

The Priory School

Blended Learning

Combining online educational materials and opportunities with traditional teaching methods.

Educating students for success in life.



chromebook

PARENT PACK 2020



We are delighted to invite our new Year 7 students to join our Chromebook Blended Learning Scheme, starting in September 2020.

We are now living in a digital age. Computers have infiltrated every aspect of our lives. Everything including mobile phones, televisions, traffic lights, theme parks, agriculture and sport depends on computer systems. When our students leave full-time education they need to be prepared for the real world; *we are educating students for success in life.*

Being permanently connected to the Internet is changing how we learn: the answer to that question you have just thought of can be found at the touch of a button; tutorials on YouTube demonstrate hands-on practical skills; and languages can be automatically translated just by talking out loud to your smartphone. Industry is beginning its 4th 'industrial era'.



So, how can we prepare our students to ensure they are ready? We are excited to share our vision for the future at The Priory School.

Over the next few years our aim is that every student at The Priory School will have access to their own Chromebook. We want to help build their digital *resilience* to enable them to learn independently, creatively, collaboratively and to communicate anywhere at any time.

Students learn in many different ways at both home and school. Embracing the use of technology allows learning to be increasingly engaging. Students will be able to take *responsibility* for their own learning, allowing the school to extend education far beyond the four walls of the classroom. We have already seen fantastic evidence of this during the COVID-19 pandemic after loaning out over 140 of our 'pilot scheme' Chromebooks to allow students to work from home.

However, this scheme hasn't just come about as a result of the pandemic. We have spent over three years carrying our thorough and rigorous research into the technology we will be using and the methods of teaching to successfully embed appropriate use of the technology within lessons. Over the last 18 months we have dedicated time for staff training focused on digital learning tools and lesson methodologies. At The Priory School we proudly have one Certified Google Trainer and four Level 1 Certificated Google Educators who are able to share their expertise and knowledge. All other teaching staff are completing modules for their Level 1 Certificate over the next 12 months to ensure everyone can expertly use the tools available within their classroom.



The school has invested significantly in our IT infrastructure to provide high-speed stadium-quality WiFi across the whole of the school. We will also continue to invest in and maintain our high-quality specialist computer labs to teach subjects like Music Technology, Media and Computer Science.

Our Chromebook Scheme is funded through monthly contributions from parents to purchase Chromebook devices for students at a very attractive price. Parents will make contributions to the cost of the Chromebook over a 24-month period, interest-free, after which the Chromebook becomes the property of the parent(s) and student. There is also an alternative of paying the full amount for the Chromebook up front at our bulk buy cost price.

As part of the scheme, each student will receive:

- A Chromebook device
- Durable and highly protective case
- Warranty cover and insurance cover for damage and theft
- Bundle of apps for use in school and at home
- Quality online filtering both in school and at home
- Technical support
- Student and parent training

The scheme is voluntary, but, by keeping costs to a minimum, it is our expectation that every student will buy into the scheme. Special provision will be made for those who choose not to join it to ensure no-one is disadvantaged.

You will find more information about the monthly contributions and payment methods as well as answers to lots of questions you may have, included in the rest of this booklet.

If you have any additional questions about the scheme that we have missed from this pack, please do not hesitate to contact our team at chromebooks@priory.herts.sch.uk.

Yours faithfully



Geraint Edwards
Headteacher



What do I need to do?

Please read through the details in this booklet and then visit
priorysch.uk/chromebooks
to accept the Chromebook Blended Learning Scheme contract.



OUR AIMS

1. To allow all students to become independent digital learners by equipping them with an appropriate device that allows access to the Internet and other educational applications. This device can be used across all lessons, as and when directed by teachers.
2. To allow teachers to become facilitators in digital learning, helping students to make exceptional progress using a wide-range of educational online tools within the classroom.



