

# **CHROMEBOOK FOR LEARNING PROJECT**

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## STUDENT AGREEMENT

1. I understand that my Chromebook remains the property of Wellfield Academy.
2. I will take good care of my Chromebook device or any loan devices.
3. I will never leave a Chromebook device unattended.
4. I will never lend my Chromebook device to other individuals.
5. I will know where my Chromebook device is at all times during the school day.
6. I will keep food and drink away from my Chromebook device (because they may cause damage to the device).
7. I will not disassemble any part of my Chromebook device, the case or attempt any repairs.
8. I will protect my Chromebook device by only carrying and using it appropriately.
9. I will use my Chromebook device in ways that are appropriate, meet Wellfield Academy's expectations, and do not have a negative impact in the classroom.
10. I will not write on or graffiti my Chromebook device, its case/sleeve or remove any Wellfield Academy labelling.
11. I understand that my Chromebook device is subject to inspection at any time without notice.
12. I understand that the school will not be responsible for damage or loss caused by neglect or abuse.
13. Where applicable, I agree to bring my Chromebook device to school each day, fully charged, unless specifically directed not to by a member of staff.
14. I agree that I will not sign into any websites, software or accounts that are not appropriate for my age.

Student Name:	Tutor group:
<b>Student</b> Signature:	Date:

## PARENT AGREEMENT

1. The Chromebook remains the property of Wellfield Academy at all times.
2. If my child leaves the school at any point the device must be returned to the school.
3. The Chromebook will be subject to regular checks by Wellfield Academy.
4. The Chromebook must be stored appropriately and carried in a suitable school bag.
5. Any fault or damage to the Chromebook must be reported immediately to the school.
6. I understand that under the terms of insurance; intentional damage, wilful neglect and use of the Chromebook by anybody other than the named pupil are not insured and as such the school reserves the right to make a charge towards the repair cost of such damage.
7. I understand that if my child damages their Chromebook (or one belonging to another student) deliberately, I may be asked to cover any further cost of repair or replacement.
8. I will ensure that my child uses their Chromebook device in line with this document, the school's Network Use Policy and all applicable laws.
9. I will ensure that my child cares for and respects their Chromebook device.
10. I will monitor my child's use of the Chromebook device on the internet outside of school to ensure that only appropriate websites and applications are accessed.
11. Where applicable, I will ensure that my child's Chromebook device is charged and ready for each school day.

Violations may result in disciplinary action up to and including exclusion for Students. When applicable, the Police may be involved.

Except where specifically stated otherwise, the policies, procedures and information within this document apply to all Chromebook devices used at Wellfield Academy.

It is intended that this policy is provided to supplement and work to support Wellfield Academy's existing Network Acceptable Use Policy.

Student Name:	Tutor group:
Parent Signature:	Date:

## **GENERAL PRECAUTIONS**

All Chromebook device users will follow this Acceptable Use Policy and Guidelines (AUP) for this scheme.

- Students will never remove (or attempt to remove) any case that protects the Chromebook device.
- Chromebook devices and, where fitted, their cases will remain free of any writing or other graffiti, other than labels added by school.
- Chromebook devices should only be used in teaching classrooms unless permission has been given by a subject teacher for them to be used elsewhere.
- Chromebook devices can only be used in the PDC or homework club during lunch.
- Chromebook devices should not be used during break.
- Chromebook devices should not be used outside of buildings, except where staff have given permission for this to happen and are present with the students.
- Students should take care when using Chromebook devices in public places. Public wireless networks, such as those in McDonalds, are not secure meaning others could be able to see what you are doing on your device.
- Chromebook devices should not be used when travelling to and from school, for example on school or service buses.

## **CARRYING YOUR CHROMEBOOK DEVICE**

The model of Chromebook chosen was in part due to its sturdy design however we recommend strongly that a protective case is purchased with sufficient padding to protect the Chromebook device from normal treatment and provide a suitable means for carrying the device within the school.

The guidelines below should be followed:

- Chromebook devices should always be within a protective case when not being used
- Some bags / rucksacks hold other objects (such as folders and workbooks); these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook device screen if the Chromebook device is to be carried in this way.

