



## Chromebook Procedures and Information for Students and Parents

Dear Parents

Thank you to those of you who have already responded to our letter about purchasing or leasing Chromebooks in 2017. We also thank the parents who attended the information session night.

### Use of Technology

This document provides students and their parents/caregivers with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, care of the Chromebook and being a responsible digital citizen.

Students and their parents/caregivers are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned use and appropriate disciplinary consequences.

### Ownership of the Chromebook

Parents and Caregivers who lease an ACER Chromebook for their child to use at Vale Park Primary School need to be aware that Vale Park Primary School retains sole right of possession of the Chromebook. The School provides access to the Chromebook to the student for educational purposes only, for the academic year. The Chromebooks will be collected for the Christmas vacation.

Whether the Chromebook is leased or bought through our Service provider – iPau Technologies, the School provides the Chrome licence and will install school chosen Apps and settings. Additionally, Vale Park Primary School teaching and admin staff retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Students not leasing or buying a Chromebook will be provided with access to a laptop during pivotal times during school hours where needed to complete his/her required curriculum.

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

All parents/caregivers must go through the Chromebook User Essential Agreements with their child. These forms **must** be returned before students can collect their Chromebooks.

Chromebooks will be ordered as soon as payment has been received. After they have been set up by our technology staff they will be distributed. We hope to have these available from the beginning of the school year.

### Returning Your Chromebook

At the end of the school year, students who have leased devices will turn in their Chromebooks and all peripherals and accessories to the library. Failure to return a Chromebook will result in a charge of \$395.00 replacement cost being made. Students who have bought the Chromebook and will be leaving 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.

### Transferring/Withdrawing Students

Students that transfer out of or withdraw from Vale Park Primary School must return their leased Chromebooks and peripherals and accessories to library personnel on the Monday of the last week of attendance. Failure to turn in the Chromebook will result in the student being charged \$395.00 replacement cost.

### Rights and Responsibilities

#### Responsibility for Electronic Data

Chromebooks will only have apps or extensions that have been selected by school staff and installed by a member of the Vale Park Primary School technology staff. Users of Vale Park 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 must realise that school staff will have access to information to any data that is, or was, stored on the Chromebook, school network. Teachers, school administrators and the technology department staff will be using monitoring software, to monitor the use of student Chromebooks at any time. By using a Chromebook, parents and students agree to such access, monitoring and recording of their use.

### **Educational Use**

School-issued devices 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**

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.

#### **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.

**N.B. 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**

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This 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 leased 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 their time at Vale Park Primary School and cannot swap or use another student’s Chromebook.

### **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.

**Parents and Caregivers of students who purchase a Chromebook are asked to check their Home and Contents insurance and to ensure it 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 leased Chromebooks 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.

### **Using Your Chromebook at School**

#### **Charging Chromebooks**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

#### **Backgrounds and Themes**

Images or graphics containing students 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. Individual ear bud headphones can be purchased on the iPau website or students may bring their own. 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 should seek permission before printing. 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 issued education account that has been set up by iPau. 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.

### **Using Chromebooks Outside of School**

Students who lease or buy a Chromebook 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 if a note requiring that information is given to the class teacher.

Students are bound by the Vale Park 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 as soon as possible. School-owned Chromebooks should **NEVER** be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended and teachers will lock away any Chromebooks accidentally left behind at school. An invoice will be sent to the parents of students who break another students Chromebook. Chromebooks must be transported in a protective bag at all times.

### General Precautions

Please do not have food or drink next to Chromebooks.

Cords, cables, and removable storage devices must be inserted carefully as damage could result. 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.

Leased Chromebooks must remain free of any writing, drawing, stickers, and labels except for your name. Our technology assistant will label at leased Chromebooks.

Heavy objects should never be placed on top of Chromebooks.

#### Carrying Chromebooks

Always transport Chromebooks with care (in a protective bag) 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 cover to and from school and to areas within the school. Protective bags may be purchased through iPau or through another retailer.

#### 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.

#### Asset Tags and Logos

All school Chromebooks will be labelled with a school asset barcode and marked with an 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 should be taken immediately to the classroom teacher in the first instance. If this is not possible, it is to be taken to the library.

### Purchasing

If you are purchasing a Chromebook, you will need to do so through the Ipau store and your order must be lodged no later than **Wednesday 14 December** in order for you to have your Chromebook by the beginning of 2017 when school begins. Payment must be made at the time an order is placed.

To **purchase** a Chromebook please go to <http://store.ipau.com.au>, Password: vpps

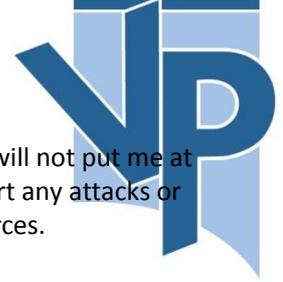
### Leasing

To **lease** a Chromebook please go to the [www.valeparkps.sa.edu.au/payments.htm](http://www.valeparkps.sa.edu.au/payments.htm) and select *click here* for school payments only link and complete process to **pay** \$200 for the lease for 2017. Please enter the word *Chromebook* into description/invoice no. field. In order to secure your Chromebook for the return to school you must have completed this process and signed the lease agreement by **Wednesday 14 December**.

### Digital Citizenship - Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens by adhering to the following:

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 licences.

### 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!** (like footprints on the Moon!) How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

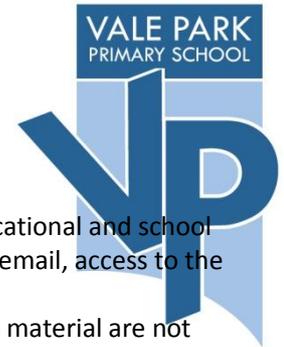
Be safe online. **Never give out personal information**, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures. Do not share your password with anyone besides your teacher and parents.

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. It is good practice to 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.**



Vale Park 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.

Vale Park Primary School email accounts, blogs, personal web pages, or any other computer based material are not private and may be viewed by staff and other DECD personnel at any time.

To have access to the School's learning technology resources, users must agree to abide by the following.

### Learning Technology Chromebook User Essential Agreements

**As a member of the Vale Park Primary School community, I will:**

- log onto the Vale Park Primary School network, 'Google Apps' or any other digital device using only my username and password provided by the school
- only use learning technologies at Vale Park Primary School (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
- not modify the application or operating system software provided on my Chromebook without 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
- not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of 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
- 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 and stickers
- take all reasonable precautions to ensure that the Chromebook is not lost or damaged
- store Chromebooks safely - 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)
- That Vale Park Primary School owns the leased or borrowed Chromebook, software and issued peripherals
- In no event will Vale Park Primary School be held liable to any claim of damage, negligence, or breach of duty
- If the student ceases to be enrolled in Vale Park Primary School, the student/parents will return leased or borrowed Chromebooks in good working order or pay \$395.00 replacement cost.

**We agree to the above agreements.** Please return this User Essential Agreements form back to the school.

**Student Name:** \_\_\_\_\_

**Student Sign:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Sign:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