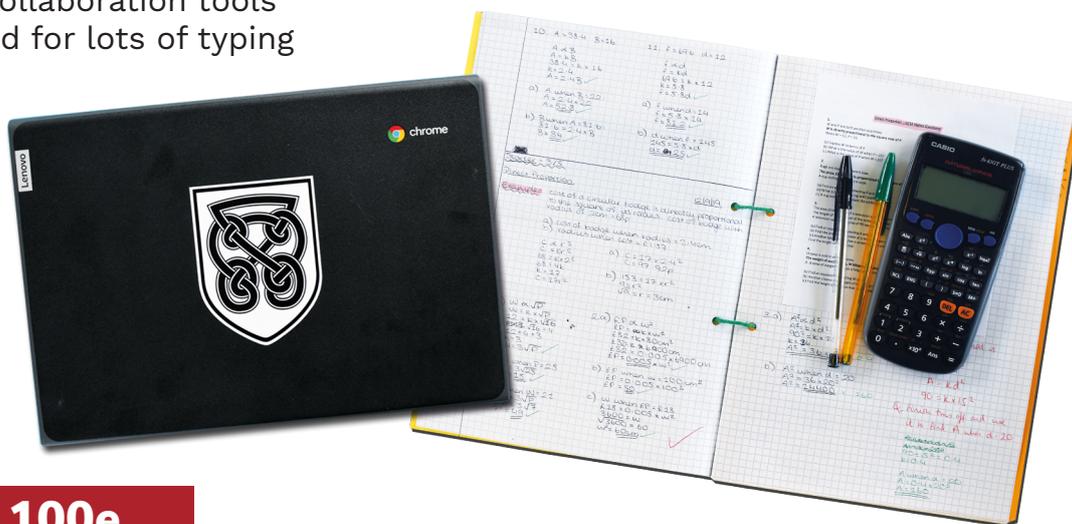
THE CHROMEBOOK

WHAT IS A CHROMEBOOK?

Chromebooks are different to laptops in that they run the Google Chrome Operating System. This means that Chromebooks primarily work through a wireless connection with Google apps. Resources and documents are accessed online in the Cloud.

WHY CHROMEBOOKS?

- A boot-up time of less than 8 seconds means no time is wasted waiting for the start up
- Chromebooks work seamlessly with Google Apps for Education & Google Classroom
- Long battery life
- Simple technology
- Automatic updates meaning no need to purchase and install new software
- Excellent collaboration tools
- Can be used for lots of typing



LENOVO 100e

This 11.6 inch Chromebook is light, portable, rugged and productive – the ultimate everyday learning tool. It has military-grade durability with rubber bumpers, reinforced ports and hinges, and a keyboard that can face whatever its users can dish out. It is also drop-resistant from up to 29.5 inches (75cm) – roughly the height of a school desk.

The full-sized keyboard includes a sealed touchpad and resists spills of up to 1.39 cups (330ml). Plus its mechanically anchored keys stay put. The 11.6 inch HD screen has anti-glare technology to help reduce eye strain.

10^{HR} With up to 10 hours of battery life, the 100e lasts an entire school day and more. Students can work a full day, bring it home, plug it in, and let it recharge overnight for the next day's classes.



It's equipped with two USB-C ports for powerful and fast connectivity to peripherals. USB-C connectors are smaller and reversible, making for quick connections without first having to check a connector's orientation. They can also charge your Chromebook or your peripherals, providing power in addition to connectivity. The 100e also has two USB 3.0 ports, WiFi, Bluetooth® 4.2 and a Micro SD card reader, so it can connect to just about anything a student needs.



LEARNING WITH A CHROMEBOOK

What are the benefits to students?

- Work can be completed independently and at their own pace
- Unlimited access to teaching and learning resources
- Collaborate with other students electronically
- Communicate with their teachers and get support when they need it most
- Work from anywhere not just in the computer labs
- Store work online where it can be backed up automatically
- Develop a proficiency in IT
- Take work home in a digital format
- 8-second boot-up time means no wasted lesson time
- Stay organised with the online calendar for deadlines and events

How will the school ensure students get the most from the Chromebooks?

The Priory School teaching staff are committed to developing opportunities to engage with new technologies so that devices support learning. Over the last 2 years our staff have taken part in professional development and training to embed opportunities for learning with Chromebooks and to develop their use of the G Suite for Education apps.

Mr Hankin, Head of Computing, is a Google Certified Educator Trainer (one of approximately 4000 in the world) and we have 4 other members of staff currently trained at Google Educator Level 1 who are now working towards Level 2. All other teaching staff are currently completing training towards their Google Educator Level 1 over the next 12 months.

How will the device be used in the classroom?

The Chromebook will be a tool to support and enhance learning and promote creativity such as accessing Google documents and recording visual elements of learning such as role play or experiments. We seek to equip all our students with the necessary skills and modes of thinking so that they will succeed in a constantly changing society.

