STRADBROKE
SCHOOL

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Chromebook Program

Stradbroke 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. One such program is our Chromebook program which provides 1:1 access to Chromebooks for all students in years 4-6 in 2023.

The use of these devices is determined by the following Department for Education Chromebook User Agreement, which must be entered into by students and parents.

Chromebook User Agreement

Use of Technology

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

Ownership of the Chromebook

When the Chromebook is bought outright the school provides the Chrome licence and will 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, Stradbroke 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.

Rights and Responsibilities

Responsibility for Electronic Data

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

Users of Stradbroke 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.

Stradbroke School 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.

Educational Use

Chromebooks at school 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. All students are trained in cyber safety.

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

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

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. 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.

Using Chromebooks Outside of School

Students are encouraged to use their Chromebooks at home and as appropriate, other locations outside of school. Whilst a Wi-Fi Internet connection will be required for the majority of Chromebook use, 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 Stradbroke School Acceptable Use Policy, Administrative Procedures and all other guidelines in this document wherever they use their Chromebooks.

PLEASE NOTE:

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

Purchasing

Repairing/Replacing Your Chromebook
Vendor Warranty

Chromebooks include a one 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.
Abuse or neglect may result in damages that are the responsibility of the student, parents /caregivers.
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.

Digital Citizenship - Appropriate Uses and Digital Citizenship

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

Respect Yourself.
- I am aware that w**ebsite and social media venues are very public.** What I contribute leaves a **permanent** digital footprint for all to see.
- How I represent myself online is an extension of myself and what is inappropriate in the classroom is inappropriate online.
- 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. If I wouldn't show it at a whole school assembly, I don't post it.

- If I run across inappropriate material that makes me feel uncomfortable or is not respectful, I will tell my teacher or parent immediately. **I will follow Cyber Safety recommendations.**

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.

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.
- I will not not use someone else's identity.
- I will follow the school's code of conduct when writing online. Whilst I can disagree with others' opinions, I will do it in a **respectful** way. I will be constructive and not hurtful.

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

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. 1 will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- I am aware that pictures may also be protected under copyright laws. I will verify I have permission to use the image or that it is under Creative Commons attribution.

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 licences.

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 and share their work with their teachers and peers when appropriate. As all work is stored in an Internet/cloud application, students will not print directly from their Chromebooks at school unless explicitly instructed by a teacher. Students may set up printing at home if they wish to do so. 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).

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. 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.

Chromebooks left unattended
Under no circumstances should Chromebooks be left in unsupervised areas. These areas include the school grounds, vehicles, toilet areas, computer rooms, under cover areas, play spaces, Kids' Zone, Rehn Hall, 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.

Carrying Chromebooks
Always transport Chromebooks with care and with the screen closed.
Never lift Chromebooks by the screen or 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.

General Precautions
- Please do not have food or drink next to Chromebooks.
- Insert cords, cables and removable storage devices 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!"
- Consider where you plug in your Chromebook to ensure the power cord will not be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers 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.

Learning Technology Chromebook User Agreement

Parents and students please sign this agreement to gain access to the school's learning technology resources and enable use of the Chromebook at home.

As a member of the Stradbroke School community, I will:
- log onto the Stradbroke School network, the Chromebook, a Google account, Office 365 or any other digital device using only my username and password provided by the school
- only use learning technologies at Stradbroke School and Kids' Zone (including the internet) for learning related activities
- only use the Chromebook when teachers instruct me to
- take care to check the credentials and reliability of any information obtained from the Internet
- treat all learning technologies with respect and due care
- only modify the application or operating system software provided on my Chromebook with written permission from the class teacher
- not access or store offensive images or audio on the Chromebooks or other digital storage devices
- abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works
- be respectful of others and not use digital technologies to harass or bully others
- not reveal personal addresses or contact numbers over the internet, including my own
- not knowingly introduce a virus
- fully charge my Chromebook each evening in preparation for the next school day
- regularly backup school files on my Chromebook to Google Drive and a USB
- 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
- promptly report to staff any inappropriate material that is accidentally accessed at school
- promptly report damage to the hardware and/or software to the class teacher and IT Support staff
- transport my Chromebook in a protective bag at all times
- keep my Chromebook clean and free of graffiti
- take all reasonable precautions to ensure that the Chromebook is not lost or damaged
- store Chromebooks safely - not on the floor

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
- In no event will Stradbroke School or Kids' Zone be held liable to any claim of damage, negligence, or breach of duty

Student agreement

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Student Name   Signature

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Parent Name   Signature   Date