Rose Park Primary School

Chromebook

Student and Parent

Information

Chromebook Procedures and Information

For Students and Parents

Version 1.0

November 2017

This document provides students and their families with the following information regarding the use of their Chromebook:
- rights and responsibilities;
- ownership;
- care and maintenance; and
- consequences for breaches of the User Agreement.

1. Ownership of the Chromebook

Families can purchase a Chromebook for their enrolled child in year 5, 6 or 7. Each Chromebook will require a *Chrome License,* which Rose Park Primary School will purchase and configure prior to use at school.

Rose Park Primary School staff retain the right to collect and/or inspect Chromebooks at any time; including via electronic remote access, and to alter, add or modify installed hardware or software.

Families of children not purchasing a Chromebook will have access to a laptop when needed, to complete learning activites.

2. Using a Chromebook and the Student/Parent/Caregiver Guidelines and User Agreement

Prior to use at school all students and families must sign and return the *Chromebook User Agreement.*

3. Responsible use of Chromebooks and Electronic Data

Students of Chromebooks connected to Rose Park Primary School network must be aware that information stored on school devices must not contain matters that are of a private personal nature. Students must understand that school staff will have access to any information, to any data, that is or was, stored on the Chromebook, school network.

Technology staff, in collaboration with educators, will select the appropriate software for installation on Chromebooks. Chromebooks are solely for school purposes. Personal information **must not** be stored on the device. All information on a child's Chromebook is visible to the educators and leadership team at Rose Park Primary School; even when it has been deleted. Teachers will regularly reinforce the above through the school's Cyber Safety Education and Awareness Program.

4. Operating System, Security & Software

Students and families must not install any other operating system (OS) on their Chromebook. The current version of Chrome OS will be installed, supported and managed by the school.

4.1 Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

4.2. Virus Protection

Chromebooks use the principle of "defence in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

4.3 Content Filter

The school uses the DECD Internet content filter, in compliance with the Federal Government Regulations. Internet activity on Chromebooks is protected and monitored by the school while connected to the school network. Families are responsible for filtering and monitoring any internet connection at home.

4.4 Software – Google Apps for Education

Chromebooks use the the *Google Apps for Education Suite*, including Google Docs, Sheets, Presentations, Drawings, and Forms.

All work is automatically saved to the 'cloud'.

Some web Apps can be used when the Chromebook is not connected to the internet; in 'offline' mode.

5. Vendor Warranty

Chromebooks have a one-year vendor hardware warranty. The limited warranty covers **normal use**, mechanical breakdown, and faulty construction. The vendor will provide replacement parts or, if required, a Chromebook replacement.

Families of students who purchase a Chromebook are required to check their Home and Contents Insurance to ensure the Chromebook is covered in their individual policy outside of the home. The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.

Abuse or neglect of the Chromebook will result in damages that are the responsibility of the students' families.

6.1   Charging Chromebooks

Students who have a Chromebook are expected to bring their fully charged device to school each day.

6.2   Backgrounds and Themes

Images or graphics containing students must not be used as a background or theme. Students must have teacher approval before altering a background image or theme.

6.3   Sound

Sound must be muted at all times. Students should bring their own Individual earbud headphones. For hygiene reasons, headphones must not be shared.

6.4   Printing

While printing will be available at school for students to share their work with peers and teachers, judicious use of their printing allowance will be encouraged; in line with the ACARA cross-curricular priority of sustainability.

Information about Google Cloud Print can be obtained here:
http://www.google.com/cloudprint/learn/

6.5   Logging into a Chromebook

Students will use their school-issued education account to log into their Chromebook.

Students must never share account passwords. If a student's password is compromised, they must inform a class teacher immediately. The teacher will then arrange to have the password reset.

6.6   Managing and Saving Digital Work with a Chromebook

The majority of student work will be stored on cloud-based applications, and will therefore be accessed from any computer or reliable device with an internet connection.

6.7 Digital Citizenship

Students will agree to act as responsible digital citizens by adhering to the following:

a) **Respect yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

b) **Protect yourself**. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me while online. I will protect passwords, accounts and resources.

c) **Respect others**. I will show respect to others. I will not use electronic media to antagonise, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.

d) **Protect others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

e) **Respect intellectual property**. I will request permission to use copyrighted or otherwise protected material. I will reference all websites, books, media used in my work. I will validate all information. I will use and abide by the fair use rules.

6.8 Copyright and File Sharing

Downloading, sharing, and posting illegally obtained media online is against the Acceptable Use Policy.

6.9 Online and Social Media Guidelines

Students must be mindful of what they post online. Website and social media venues are very public, so what students contribute, leaves a permanent 'digital footprint'. Students should not post anything they would not want to be seen by friends, parents, teachers, future colleagues or others. If they would not show it at a whole school assembly, it simply must not be posted.

