

New English School Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at New English School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

NB - You must read this document carefully.

Revised August 2026

Mission statement

The mission of the 1 to 1 programme (a programme to provide all students and teachers with a mobile device) for the New English School, Kuwait is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology whilst enhancing students' engagement with content and promoting the development of self directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

At the New English School we aim to use ICT, when it improves teaching and learning. ICT can help achieve these goals by:

- Encouraging innovative and independent thinking.
- Preparing students for an uncertain technological future.
- Increasing teacher effectiveness and efficiency.
- Improving communication.
- Engaging students and parents in learning activities.

Device Purpose

The New English School, Kuwait is a Google School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education and educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing, but to enable students to be more creative, independent, innovative and prepared for a technological future. The device does not replace high-quality teaching but is a tool to enhance learning.

Joining students will be issued with their device in September after parents have paid the Chromebook purchase fee, read this policy, signed and returned the Chromebook and ICT acceptable use policy.

The Chromebook that you are issued will have been installed with the latest software and apps used by the school. The operating system and hardware are identical in all of our machines.

The device you are issued will be in good working order and excellent condition when you receive it. If this is not the case then you must notify the IT technician immediately.

Fees:

You will be charged a purchase fee of 200KWD for the chromebook and an annual fee of 75KD to cover the cost of learning technology. This cost includes:

- Maintenance and development of a secure and dedicated virtual learning environment.
- Access to a committed help desk for support.
- Training in the safe use of the device and the internet for educational purposes, through lessons.
- Training documents and videos will be available online for students to refer to when needed.
- Annual licences and fees for educational software packages and apps.
- Maintenance and upgrades to the technological infrastructure necessary
- Access to high speed internet and a dedicated school fibre optic cable

Return/Purchase Policy (Unified):

All Chromebooks issued to students are subject to the management of the school domain while the student is enrolled at NES. **Every student leaving the New English School is required to bring their Chromebook, AC Adapter (charger), and Stylus to the IT Office (E Block, Ground Floor) for final processing**

- **For students who have purchased their device:** This visit is mandatory to formally Deprovision and release the device from the school's management domain so it can be used as a personal device. Parents who have purchased their Chromebook are strongly advised to retain their original payment receipt as proof of purchase during this clearance process.
- **For school-owned devices (Pre-August 2025):** The device and its accessories remain the property of the school and must be returned in good working order to complete the leaver's clearance process.

No school records, reports, or transfer certificates will be issued until this clearance process is completed by the IT Office.

Calculation of Device Age: For the purposes of this policy, the "age" of a device is determined by the number of academic years (or parts thereof) the device has been in circulation. For example, a student who receives a device in September and leaves the school in June or August of the following year is considered to have used the device for **one full academic year**.

Leaver's Purchase Option & Depreciation Table: Parents of students with school-owned devices who wish to purchase their Chromebook outright upon leaving may do so according to the scale below. Once paid, the device will be fully decommissioned and released to the family

Device Age	Purchase/Replacement Price (KWD)
New (Current Academic Year)	200 KWD
1 Year in circulation	160 KWD
2 Years in circulation	110 KWD
3 Years in circulation	70 KWD
> 3 Years in circulation	30 KWD (Admin/Deprovisioning Fee)

Non-Return Fee:

Any student who leaves the school and fails to return the Chromebook and its accessories to the IT Office (E Block, Ground Floor) will be automatically billed a Chromebook Non-Return Fee based on the age of the device as outlined in the Depreciation Table above. Additionally, parents will be billed 20 KWD for an unreturned AC adapter/charger, and up to 30 KWD for an unreturned stylus. No school records, reports, or transfer certificates will be issued until these fees are settled in full.

When asked to do so, students must surrender/return their Chromebook and accessories to the New English School for inspection.

Students will retain their original Chromebook each year while enrolled at the New English School.

The chromebook is covered by the ACER 3 year extended warranty insurance policy. Further details and wording can be found below.

Should parents wish to replace this with a new device, then they will need to purchase a new device through the school.