Will the device be used every lesson?

Key Stage 3 Schemes of Learning have recently been reviewed across all departments and the use of Chromebooks is now built in to them. However, there will be times where it is not suitable for learning so the Chromebooks may not be used in every lesson. In some lessons, students may be given the *responsibility* to decide which is the best learning tool for the job. For example, students may decide to simply take rough notes on paper rather than use their device. We are keen to develop students' independent learning skills and support them in finding their preferred learning and revision techniques.

Will students still use pen and paper?

As they progress through the school, students will still be expected to write in lessons and we will continue to promote the development of 'writing stamina' to support internal and external exams. Students will be writing notes on paper, practising their handwriting, and will be expected to bring black pens and their other stationery to school.

Will the device be used for homework?

Yes! Work will be set via Google Classroom for students to complete at home.

Will the Chromebooks be used in form time?

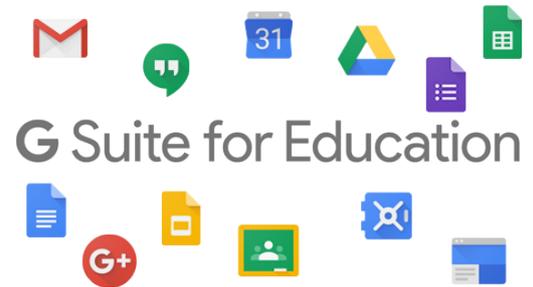
Yes! Form time activities will include self-preparation for the day, checking notices on the bulletin, checking emails for direct messages and viewing their timetable of lessons and out-of-school opportunities.

DIGITAL LEARNING APPS

To make Blended Learning successful there have to be a range of online educational materials and opportunities to use in the classroom, and at home, on the Chromebooks... luckily we are not short on these!

G SUITE FOR EDUCATION

G Suite for Education allows students and teachers to create and share with Google Docs, Sheets and Slides. Students and teachers can interact seamlessly and securely, staying synced across devices.



Experience ultimate productivity: communicate your way, connecting via email, chat or video conference; collaborate anywhere, co-editing files in real time; and manage all of your tasks, building to-do lists, scheduling tests and creating homework reminders.

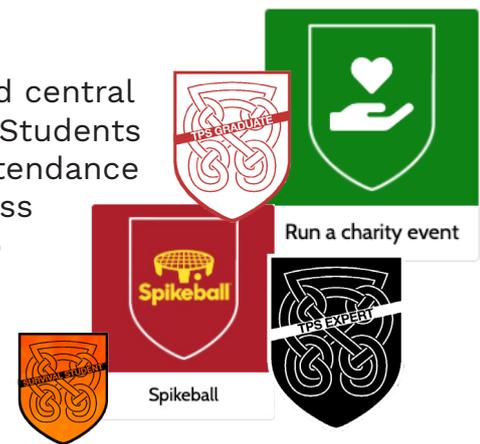
OTHER DIGITAL APPS



There are hundreds of free educational apps available online that our teachers are already using regularly in their lessons. Apps like Kahoot! and Quizlet bring engagement and fun to lessons through their game-based learning platforms. Edpuzzle allows teachers to easily create beautiful interactive video lessons, and Khan Academy contains expert-created content and resources for every subject and level. And that's just four... at The Priory School we also use Duolingo, Padlet, Quizizz, Flipgrid, Mentimeter and GCSEPod to empower students to learn more and think critically in a connected world.

tpsQUAD

tpsQUAD is our brand new personalised digital learning tracker and central information hub for students to use while at school and at home. Students will see a live update of their reward points, consequences and attendance statistics through the launchpad, and be able to track their progress across all their subjects in tpsTRACK. Students will also be able to record their achievements and club attendance as they earn their digital tpsBADGES.



SPECIAL EDUCATIONAL NEEDS

Chromebooks include accessibility right out of the box, unlocking learning experiences for students with diverse needs, abilities and learning styles. Built-in settings and easy-to-use apps and extensions help customise the learning experience to include and engage every student.



All our students have a license for an app called 'Read&Write' which offers a range of powerful support and study skills tools to help students gain confidence with reading, writing, studying and research. For example, students can use text-to-speech to hear words and proofread their work, speech-to-text to dictate words to assist with writing, and word prediction as they type. This app will come pre-installed on the Chromebooks.

