

Ardtornish Primary School

2023 Chromebook User Agreement Procedures and Information for Students and Parents

Use of Technology

The use of digital technology comes with clear responsibilities. Everything done on any computer, network, or electronic communication device, used at the school, may be monitored by school authorities. The inappropriate use of school technology can result in disciplinary consequences.

Ownership of the Chromebook

Parents and Caregivers can choose to buy a Chromebook outright for a reduced fee of \$450 in a single payment, or choosing to undertake its purchase over 2 years, at a total cost of \$500 – (\$250 per year) this payment can be made on a term by term basis.

Except where the Chromebook is bought outright Ardtornish Primary School retains sole right of possession of the device.

Buying Chromebooks outside the school program is not encouraged as it prevents us from fully supporting the devices if things go wrong. All devices require the use of a school based Chrome license so we can install school chosen Apps and settings.

The Chromebook will be used at school for educational purposes only.

To ensure cyber safety is maintained at all times, Ardtornish Primary School teaching and admin staff retain the right to collect and/or inspect a student's Chromebook at any time, including via electronic remote access and to alter, add or delete installed software or hardware.



Collecting a Chromebook and the Student / Parent / Caregiver Guidelines and Essential Agreements

Before a Chromebook can be taken home by a student their parent / caregiver must have:

- Signed the Chromebook User Agreement on the last page of this booklet
- Agreed to pay a total of \$500 - \$250 per year over 2 years (paid in full or term by term installments) or purchase the Chromebook outright for a \$450 single payment.

Returning Your Chromebook

Students who buy the Chromebook and leave the school will be required to return the Chromebook for a short period so that the original factory settings can be reinstated on the device.

Students who have not fully paid for the Chromebook will be required to complete the payment in full or return it and all peripherals and accessories to their class teacher.

Transferring / Withdrawing Students

Students that transfer out of or withdraw from Ardtornish Primary School, and have not fully paid for their Chromebook, must return their Chromebook and peripherals and accessories, by their last day of attendance, or face a \$450 replacement cost.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks and that these must be installed by a member of the Ardtornish Primary School technology staff or a teacher only. Students are responsible for backing up their data to protect from loss.

Users of Ardtornish Primary School Technology must be aware that information stored on school devices must not contain matters that are private or of a personal nature.

Students should be aware that teachers and others, in the pursuit of cyber safety, have a right to full access to all information stored on the Chromebook, and students have no right of expect privacy in relation to data stored on the device or school network.

Data stored on the device cannot necessarily be considered secure and data may be retained or destroyed by teaching staff.

Students need to be aware that the school may; log, supervise, access, view, record and monitor the use of student Chromebooks at any time. By using a Chromebook, students agree to such access, monitoring and recording of their use.

Monitoring Software

Teachers, school administrators and the technology department staff use monitoring software that allows them to view the screens and activity on the student Chromebooks at school.

Educational Use

School-issued Chromebooks are to be **solely used for educational purposes** and students are to adhere to the **'Acceptable Use Policy'** and all of its corresponding administrative procedures at all times.

Teachers will, at appropriate times throughout the year, reinforce the above matters with their students as part of our Cyber Safety Education and Awareness Program.

Operating System and Security: Students may not use or install any other operating system on their Chromebook. The current version of Chrome OS will be installed, supported and managed by the school.

Updates :Chromebook updates automatically. Students do not need to do it manually

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.



Content Filter

The school utilises the DECD Internet content filter that is in compliance with federal Government Regulations.

All Chromebooks will have all Internet activity protected and monitored by the school while at school.

If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

PLEASE NOTE:

Parents / caregivers are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

Software - Google Apps for Education

The Chromebooks suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

- All work is stored in the cloud.
- Some web apps will be available to use when the Chromebook is not connected to the Internet



Chromebook Identification - Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code and name and ID number of the student assigned to the device via our library borrowing system.

Each student will be assigned the same Chromebook for the duration of his/her time at Ardtornish Primary School and cannot swap or use another student's Chromebook.

Repairing/Replacing Your Chromebook

Vendor Warranty (does not cover user abuse)

Chromebooks include a three year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

The vendor warranty does not warrant against damage caused by misuse, abuse or accidents. The School will repair or replace damaged equipment resulting from normal use.

Abuse or neglect may result in damages that are the responsibility of the student, parents /caregivers. The School will make its best attempt to purchase replacement parts at the best possible price.