This will need to be ordered in advance for the next academic year. You will be advised how to request a new device at the appropriate time.

Due to monitoring, safeguarding, licensing and software restrictions and requirements, students are not allowed, or able, to use devices purchased outside of the New English School on the school premises.

Technology Fee

The annual technology fee remains payable in full as advertised in the school fees letter regardless of how long the Chromebook has been in circulation or whether a new device has been purchased.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook with which they have been issued. Chromebooks which are broken or fail to work properly must be taken to the IT office located on the ground floor of E block for assessment.

If the device cannot be repaired on-site and the fault is covered under warranty a replacement device will be issued while the device is being repaired.

If the device cannot be repaired on site the address of a recommended repair centre will be provided. It is the responsibility of the student/parent to ensure the repair is completed.

In the event that the fault cannot be repaired and is not covered by either the normal warranty or the extended warranty then a new Chromebook will need to be purchased from the school at the current market price.

If a loan of a Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced on production of a repair ticket from an approved repair agency.

The loan is for a maximum period of 1 month, after this charges may apply in accordance with this policy. Students are responsible for returning the loaned Chromebook in the same condition as they received it.

Parents/Students will be charged for the full replacement cost of a loan device that has been physically damaged, if it cannot be repaired. In the case of damage, the cost of repairing the device is the responsibility of parents/students.

The school strongly recommends that students purchase a strong case and plastic cover for the device to prevent damage. The device should be carried in the case at all times on the school site, except when being used in a classroom.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords and cables must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved or forced into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Do not use your chromebook outside a classroom/study room/library or other dedicated learning space.
- Do not use your chromebook in the playground.
- DO NOT LEAVE YOUR CHROMEBOOK IN A VEHICLE.
- Do not put any kind of flash drive or external memory into your Chromebook.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or careless handling. Carrying the Chromebook in a padded backpack or padded bookbag is not recommended, you should use a dedicated laptop case. You shouldn't throw your bag or drop your bag if your Chromebook is inside. **Students are required to store and carry their Chromebooks in an appropriate padded case at all times.**

It is possible to buy a clip-on plastic case that will protect the outer shell of your Chromebook and you are advised to investigate this for the model number that can be found on the base of the device itself.

This may help prevent some damage if the device is dropped.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. They are touch screens.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen with anything sharp. It is a touch screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fibre cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Extended Warranty

Policy length	Policy wording
3 Years	Policy document - 3-year coverage

3 Year policies Chromebooks are issued with a 3-year accidental damage insurance policy and extended warranty. The insurance policy cannot be excluded. You must read the wording carefully. Please note the extended warranty covers the device only and not detachable peripherals such as the stylus.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, then this will result in appropriate sanctions. Repeated violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students do not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Operating System:

You are not to make any attempt to alter the operating system or to remove or change the settings deployed by the school. Any contravention of this is in direct violation of the **acceptable use policy** and you will be liable for disciplinary procedures. Use of a proxy server or other methods of circumventing safeguarding and monitoring measures is strictly forbidden and will result in disciplinary action. The sharing of knowledge of such services or methods with other students is considered a severe breach of school conduct and will result in serious consequences as decided by senior management.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. **Students are required to bring their own headphones, earphones or earbuds each day.**

Printing:

- At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive.
- At Home:* Users may print to their home printers a wireless home network is required for this.

Email

Students must only log into their school Gmail and Google accounts while in school. They must not use the Chromebook to log in to any personal email or messaging accounts.

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <https://support.google.com/drive/?hl=en#topic=6069797>

Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available for recent documents.

Personalising the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of New English School, Kuwait. Spot checks for compliance may be carried by administration, teachers or the New English School Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook **when it is relevant to school work**. Personalised media are subject to inspection and must follow the New English School, Kuwait acceptable use policy.