SAFETY, WELLBEING & SECURITY

ONLINE SAFETY

The Internet and online technology provide new opportunities for young people's learning and growth, but they can also expose them to new types of risks. Online Safety forms a fundamental part of safeguarding and child protection measures. We have a whole-school approach to Online Safety as it is our joint responsibility to keep children and young people safe, and to teach them about Online Safety, in and outside of school.

During each academic year we provide Online Safety guidance through a parents' information evening specifically on Online Safety, and regular updates sent home through emails or newsletters, student Online Safety lessons in KS3, an Online Safety module as part of the Chromebook Driving Licence.

FILTERING

At The Priory School we have invested in high-quality filtering and Online Safety tools to protect students from harmful content providing them with freedom to learn without limits. The filtering system that is applied to all devices in school will also apply on student Chromebooks outside of school to help students stay safe while surfing at home*. This is included in the Chromebook Purchase Scheme at no extra cost.

**Some restrictions will be lifted outside school times to allow access to entertainment such as services like Netflix.*

WELLBEING & SCREEN TIME

As screens, devices and apps become more and more a part of our daily lives we start to evaluate our relationship to technology. Is it helping us do more of what matters most to us? Or is it getting in the way of that?

Not all online activities are equal: doing something creative or learning new skills are both very different to scrolling through social media. *"...rather than worrying about the catch-all notion of 'screen time' it might be better to focus on whether, when and why particular digital activities help or harm individual children"* Professor Sonia Livingstone, 2018.

Asking students to reflect on their own digital behaviours is a critical step to help them take control of their screen time. Our aim is to teach students about the safe and useful ways to use their devices to help them make their own informed choices. Our Blended Learning approach combines online educational materials and opportunities with traditional teaching methods. Therefore traditional methods of learning will still be used in lessons and students will not use a Chromebook for a full 5 hours every school day. Time that students spend in front of screens at school will be engaging and purposeful.

SAFETY OUTSIDE OF SCHOOL

Many students already carry valuable electronic devices to school such as smartphones, and the Chromebook is not seen to provide a notable additional risk. In our research with other schools using similar schemes we asked if they had ever experienced a student having a Chromebook stolen on the way to school/home and they all said that this had never happened. However, it is sensible to reduce the risk of theft through some commonsense measures; students should keep their Chromebook in their bag on the way to and from school, both for road safety and crime prevention reasons. We will be encouraging students to register their device on the police's Immobilise database.

FINANCE

We are delighted to be able to present you with a Chromebook package offering you *outstanding* value for money both in terms of robustness and price. We have worked hard to ensure that parents are offered the best possible price as we recognise that this is a significant financial commitment. We have been through a rigorous and competitive process over 2 years, and the device we have chosen has been fully tested within school.

We will be offering families a simple, low-cost payment arrangement comprising of a £50 deposit and 23 monthly payments of £11 (0% interest). This is roughly the same as one Costa Coffee a week, two pints of beer a month or one Cadbury's Freddo chocolate bar per day!

First payment deposit	£50 by September 2020
Payments 2 to 24	£11 from Oct 2020 to Aug 2022 inclusive
Total payable	£303

£11 per month
23 months
£50 deposit
0% interest

Alternatively, there are two options to pay the full amount before your child begins Year 7 - one with our insurance package (£303) or one without (£249). Both of these options still come with the management license, case and online filtering.

SAVE £66 vs RRP

The Lenovo 100e currently retails online at approximately £249 plus a similar insurance policy, management license and case would bring the total to £369. We will be offering all of this with *additional* 24-7 online content filtering for £303!

FINANCIAL SUPPORT

Free School Meal students* attending The Priory School will be offered the opportunity to purchase a Chromebook at a reduced price of £5 per month for 24 months, however we do not want any student to be at a disadvantage because of financial hardship, especially in the current climate. Please contact chromebooks@priory.herts.sch.uk to speak to us.

