



June 2025

Dear Parent/Carer

## **Year 11 Chromebook reuse/deprovision**

As Year 11 students reach the end of their exams we would typically remove our management of their chromebooks. However, people sometimes wish to use their chromebooks for younger students or to take them to other establishments. As such please see the options below.

### **Reusing a Chromebook for a current or new student**

If you plan to reuse a Chromebook for another child in the school, please let us know by emailing [support@ashlyns.herts.sch.uk](mailto:support@ashlyns.herts.sch.uk), providing the serial number of the device and the name of the student who will be reusing it by 1 July. Devices use a paid licence when set up in order to be compatible with the school system, upon release by the school this licence is lost. If we are not informed and the device would like to be reused elsewhere within the school, a new license would then be required to be purchased.

### **Deprovisioned devices**

Year 11 Chromebooks will be deprovisioned on 1 July. Once they have been deprovisioned a factory reset is needed to remove the Ashlyns policies. This can be achieved by pressing Ctrl+Shift+Alt+R while signed out. It will be important to do this if your child plans to use the device in the Ashlyns Sixth Form or at another establishment.

### **Chromebook donation**

If you would like to dispose of your Chromebook the school uses a sustainable disposal company for old and end of life digital equipment. Or it may be of use to others if you wish to donate it to the school. Please email [support@ashlyns.herts.sch.uk](mailto:support@ashlyns.herts.sch.uk) if you would like to dispose of/donate the Chromebook.

Yours sincerely

Mr B Marks  
Network Manager