The acceptable use of ICT policy can be found at the back of this document and covers all use of ICT by a student on school business and is independent of the device used. Please read this policy carefully and ensure you abide by it at all times. You will be asked to sign this document before you receive the Chromebook.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install available updates when the computer is shut down and restarted. Students must check for updates to Chrome on a weekly basis to ensure their device remains fully functional.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than that approved by the New English School.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose of inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all, if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it prior to the reset process.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labelled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number, MAC address and the New English School student label.
- Individual's Google Account username.

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened (for those secondary students with a locker), in their school bag which they are supervising or locked in their classroom with the approval of their teacher. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Co-Curricular Events:

Students are responsible for securely storing their Chromebook during co-curricular events, either in their locker or in a locked room by arrangement with the event supervisor or in a bag which they are supervising.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school playground and campus, benches around the playground and campus, unlocked classrooms, library, unlocked changing rooms, unlocked dressing rooms, corridors, bathrooms, co-curricular buses, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks may be confiscated by staff and taken to the secondary or primary office, depending on the age of the child. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Storage for primary students

Primary students may leave their Chromebook in their classroom when they go out to play or to a specialist lesson. The teacher will be responsible for the devices whilst the students are out of the room or will lock the door while the classroom is unsupervised.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- **Any Chromebook requiring repair must be taken to the IT office for assessment before any further action is taken.**
- Chromebooks on loan may be issued to students when they leave their Chromebook for repair at the IT office or on production of a repair ticket from an approved repair centre, for a maximum period of one month.
- If repair is needed due to malicious damage, the school may refuse to provide a Chromebook on loan.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should not be stored on a school Chromebook.
- Parents and students will be charged for any cost of repairing a Chromebook not covered by the original warranty or extended warranty. For this reason, students **MUST NOT** lend or allow other students to use their Chromebooks. Students must take extremely good care of their device at all times. Parents will be billed for Acer parts and labour if these are not covered by the extended warranty/insurance policy.

Acer Warranty:

Acer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date the New English School takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Acer warranty may not warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the IT Office.

If the Chromebook becomes defective after the warranty or the extended warranty expires parents will need to pay for the repair or replacement of the device at the current market prices. For licencing and safeguarding purposes the replacement device must be purchased from the school.

Where a repeated fault of the same nature occurs off-site due to possible power fluctuations or other environmental issues the school reserves the right to refuse repair or replacement if you do not have the extended warranty.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to accident misuse or abuse, if it cannot be repaired.

- Replacement of the Chromebook - 200 KWD
- AC Adapter & power cord - 20 KWD
- Lost or damaged stylus
 - 30 KWD for devices (Model with built-in battery)
 - 13 KWD (for devices model with no battery)

Any other peripherals will be charged at the cost from Acer plus labour if not covered by the extended warranty.

Chromebook Technical Support:

The IT Office located on the ground floor of E block will be the first point of contact for the repair of the Chromebooks. Services provided by the IT Office include:

- Coordination of warranty repair.
- Distribution of Chromebooks on loan.
- Collection of Chromebooks from students leaving NES.
- Hardware maintenance and repair.
- Operating System or software configuration support.
- Restoring Chromebook to factory default.
- System software updates.

Support

All teachers at NES are trained Google educators and can offer advice to students and have access to a help desk for more serious issues.

Students should set up a recovery email address and telephone number (if they have one) so that they can access their account in the case of a forgotten password outside school hours.

For device support, students should visit the IT office in the first instance.

Chromebook FAQs

What is a Chromebook?

Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers.

What kind of software does a Chromebook run?

Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store or the Android Store. Apps must be approved by the school before they can be installed.

How are these web-based applications managed?

Each Chromebook we provide to students will be a New English School managed device. We will maintain devices through our Google Apps for Education account. As such, the school can pre-install web applications as well as block specific web applications from a management console.

What devices can I connect to a Chromebook?

Chromebooks can connect to:

- Mice and keyboards.
- External monitors and projectors
- Headsets, earsets, microphones
- Printers

Can the Chromebook be used anywhere at any time?

Yes, as long as you have a Wi-Fi signal to access the web. Chrome also offers the ability through Apps for users to work in an "offline" mode if required.

Do Chromebooks come with Internet Filtering Software?

