Use agreement. We will not grant students access to a device and school systems if the agreement is not signed.

This acceptable use agreement is to ensure that:

- Students will be responsible users and stay safe while using the internet and other digital technologies for educational use.
- Learners understand good online behaviours that they can use in and outside school.
- That systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk. Learners will have good access to digital technologies to enhance their learning and we will expect students to be responsible users.

Acceptable Use Agreement

We ask that as parents / carers, you understand that your child must responsibly use the school system to ensure that there is no risk to their safety and the security of the systems and other users.

For my child's safety:

- I understand that the school will monitor the use of the systems, devices, and digital communications.
- I will ensure that the device will only be used to visit internet sites that are appropriate.
- I will ensure that the username and password will be kept safe and secure – they will not be shared with another student or adult, nor will I try to use any other person's username and password. I understand that I should not write down or store a password that someone may steal.
- I will be aware that I can access guidance and support for keeping safe online from National Online Safety.
- I will ensure that my child does not disclose or share personal information about themselves or others online (including names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material, messages, or anything that makes me or my child uncomfortable online. Report it to the Year Team should this ever occur.

Your child has been asked to ensure that they will look after the devices so everyone in school can be safe:

- I will ensure that my child will handle all the devices carefully and only use them if they have permission.

- I will ensure that my child will not try to alter the settings on any devices or install any software or programmes.
- I will ensure that we will tell an adult in school (the Year Team) if a device is damaged or if anything else goes wrong.
- I will ensure that the device will only be used to complete schoolwork.

Your child has been made aware that there are other rules that they need to follow, including:

- They understand that the school's systems and devices are for educational use and that they will not use them for personal or recreational use.
- They will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- They will not use the school's systems or devices for anything illegal.
- They will respect others' work and property, and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- They will be polite and responsible when communicating with others, they will not use strong, aggressive or inappropriate language, and they appreciate that others may have different opinions.
- They will not take or distribute images of anyone with their device.
- They understand that they are responsible for their actions in and out of school.
- They know that they are expected to follow these rules in school and should behave the same way when out of school.
- They understand that if they fail to comply with this acceptable use agreement, they may be subject to disciplinary action. This action could include loss of access to the school device/network/internet, detentions, suspensions, and in the event of illegal activities, the involvement of the police.

We understand that we are responsible for my child's device, both in and out of school:

- We know that the device provided to my child by the school remains the school property **for the duration of their time as an SMC student**, and it is our responsibility to look after the device.
- We understand that the device needs to be charged and brought into school each day.
- We understand that failure to bring a fully charged device to school daily may result in sanctions in line with the Behaviour Policy/Code of Conduct.
- We understand that the school-owned device will only be logged into by a school email account and not accessed by anyone else.
- We understand that if the device becomes damaged, lost or stolen, we will report it to the school immediately, and whilst charges are not incurred for cosmetic wear and tear, any damage or loss will result in the following current charges* - Screens £30, keyboard £20, back case £9, top case £13, charger £14, touch pad £5, USB port £15, screen bezel £3. Chromebook protective sleeve £8 (*Prices are subject to change).
- **The charge for a device which has been lost or damaged beyond repair is £150, this does not necessarily mean that any replacement that the school provides will be a new Chromebook depending on current stock and availability.**
- We understand that all activity on the device will be monitored and filtered, in line with the school's Online Safety policy.
- We understand that we must return the device at the end of each academic year or on my child's final school day.