**This will apply to any children on Free School Meals currently in Year 6 and at any point during the 2-year scheme.*

How to pay for the Chromebook

1

Go to priorsch.uk/chromebooks to read the Chromebook Blended Learning Scheme contract. At the bottom of the contract will be four options:

Option A - Pay £50 and sign up to 23 monthly payments of £11

Option B - Pay £303 up front - full insurance included

Option C - Pay £249 up front - no insurance included

Option D - My child is currently receiving Free School Meals at Primary School

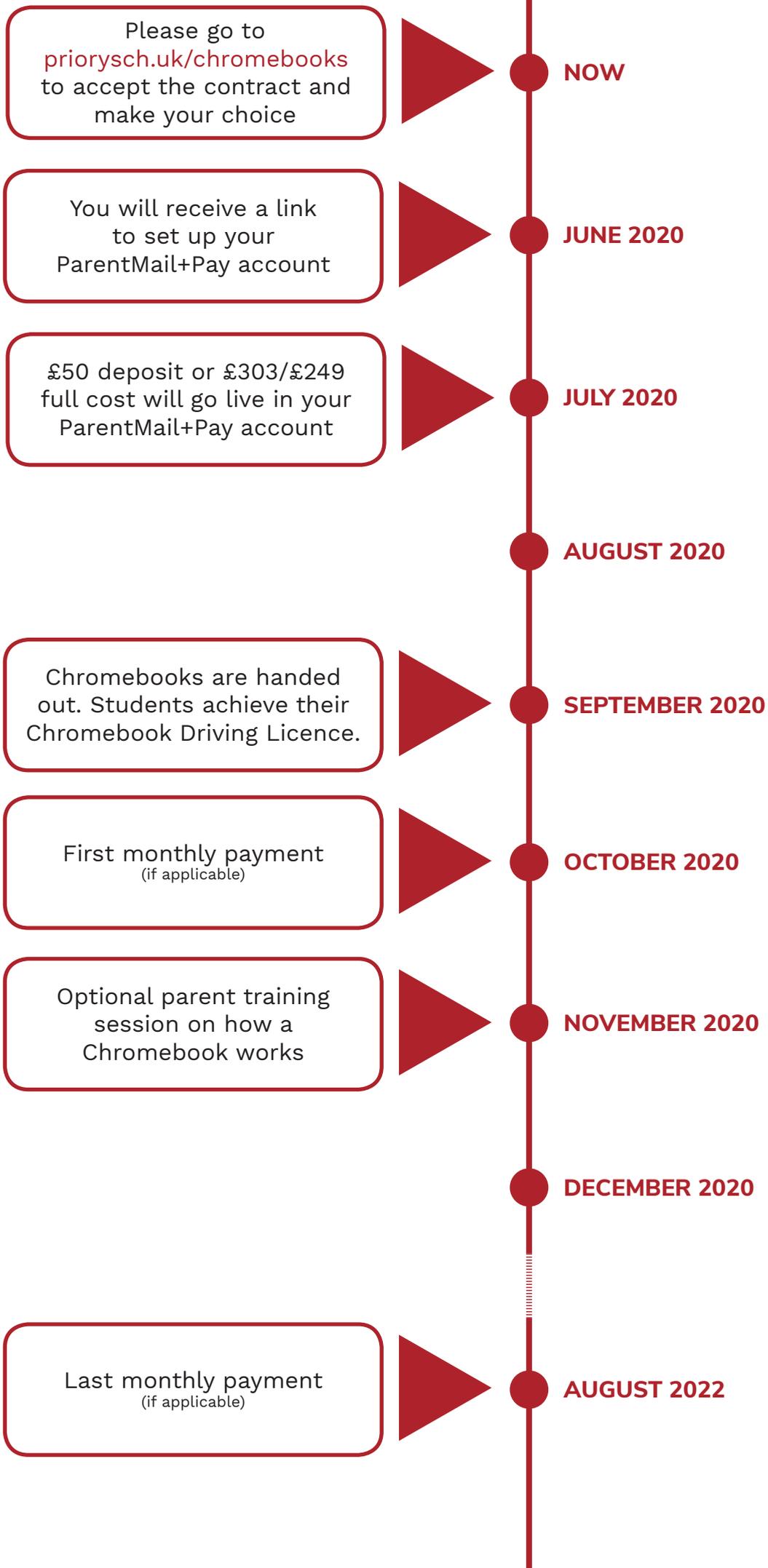
You will not need to pay anything at this stage.

2

In June you will receive information about setting up your ParentMail+Pay account. This is the system we use for school dinner money and trip payments, and will allow you to pay the Chromebook Deposit, or full amount, depending on your preference.

3

In July you will see a payment pending in your ParentMail account depending on the option you chose in step 1. This payment needs to be paid before 1st September please.