In case of theft, vandalism or other criminal acts, a police report **MUST** be filed with the local police station and a copy submitted to the School Administration Office.

Parents and Caregivers of students who purchase a Chromebook are asked to check their Home and Contents insurance and to familiarise themselves with what is covered in their individual policy to ensure that the device is insured outside of the home.

Asset Tags and Logos

All school Chromebooks will be labeled with a school asset barcode and marked with indelible ink code. These may not be modified or tampered with in any way.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. These areas include the school grounds, vehicles, toilet areas, computer labs, under cover areas, play spaces, OSHC, Gym, Library, unlocked classrooms and hallways.

Any Chromebooks left in these areas are in danger of being stolen.

If a Chromebook is found in an unsupervised area, it will be taken immediately to the classroom teacher in the first instance. If this is not possible, to the front office.

Digital Citizenship - Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students must conduct themselves as responsible digital citizens so:

1. **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

2. **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.

3. **Respect Others.**

I will show respect to others. I will not use electronic mediums 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.

4. **Protect Others.**

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



5. **Respect Intellectual property.**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.**

I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Using the Chromebook at School

Charging Chromebooks

Students are expected to **bring a fully charged Chromebook** to school every day. They must be charged each night when they are taken home.

Backgrounds and Themes

Images or graphics containing people cannot be used as a background or theme. Students must have teacher approval before uploading a background.



Sound

Sound must be muted at all times unless permission is obtained from a teacher. Students may bring their own ear buds from home and they may be used at the discretion of the teachers. Students must use their own personal set of headphones for sanitary reasons.

Printing

Students will be encouraged to digitally publish so students will not print directly from their Chromebooks at school unless explicitly instructed by a teacher. Students may set up printing at home. Information about Google Cloud Print can be obtained here:

<http://www.google.com/cloudprint/learn/>

Logging into a Chromebook

Students will log into their Chromebooks using their school Google Account. Students should never share their account passwords with others. If the password is compromised, inform the class teacher who will arrange to have the password reset.

Managing and Saving Digital Work with a Chromebook

The majority of student work will be stored in internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

Some files may be stored on the Chromebook's internal drive. Students should always remember to save frequently when working on digital media. The school will not be responsible for the loss of any student work. Students are encouraged to maintain backups of their important work on a portable storage device (USB).

Using Chromebooks Outside of School

Students are encouraged to use their Chromebooks at home and at times, other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.

Students will be given information on how to connect their Chromebook to home internet connections.

Students are bound by the Ardtornish Primary School Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.



Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day unless notified otherwise by their teacher.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school.

Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that the matter can be dealt with immediately.

School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

Carrying Chromebooks

Always transport Chromebooks with care and with the screen closed.

Never lift Chromebooks by the screen. Never carry Chromebooks with the screen open. Never leave Chromebooks on the floor. Chromebooks must be transported in a Chromebook cover to and from school and to areas within the school.



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 pressure, heat and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not place any items on the keypad.
- 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). Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Students should never leave their Chromebooks unattended and all classrooms where Chromebooks are left **MUST** be locked. This includes recess, lunchtimes, fitness, P.E. lessons etc.

General Precautions

- Please do not have food or drink next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully so damage to the equipment does not occur.
- Chromebooks should not be used or stored near pets. We don't want to hear that "The dog ate my Chromebook!"
- They should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, and labels except for your name. Heavy objects should never be placed on top of Chromebooks.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.



Online & Social Media Guidelines

- Be aware of what you post online. **Website and social media venues are very public.** What you contribute leaves a **permanent** digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleagues or employers to see. If you wouldn't show it at a whole school assembly, simply don't post it.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a **respectful** way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Think before you act because **your virtual actions are real and permanent!** How you represent yourself online is an extension of yourself. Do not use someone else's identity.
- Be safe online. **Never give out personal information**, including, but not limited to, last names, phone numbers,
- Addresses, exact birth dates and pictures. Do not share your password with anyone besides your teacher and parents.
- Linking to other websites to support your thoughts and ideas is, at times appropriate. However, be sure to **read and review** the entire website prior to linking to ensure that all information is appropriate for a school setting. If in doubt seek teacher or parental advice.
- Follow the principles of **Academic Honesty**. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts so hyperlink to your sources. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- Online work should be **well written**. Follow writing conventions including proper grammar, capitalization and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher or parent immediately. **Follow Cyber Safety recommendations.**
- Ardtornish Primary School provides all students and staff with learning technology facilities for educational and school related use. The resources provided include computers, peripherals, access to network resources, email, access to the learning management system, and web based services and resources.
- Ardtornish P.S. email accounts, blogs, personal web pages, or any other computer based material are not private and may be viewed by DfE personnel at any time.



