



Tring School

Mortimer Hill, Tring, Hertfordshire, HP23 5JD

Tel: 01442 822303

Email: tringschool@tringschool.org

www.tring.herts.sch.uk

Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

17 June 2016

Dear Parent/Carer

Re: Chromebooks for Learning Scheme

Following the launch of our Chromebook for Learning Scheme, I would like to update you all on what happens next.

Thank you to all those families who have already purchased Chromebooks; we are extremely pleased by the response thus far. For those of you who have not ordered yet, our preferred date for ordering is Friday 24 June. The final order date for guaranteed delivery by September is Friday 8 July. We will continue to take orders after this date, but cannot guarantee delivery in time for the start of term in September.

Students whose parents/carers have placed their order before the specified date will receive their Chromebooks on Wednesday 7 September. The Chromebooks will be handed out to the year group during two sessions on that day.

During these sessions, the students will:

- Receive and unpack their Chromebook
- Register their device on the school's management system
- Sign the school's IT Acceptable User Policy
- Register their device on the police's Immobilise database. **"Immobilise is the world's largest FREE register of possession ownership details and together with its sister sites the police's [NMPR](#) and [CheckMEND](#), forms a very effective tool in helping to reduce crime and repatriate recovered personal property to its rightful owners."** Further information is available at www.immobilise.com – this is an optional process, so please let us know if you do not want to sign up
- Be briefed on the daily loan scheme and what is expected of them while using a school Chromebook This is only for those students whose families have chosen not to be part of the scheme.

We believe parents will want the Chromebook's original packaging, so we will be asking students to take this home with them.

For those students whose families have elected to source their own Chromebook, please ensure your child brings in their Chromebook (fully charged) on the first day back, and that you have purchased a Management License via our Wisepay system, prior to these sessions. This will allow your child to register their Chromebook on the school's management system. Your son/daughter will also sign the Acceptable User Policy and have the opportunity to register their device to the Immobilise database.



On Wednesday 13 July the school has its third Extended Learning Day of the year. As part of this, students in Year 9 will take part in a special session on the use of Chromebooks. The following areas will be covered:

- Being a responsible digital citizen
- General e-safety
- Security of your Chromebook
- Good practice using your Chromebook (health tips)
- How to organise your Google Drive files and folders
- What is an “Add On”, “Extension” and “App”?
- Using your Google calendar and email
- Developing knowledge of Google Classroom

We hope these sessions will build on our students’ existing knowledge from trialling the Chromebooks, providing them with plenty of additional information on the use of their devices.

If you any further questions, contact us at chromebooks@tringschool.org

Yours faithfully

Nigel Barlow
Assistant Headteacher