INSURANCE, PROTECTION & REPAIR

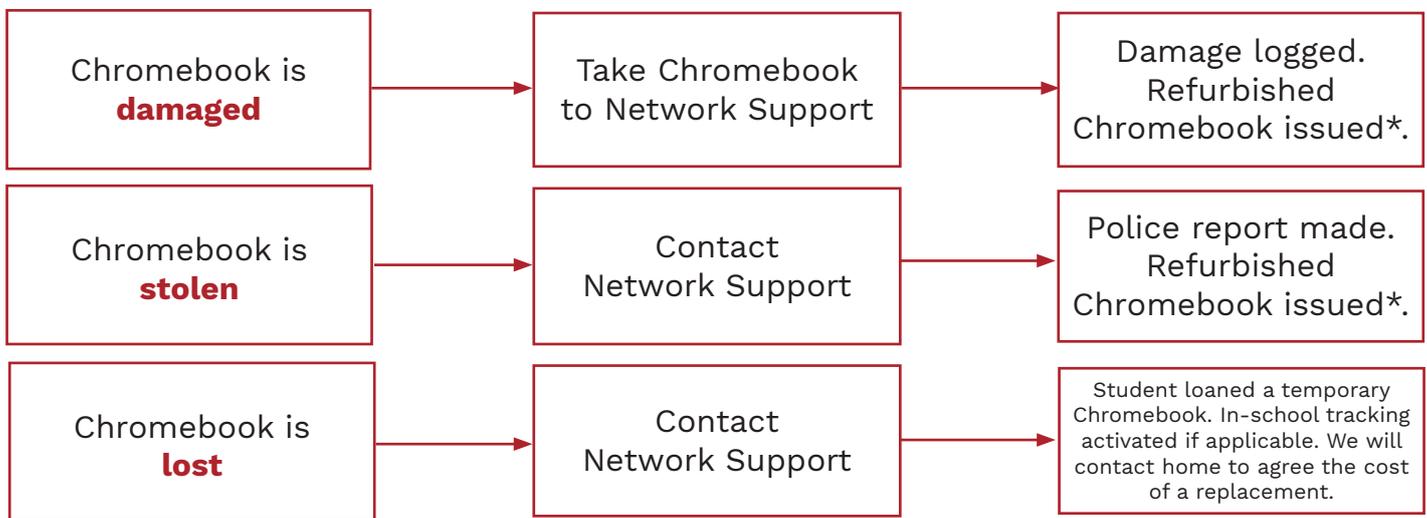
Our Chromebook packages (options A or B or D) includes zero-excess insurance which covers students for Accidental Damage, Theft, Flood Damage, Fire Damage, Malicious Damage, and Worldwide cover for up to 90 days in a 12-month period. **Loss is not covered** so we would ask students to keep their Chromebook on them at all times or use their school lockers. Students are allowed a limit of 2 successful claims within the first 12 months; 3 successful claims over the 2 years.

Students will be covered by this insurance during the 2-year Chromebook Scheme period. After the final payment there may be the opportunity to pay a nominal insurance fee per month if you wish to continue to have this level of cover.

The labour cost for maintenance and repairs will be included and there is no excess cost. If a Chromebook is broken, lost or stolen it is important that it is reported to the Network Support team as soon as possible. The Network Support team can track devices from within the school and can remotely disable a Chromebook if needed, rendering it unusable and unfit for resale.

If you opt to have insurance NOT included when buying the device up front (option C - £249), it is the full responsibility of the parent to ensure the device is adequately protected and in the result of damage or theft, a replacement is sourced in a suitable amount of time to have minimal impact to the child's learning. We will be unable to assist in any personal repairs or claims where insurance was not provided through the school.

Our aim is to keep a Chromebook in the hands of every student to ensure everyone has an equal opportunity to learn in the classroom.



*Applies to school provided insurance only

GOLD STOCK*

We have a rolling set of refurbished Chromebooks to allow us to keep a Chromebook in a student's hands in the event of damage or theft requiring a long period of time to source a replacement. In the event of damage we're not quickly able to fix, students will be given a refurbished Chromebook from our 'Gold Stock'. Their old Chromebook will then be sent off to be fixed/replaced and will be added to our Gold Stock once it returns.

PROTECTIVE CASE

Every Chromebook will be provided with a case that we have selected for its rugged build and protective features. This case is approved by the insurance company for transporting the Chromebook. No other cases should be used as this may void the insurance for the device.