Follow the school's 'Code of Conduct' when writing online. It is acceptable to disagree with others' opinions; however, criticism must be delivered in a respectful way.

Be safe online. Never give out personal information including last names, phone numbers, addresses, exact birth dates and pictures. Do not share passwords with anyone besides staff members and parents.

All inappropriate material must be reported to a teacher or parent immediately.

7. Using Chromebooks Outside of School

Chromebooks can be used off site. Students will be given information about how to connect their Chromebook to the Internet when not at school.

Students remain bound by the Rose Park Primary School Acceptable Use Policy at all times, wherever they use their Chromebooks.

8. Chromebooks Left at Home

While students are required to bring their Chromebooks to school every day, the onus is on the student to ensure that it is adequately charged at the start of the school day. Students who forget their Chromebooks will be given pen and paper with which to work.

9. Taking Care of Your Chromebook

Students are responsible for the general care of their Chromebook. Students must never leave their Chromebooks unattended. Teachers will lock away any Chromebooks accidentally left in classrooms. Chromebooks must be transported in a protective bag at all times.

10.1 General Precautions

Do not consume food or drink while using a Chromebook. Cords, cables and removable storage devices must be inserted carefully. The USB ports and sockets on Chromebooks are delicate and damage can result if not used with care. When charging, Chromebooks must be stored so that power chords are not a tripping hazard. Heavy objects must never be placed on top of Chromebooks.

10.2 Carrying Chromebooks

- Chromebooks must always be transported carefully in a protective bag.
- Never lift a Chromebook by its screen.
- Always carry a Chromebook with its screen closed.
- Where possible, place a Chromebook on a table-like surface when not in use.
- ***Chromebooks must never be left on the floor***.

10.3 Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive physical pressure resulting from pinching the screen between the fingers for transportation, or pressure on the lid of a Chromebook when it is closed. Items must never be placed on the key pad. Do not store a Chromebook with the screen open. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, rulers or disks).

Screens must be cleaned with a soft, dry microfibre cloth or anti-static cloth.

10.4 Chromebooks left unattended

Chromebooks must never be left in an unsupervised area. Such areas include the school grounds, vehicles, toilets, verandas, OSHC, Hall, iCentre, unlocked classrooms and hallways. Any Chromebooks left in these areas are in danger of theft. If a Chromebook is found in an unsupervised area, it should be taken immediately to a classroom teacher in the first instance. If this is not possible, it is to be taken to the School Office.

11. Purchasing

Chromebook purchases can be made by one of the following methods:

1. Through the iPau website. Orders must be placed by no later than **Friday 15 December 2017**.

   Payment must be made at the time of order.

   To purchase a Chromebook through iPau, visit http://store.ipau.com.au

   Password: rosepark2018

   OR

2. Families can source and purchase their own school-recommended Chromebook model independently.

Chromebook Models

Acer C738T Touchscreen Chromebook - Black

Acer C731 4GB Chromebook - Grey

Rose Park Primary School
Chromebook User Agreements

As a member of the Rose Park Primary School community;

I will:

1. Use only the username and password provided by the school to log in to the Rose Park Primary School network, 'Google Apps' or any other digital device.
2. Use ICT resources only for learning related activities.
3. Treat all learning technologies with respect and due care.
4. Not modify the application or operating system without written permission from the class teacher.
5. Not access or store offensive data on the Chromebook or other digital storage devices.
6. Abide by copyright law by acknowledge the owners of copyright works through correct referencing.
7. Not copy or redistribute another's work.
8. Not use digital technologies to harass or bully another student. I will abide by conventions of etiquette and be respectful of others.
9. Not reveal personal addresses or contact numbers over the internet, including my own
10. Not knowingly introduce a virus.
11. Fully charge my Chromebook each evening in preparation for the next school day.
12. Regularly back up school files on my Chromebook to Google Drive.
13. Be supervised by my parents/carers who will monitor my use of the Chromebook and Internet at home, as this is not the responsibility of the school.
14. Promptly report to staff any inappropriate material that is accidently accessed at school.
15. Promptly report damage to my Chromebook to the class teacher and/or IT support staff.
16. Transport my Chromebook in a protective bag at all times.
17. Keep my Chromebook clean and free of graffiti and stickers.
18. Take all reasonable precautions to ensure that the Chromebook is not lost or damaged.
19. Store or use the Chromebook safely and not on the floor.

By signing below, the student and their parent /caregiver agree to follow and accept:

- This Chromebook Agreement in its entirety
- The Online and Social Media Guidelines (above)
- Chromebook Acceptable Use Guidelines (provided in the letter sent home)
- In no event will Rose Park Primary School be held liable to any claim of damage, negligence, or breach of duty

We agree to the above conditions outlined in the **Chromebook User Agreement**.

Please retain this copy for your reference.

Student Name: _____

Parent Name: _____

Date: _____