



HITCHIN BOYS' SCHOOL
An Academy Trust

REF: HBS Chromebook ALLOCATION

NAME: _____

I accept responsibility for HBS Chromebook: _____

I have read and understood the guidance on Chromebook Security on the back of this notice.

I understand that this Chromebook remains the property of Hitchin Boys' School.

I understand that I am expected to use this Chromebook to help me with my school work and for other agreed self-development.

I understand that internet providers are required to keep records of all internet activity, including records of material sent to this or any other computer.

I will not use this or any other computer in a way that could bring me or my school into disrepute.

I will return this Chromebook to school at the end of the school year, or sooner if requested by the school or if I get my own Chromebook before this point.

Signed (pupil) _____

Date _____

Signed (parent/carer) _____
acknowledging pupil's acceptable use policy and notebook security

Date _____

Head Teacher: Mr F Moane

Chromebook security - FOR PUPILS

LOOK AFTER IT. These are the school's Chromebooks and will be needed by other students in the future.

DO NOT ATTEMPT TO REMOVE ANY COVERS OR UPGRADE YOUR CHROMEBOOK UNDER ANY CIRCUMSTANCES. You may be liable for any costs incurred from this action.

DO NOT LEAVE YOUR CHROMEBOOK UNATTENDED. Your Chromebook is valuable and attractive. It is insured but not if you leave it unattended. For the avoidance of doubt, unattended includes leaving it in a locked car.

MEMORISE YOUR PASSWORD. Without the password the computer is useless, but a password will not stop the computer being stolen. It is there to reduce the possibility of a casual thief exploiting any personal data on the computer. Do not write your password down.

POWER LEADS. We will only supply a replacement for faulty leads as these can damage the computer. Please fold the leads loosely to minimise kinks and spirals.

SOFTWARE

DO NOT INSTALL UNAUTHORISED SOFTWARE. Firstly, if the software is unlicensed you incur a personal liability for remedies to the copyright owner. Secondly, if the software you load is incompatible with what is already loaded, you will have problems whether it is licensed or not. If in doubt please check with the IT department before you load new applications.

BE ESPECIALLY WARY OF SCAM EMAILS. Do not click on links and consider who sent the email. Ask the IT department for further advice.

KEEP CONFIDENTIAL DATA PRIVATE. Where appropriate save documents with a password.