TRAINING

STUDENT TRAINING

During the first few days at The Priory School, each Year 7 student will complete their 'Chromebook Driving Licence' which is made up of 4 modules:

- How to use a Chromebook
- The basics of G Suite
- Expectations of Chromebooks in lessons
- Keeping safe

By completing the 'Chromebook Driving Licence' students will have shown the required skills to use their Chromebook in lessons.



PARENT TRAINING

A minimum of 2 parent sessions will be provided during the first term of the academic year. The first will cover Chromebooks in general; the second will cover how to support your child with their learning through a Chromebook at home.

HELP VIDEOS

The 'digital natives' (our children) may well be the experts in the family when it comes to online resources, but as parents you may feel you need a bit of a helping hand. We have put together some videos to help support your child with using G Suite.

1	What is G Suite?	priorsch.uk/gsuite
2	How to use Google Drive	priorsch.uk/googledrive
3	Sharing files	priorsch.uk/sharing
4	What is Google Classroom and how to submit work	priorsch.uk/googleclassroom
5	Introduction to Gmail and writing emails	priorsch.uk/gmail
6	How to use Google Meet	priorsch.uk/googlemeet

There are also some shorter 60-second videos specifically for students to help them with tasks they struggle with the most - priorsch.uk/60seconds.

You can find all of these videos on The Priory School YouTube channel - priorsch.uk/youtube

QUESTIONS & ANSWERS

What are the benefits for parents?

- No credit checks
- Low cost monthly payment with no interest
- Special education pricing with extra protection added in
- A device perfect for school work, delivered, managed, filtered and insured
- At the end of the payment plan the Chromebook will be owned by the parent

Can the Chromebook be used at home?

Yes. Using the Chromebook in school and at home supports our goal of anytime, anywhere learning.

What happens after 2 years? (on the monthly payment plan - option A or D)

The Chromebook will become your property after the final payment is received. Your child can continue to use it in school for as long as they wish. Alternatively you may wish to enrol in a new Chromebook Scheme for the newest model for another 2 years (Years 9 & 10) and pass the 'old' Chromebook to a sibling, or another family member or sell it on. More details will be provided at the end of Year 8.

How long do Chromebooks last for?

The expected useful lifetime for a new Chromebook is 5 years from date of release, and each Chromebook is guaranteed to receive new updates for this whole period. The battery life may degrade over time depending on the level of use.

What would happen if we chose not to take part in the Chromebook Scheme?

To ensure all students are equally equipped, every student will need to have a Chromebook for the duration of the school day. If you have opted out of the Chromebook Scheme your child will need to collect a Chromebook from our 'Chromebook Creche' in the library each morning before form and return it at the end of the school day.

What is the Chromebook Creche?

The Chromebook Creche is our set of loan Chromebooks available from the library. These loan Chromebooks are *not* allowed to leave the school site at anytime.

Can I log into a personal Google account on the Chromebooks?

The Chromebooks will be open to Priory accounts only during the 2-year scheme. After 2-years, at home students will be able to log into the Chromebook with other accounts. In school, all Chromebooks will only log into Priory accounts.

What is the Chromebook Management License?

The Chromebook Management License, paid to Google, allows us to push out educational apps and manage devices centrally.

Will pupils be issued with a loan device while theirs is being repaired? (School-provided insurance)

If the simple repair can be completed on site, pupils will be expected to take a loan Chromebook from the 'Chromebook Creche'. Otherwise pupils will be given a replacement from our 'Gold Stock' to keep a Chromebook in their hands.

Will pupils be issued with a loan device while theirs is being repaired? (No school-provided insurance)

If you have opted not to have insurance included when paying for the device up front (option C), we will expect the student to loan a device from the 'Chromebook Creche' on a daily basis until you have been able to fix their Chromebook or source a replacement. Please try and keep this daily-loan period as short as possible.

Did we look at other alternatives to Chromebooks?

Yes, very seriously. We spoke to other schools that offer similar iPad and laptop programmes, as well as consulting our own students and teachers. We came to the conclusion that Google Chromebooks are the best fit for us. No other device provided the value for money coupled with the functionality that the Chromebook did.

Will the Chromebook increase the weight of a school bag?

