

## Terms and Conditions in relation to the issue of a Chromebook by Highland Council

The Highland Council is issuing every pupil in P6 – S6 with a Chromebook and a range of digital learning tools and resources to assist and enhance their learning at school and at home. Pupils will use the Chromebooks in school and will generally be permitted to take the Chromebooks home subject to the return of this signed document. The Chromebook remains the property of the Highland Council. When a pupil leaves school, whether primary, secondary or stops attending a Highland Council School, the Chromebook must be returned to the school. If the pupil is leaving primary school a further Chromebook will be issued on admission to secondary school.

The terms and conditions of issue are outlined below:-

### Use of the Chromebook

- The Chromebook must be used in accordance with the Highland Council's Acceptable Use Policy per:  
<https://www.digilearnhighland.co.uk/info/aup>
- In school the Chromebook must be used as directed by Highland Council teaching staff.
- It is the responsibility of the pupil to bring the Chromebook to school and to ensure that it is fully charged for use, **Guidance from Scottish Fire and Rescue Service advises that devices should not be left charging overnight.**
- It is also the responsibility of the pupil to ensure that the Chromebook is looked after. It is recommended that you provide the Chromebook with a suitable cover.

### Damage, Loss or Theft of the Chromebook

- It is the responsibility of the pupil (or their parent/carer) to report any damage, loss or theft of the Chromebook to school without undue delay. In the event that the Chromebook is stolen or lost outwith school it is the responsibility of the pupil (or his parent/carer) to report that loss or theft to the police and to the school.
- In the event that the Chromebook is stolen, lost or damaged the pupil will be provided with a further Chromebook at the discretion of the School unless it is considered that the Chromebook was so stolen, lost or damaged as a result of conduct by the pupil in which case a further Chromebook will be issued to that pupil but he or she will not be permitted to take the Chromebook home. If it is considered that there has been deliberate loss or damage to a Chromebook by a pupil the Highland Council is entitled to look to the pupil for the cost of such loss or damage.

I hereby acknowledge that I have received a copy of the Terms and Conditions of issue of the Chromebook and agree that the Chromebook has been issued on that basis.

Pupil Name \_\_\_\_\_ Class \_\_\_\_\_

Signed (pupil) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Footnote:- Please see the following links for details of covers for Chromebooks and for further useful details about the Chromebooks including “Frequently Asked Questions” and details about their functionality/specification.

<https://www.digilearnhighland.co.uk/info/faq>

<https://www.digilearnhighland.co.uk/info/cases>