The Chromebooks are being managed through a Google management licence and the school have purchased an app called 'Securly' which filters the internet on the device. This filtering is cloud-based. This means that the same filters are applied at home or at school when a student is using the Chromebook. Whilst the school makes every effort to filter the internet we must also rely on students being responsible in their use. ***If students come across an inappropriate website then this should be reported to a member of staff at the earliest opportunity and must not share inappropriate content, or knowledge of inappropriate content with other students.***

Parents are encouraged to subscribe to Securly to monitor their child's online activity.

Is there an antivirus built into it?

It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Acceptable use of technology:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at New English School, Kuwait. **Access to media and communication beyond these specific uses will not be supported or allowed.** This includes games and non-related use of YouTube or other video streaming sites.
- Students are responsible for their ethical and educational use of the technology resources of the New English School, Kuwait.
- Access to the New English School, Kuwait technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the School's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the school's Acceptable Use Policy, Code of Conduct, or other policies.
- Recognising that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of the law of Kuwait is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the school's technology resources and/or school network must sign the school Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy. This is in addition to the rules and policies that this document (New English School Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, civil id number, credit card numbers, passwords, or passwords of other people.

- Remember that network storage is not guaranteed to be private or confidential. School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify your teacher, form teacher or the head teacher immediately so that such sites can be blocked from further access. This is not merely a request. This is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher or form teacher if you are in compliance with the law.
- Plagiarism is a violation of the New English School code of conduct. Protection of copyright is governed by the laws of the State of Kuwait. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- The use of Artificial Intelligence (AI) tools is at the discretion of the teacher. Where permission is specifically granted, the use of AI will follow teacher instructions and all use will be responsible and ethical at all times. Misuse of AI, or use of outside AI without permission, will be treated as plagiarism with appropriate school sanctions.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. This email access will be through a Google Gmail system managed by the New English School, Kuwait. The interface is heavily monitored by school network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by the school administration.
- Younger students will only be able to communicate with other New English School students and teachers.

Consequences:

- The student or staff member in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the School's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible. It is the responsibility of the device or account owner to provide this proof.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to

ensure appropriate use. The school cooperates fully with state officials in any investigation concerning or relating to violations of computer crime laws.

- The sharing of knowledge regarding proxy servers, or any other methods of evading the safeguarding measures in place on the device, is considered a serious breach of school conduct and will result in severe disciplinary action by the school senior management.

**PLEASE SEE THE NEXT PAGE FOR THE STUDENT/PARENT
CHROMEBOOK AGREEMENT SIGNATURE PAGE**

**This must be printed, signed and returned to the school before a
Chromebook can be issued.**

NEW ENGLISH SCHOOL KUWAIT

STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

Print and sign this page and give to your child to return on their first day of school

- I understand that the Chromebook I am issued is subject to inspection at any time without notice.
- I understand that the Chromebook remains the property of New English School Kuwait unless I have purchased it.
- I understand that if I have not already purchased the device, I have the option to do so upon leaving the school. If I do not purchase the device, I must return it and all accessories to the IT Office to obtain my final school clearance.
- I understand that failure to return a school-owned device upon leaving NES will result in an automatic charge billed to my school account according to the device depreciation scale (ranging from 30 KWD to 200 KWD depending on the device's age).
- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured, unsupervised location or a vehicle.
- I will never lend my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will change my account password when I first receive my device and will ensure my account details are secure, only sharing this information with my parents.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education and will not attempt to evade school security/filtering measures. This includes the use of proxy servers or other methods of evading monitoring and safeguarding measures.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I will follow the policies outlined in the Chromebook Policy Handbook and the School Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by the student whether through accident, misuse or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- If an additional insurance policy has been purchased, I agree that I have read and understood the terms of the policy and will ensure the device is maintained according to the terms of the policy.

Student Last Name _____ First Name _____

Parent Last Name _____ First Name _____

Tutor Group/Class _____

Technology Acceptable Use Agreement

Student/Parent Agreement

In order to use technology resources, we agree to abide by the New English School Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____