The Lenovo 100e weighs 1.2kg which is equivalent to 2 average-sized textbooks (200 pages). It is generally suggested that the aim should be for school bags to weigh less than 10% of a child's weight, meaning for the average 11-year-old this would be 3.7kg. A school bag holding 5 subject exercise books, all the The Priory School essential equipment, a packed lunch, 500ml of water, a reading book and a Chromebook weighs around 3.5kg in total.

How will I make the monthly payments if I've opted for the monthly scheme?

We will be in touch during September, after your child has been issued their Chromebook, to arrange setting up an automatic payment method for the 23 months of £11.

Who owns the Chromebook if I buy up front? (option B or C)

The ownership of the Chromebook passes immediately to the parent(s).

Will I need to purchase any other equipment?

Students will be required to use earphones with their device from time to time.

Can my child use a different Chromebook or laptop?

No, sorry. There are several issues with students using other devices in school on mass. From a technical point of view, the batteries on some devices will not last the full school day, some devices are prone to computer viruses and to support a range of different devices is unrealistic for our IT team and teachers. We want the learning to be truly 'blended', so the technology should be a tool to help learning and should not distract from it.

Can I go and buy a Chromebook myself and let my child bring it in?

For management and safety purposes, only Chromebooks purchased through our Chromebook Scheme will be allowed to access the school network.

How is a Chromebook different from a laptop?

There are some obvious differences between a Chromebook and a normal laptop. For example, with Chromebooks it is not possible to install applications such as Photoshop or Microsoft Office as they require a full desktop Operating System (OS). However that does not mean you are not able to perform all of the same tasks as there are many online alternatives such as Pixlr Editor and Google Docs.

A Chromebook will also be of a lower overall specification than a traditional laptop, however that does not mean that it cannot do as much! A Chromebook can make full use of the Cloud, and web apps are able to process much more information far faster than a traditional device.

What about GDPR and Data Protection? I am concerned about Google storing my child's data.

Google is committed to building products that help protect student and teacher privacy: all data is kept securely; G Suite core services do not contain advertising and information is not used for advertising purposes; and Google complies with all industry regulations. There is additional information about Google's privacy and security policies which you can read about at priorysch.uk/googleprivacy. The DfE have a close partnership with Google's G Suite for Education.

How will devices be charged?

Students are expected to charge their devices before coming to school for the day. This is due to few electrical points in classrooms, especially in the older buildings, and due to the tripping hazard of trailing leads.

Can a student print from their device?

Where possible students will be encouraged not to print but instead to submit work digitally, to help protect the environment. However the Chromebooks will be able to print to a variety of devices around the school if needed. These printing costs will be subtracted from a student's personal print allowance. Students can also connect their Chromebook to a home printer to be able to print at home.

Where will students store their Chromebook during PE?

Students will leave their bags in the changing rooms, as is current practice, as the changing rooms are locked when unsupervised.

Where will students store their Chromebook at lunchtime?

Students will keep their Chromebooks in their bag and we would suggest that bags are kept in a locker wherever possible. Students will be allowed to use their Chromebook in their lunchtime clubs or after 1pm in the cafe. Chromebooks will not be allowed on the field and bags must be stored on the bag racks if left outside the cafe.

What happens if a student leaves part of the way through the 2 years?

The device is returned to the school or the balance is paid to keep the Chromebook.

Will the scheme be launched to students in higher year groups?

We will do a continual Year 7 roll-out each academic year and will review higher year groups throughout the next couple of years to look to accelerate the roll-out to all students.



What do I need to do now?

Please visit
priorsch.uk/chromebooks
to accept the Chromebook Blended Learning Scheme contract.

I need more help...

Please send an email to
chromebooks@priory.herts.sch.uk
if you have more questions or need other assistance with our
Blended Learning Chromebook Scheme.



Did you know we are working towards becoming an Eco School?
This booklet has been printed on 100% recycled paper. Please keep it safe for the duration of the Chromebook Scheme and then recycle it when you do not need it anymore.



Our Blended Learning Chromebook Scheme is managed, funded and supported entirely in-house to keep costs as low as possible. The Priory School makes no money from the scheme as we are purely student-focused. This booklet was even created by our own staff!

“*The Chromebook has been brilliant as I really don't know how she would have kept up with her remote learning without it. It has enabled her to complete tasks independently and has also helped her be responsible for checking her emails and Google Classroom so she knows what to do for the week. Thank you so much!*”

Hannah, Year 7 Parent

