



Lockleys North Primary School

Chromebook Student and Parent Information

Chromebooks

Current research suggests that Chromebooks are well suited for primary students. Consequently, the Digital Learning Program was modified in 2017 to include Chromebooks for all Year 3's. The Chromebook program is a modified Bring Your Own Device (BYOD) program, which means the Chromebook is purchased by the parent/caregiver through the Materials and Services Fee and belongs to the student from the outset. This was endorsed via a formal poll of parents/caregivers. Each Chromebook will require a *Chrome License*, which Lockleys North Primary School will purchase and configure prior to use at school.

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 *Digital Device User Agreement*.

Loss, theft or accidental damage to the Chromebook

As the Chromebook belongs to the student, the school will not take responsibility for any loss, theft or damage.

Insurance

Lockleys North Primary School strongly recommends families add the Chromebook as an item on their own 'Home and Contents' Insurance. Families are encouraged to insure the Chromebook at home, at school and in transit to and from school.

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 advised 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 owner.

Loan Chromebooks

Loan Chromebooks may be available from the Library. If a student must await the repair or replacement of their Chromebook, they may receive approval to borrow a Chromebook for the duration of the repair/replacement period. The Chromebook must be returned to the Library for re-imaging at the end of the loan period.



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Responsible use of Chromebooks and Electronic Data

Students must be aware that information stored on 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 and school network.

ICT 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 Lockleys North Primary School; even once deleted from the device. Teachers will regularly reinforce the above through the school's Cyber Safety Education and Digital Citizens Program.

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.

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 uses a highly advanced internet content filter (Content Keeper), 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.

Software – GSuite for Education

Chromebooks use the *GSuite for Education*, including Google Docs, Sheets, Slides, Drawings, Sites and Forms. All work is automatically saved to the 'cloud' in a highly secure and encrypted server.

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

Charging Chromebooks

Students who have a Chromebook are expected to bring their fully charged device to school each day, as there are limited opportunities for students to charge their devices at school. As there are limited opportunities for students to charge their devices at school.



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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.

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/>

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.

Managing and Saving Digital Work with a Chromebook

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

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 Lockleys North Primary School User Agreements at all times, wherever they use their Chromebooks.

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 provided with a school Chromebook if available or alternative learning tools.

Taking Care of Your Chromebook

Students are responsible for the general care of their Chromebook. Students must never leave their Chromebooks unattended.



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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 and they are not to be used as a leaning surface when writing and they are not to be used as a leaning surface when writing.

Carrying Chromebooks

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

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 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).

Chromebooks left unattended

Chromebooks must never be left in an unsupervised area. Any Chromebooks left unsupervised 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 Front Office.