Chromebook User Agreement



Identity
and Privacy



Bullying
Awareness



Know
the Rules

To ensure I use my school Google Account responsibly both in and out of school, I will:

1. **Only use the name and password provided by the school** to log onto the Ardtornish Primary School network, 'Google Apps' or any other digital device.
2. **Only do set learning activities on my Chromebook**, when at school, unless I have been given permission by a staff member to do something else.
3. **Not access any YouTube clips, or listen to music**, unless directed to, by a staff member.
4. **Use reliable and safe internet sources** for information and seek adult support to check any sites that appear to be untrustworthy.
5. **Treat Chromebooks with care and respect**, by carrying, using, and storing them safely, and reporting any damage **immediately** to school staff.
6. **Not change the Chromebook's applications or operating systems software.**
7. **Use an avatar or image of an object** (not a person's photo) **as a profile picture**, to maintain my privacy, and always use the wallpaper set by the school.
8. **Use email only when directed by school staff.**
9. **Not access or store offensive images or audio** on the Chromebooks or other school digital devices (iPads and Computers).
10. **Not share any personal information** - addresses or contact numbers over the internet.
11. **Fully charge my Chromebook every night**, in preparation for the next school day.
12. **Promptly report to staff any inappropriate material** that I accidentally access at school and to my caregivers, if I access it at home.
13. **Always be cyber safe** and respectful of others: no online harassment or bullying.
14. **Report cyber bullying immediately** to an adult rather than responding to the perpetrator.

I am committed to following this agreement **at all times**, in **every lesson**, and with **every teacher**, because it keeps me and others safe, supports my learning and cares for the digital device I use.

Possible follow-up for not adhering to the above agreements:

Level	Possible follow-up
Minor Breach <ul style="list-style-type: none">- on the wrong subject tab	<ol style="list-style-type: none">1. Reminder2. Consider using a focus session through Teacher Dashboard3. Consider removing the Chromebook for the remainder of the lesson - student to complete task off smartboard or viewing content from a partner and recording in their workbook.
Medium Breach <ul style="list-style-type: none">- emailing a student during class time- playing game- using YouTube for non educational purposes - listening to music	<ol style="list-style-type: none">1. Warning2. Second time lose Chromebook for the remainder of the lesson3. Lose the Chromebook for the remainder of the day - class teacher to contact home - fill out a yellow slip for EDSAS recording
Serious Breach <ul style="list-style-type: none">- bullying another student using your Chromebook	<ol style="list-style-type: none">1. Immediate loss of Chromebook - minimum 1 week2. Staff to notify leadership for follow up3. Parents notified and possibly come in for a meeting to regain Chromebook

Consider

1. Have all students who own/rent a Chromebook to revisit these agreements at least twice a year.
2. Display agreement in all learning areas where Chromebooks are used.
3. Resend home our updated agreement through the newsletter and skoolbag to remind parents too.
4. An agreement with what tabs should be open in each lesson - restrict to the lesson tasks only. Students should be able to move quickly between the tabs they need.

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

- This Chromebook User Agreement in its entirety
- The Online and Social Media Guidelines in this document
- That Ardtornish Primary School owns the Chromebook, software and issued peripherals, unless the device has been bought outright
- In no event will Ardtornish Primary be held liable to any claim of damage, negligence, or breach of duty
- If the student ceases to be enrolled in Ardtornish Primary School, the student/parents will return any borrowed Chromebook in good working order or pay \$450 replacement cost.

Student agreement

Student Name	Room	Signature
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Parent Agreement: Please allocate my child a Chromebook as I acknowledge their commitment to the agreement and I agree to:

- buying the Chromebook outright for \$450 in a single payment
(To be paid by the end of Term 1)
- paying the \$250 per year over 2 years in **installments, totalling \$500**
(The installments can be paid by either \$75 per term, \$30 a month or \$15 per fortnight. This will ensure the final balance to be paid by the end of term 3 in the second year.)
- I have previously purchased the Chromebook through the school

Parent Name	Signature	Date
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Before payment/s can be made please return this agreement asap with an indication of payment method to your classroom teacher. Thank you.



**Please cut off this sheet and return to
the classroom teacher.**