



Springmead Primary School Chromebook Agreement

At our school, we are lucky to have Chromebooks to support our learning. To make sure everyone stays safe online, works hard and looks after our equipment, we ask all pupils and parents/carers to read and sign this agreement.

Please read each promise carefully. Put a tick in each box to show you understand and agree.

Looking After My Chromebook

- ☐ I will carry my Chromebook with **two hands** and keep the lid closed when moving around the classroom.
- ☐ I will keep **food and drinks** away from my Chromebook at all times.
- ☐ I will treat my Chromebook gently especially when pressing keys softly and closing the lid.
- ☐ I will make sure my Chromebook is plugged in or returned to the charging trolley correctly at the end of the lesson.
- ☐ I will make sure my Chromebook is only put on a table or the charging trolley and never put it on the floor.
- ☐ I will keep my Chromebook clean and free from **stickers or drawings**.

Using My Chromebook for Learning

- ☐ I will only open the apps, tabs, and websites my teacher has asked me to use.
- ☐ I will stay focused on my work and avoid changing backgrounds or settings unless allowed.
- ☐ I will follow instructions straight away when the teacher asks for "lids down" or "screens off".

Staying Safe Online

- ☐ I will keep my username and password secret and never log in as anyone else.
- ☐ I will lock my screen when leaving my device if I am logged in.
- ☐ I will never share personal information (such as my full name, address, or phone number) online.
- ☐ If I see or hear anything online that makes me feel worried, uncomfortable, or confused, I will **tell an adult straight away**.

Being Kind and Respectful

- ☐ I will use kind, polite and encouraging words in my online work especially when it is collaborative.
- ☐ I will respect other pupils' work and never delete, edit or copy someone else's files or work without permission.
- ☐ I understand that school Chromebooks are for schoolwork only and that teachers can see what I am doing on my screen.

Pupil Pledge

I promise to follow these rules so that I can learn safely, protect our school Chromebooks and be a responsible digital citizen.

- Pupil Name: _____
- Class / Year Group: _____
- Pupil Signature: _____ Date: _____

Parent / Carer Confirmation

I have read and discussed this Chromebook agreement with my child. I support the school in encouraging safe, responsible and positive use of technology. I understand that if a Chromebook is damaged willfully by my child I may be charged for the cost of repair.

- Parent / Carer Name: _____
- Parent / Carer Signature: _____ Date: _____
- Teacher Signature: _____ Date: _____