## **SCREEN CARE**

Chromebook device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on the top of the Chromebook device.

Do not place anything near the Chromebook device that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Do not 'bump' the Chromebook device against lockers, walls, car doors, floors, etc. as it could potentially break the screen.

## **CHROMEBOOK DEVICE UNDERGOING REPAIR**

If a Chromebook device needs repair the school will endeavour to provide a loan device for the duration of this repair/replacement subject to there being sufficient stock in the loan pool.

A loan device may not be allowed to be taken home. Students can still access their school google accounts via any web browser.

If you damage any Chromebook device, it is advised you visit ICT Support who can assess the device.

## **USING YOUR CHROMEBOOK DEVICE AT WELLFIELD ACADEMY**

Chromebook devices are intended for use at Wellfield Academy each day. Students should be using them to support their studies during lessons.

Students should only use Chromebook devices in lessons when told to do so by their classroom teacher.

No Student should record, film or photograph a lesson / teacher / student without securing permission first. This includes out of lesson time. If a student is found to be misusing access to a Chromebook device in this way, sanctions will be put in place as per the school's behaviour policy.

## **SOUND MUSIC AND GAMES**

Sound must be muted at all times unless permission is obtained from the teacher. The Chromebook device is only to be used appropriately as directed by the teacher in lesson time in line with school rules and expectations.

We recommend that you purchase a pair of headphones to use with your Chromebook.

## **CHROMEBOOK DEVICE IDENTIFICATION**

Student Chromebook devices will be labelled in the manner specified by the school.

## **STORING YOUR CHROMEBOOK DEVICE**

When students are not using their Chromebook device, they should be stored in their bag or lockers and not left unattended. During PE lessons, Chromebook devices should be stored in the locked changing rooms. Under no circumstances should Chromebook devices be left unsupervised.

## **SAVING SCHOOL WORK ON YOUR CHROMEBOOK DEVICE**

Students must save all work on the provided google cloud storage or submitted through Google Classroom / ClassCharts as appropriate.

The school cannot be held responsible for any loss of files from local storage areas.

## **INSTALLED SOFTWARE**

Apps installed and distributed by school must remain on your Chromebook device, be in a usable condition and accessible at all times. From time-to-time school will automatically distribute, install and update apps as required. This may also involve uninstalling applications no longer supported or licensed by the school.

## **INSTALLING APPS ON YOUR CHROMEBOOK DEVICE**

School will install all needed applications automatically on your Chromebook device. A range of additional applications are also available through the Chrome Web Store.

## **MONITORING**

Whilst in-school all activity is monitored and logged as detailed in the Network Use Policy. Although we will not actively monitor devices outside of school, all web activity is logged and can be retrieved at a later date should this be requested.

## **REFRESHING DEVICES**

If technical issues occur or illegal software is found, the Chromebook device will be wiped and refreshed back to a standard school setup. This will result in all local data including both applications and personal files being removed. The school cannot be held responsible for the loss of this data.

## **SCHOOL RESPONSIBILITIES ARE TO:**

- Provide safe internet and email access to its students.
- Provide internet filtering of inappropriate materials whilst connected to the school ICT wireless network.
- Provide data storage through cloud storage for students work.
- Provide guidance to aid students in using the devices in their learning and help assure Student compliance with the acceptable use policy.

Wellfield Academy reserves the right to review, monitor, and restrict information stored on or transmitted via the school network. Additionally, we may investigate inappropriate use of resources, which includes monitoring of email traffic, subject to the correct protocol being applied as outlined in the Network Use Policy.

## **STUDENT RESPONSIBILITIES ARE:**

- To use Chromebooks in a responsible and ethical manner.
- To follow general school rules concerning behaviour and communication when working on Chromebook devices or computers.
- To use all technology resources in an appropriate manner in order to avoid damage to equipment or the school's network systems. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the Student's own negligence, errors or omissions.
- To help Wellfield Academy protect our computer system / devices by contacting the ICT Team about any security problems they may encounter.
- To monitor all activity on their account(s).
- To ensure their Chromebook device is fully charged each day and ready for each lesson.

## **STUDENT ACTIVITIES STRICTLY PROHIBITED:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Exam Board policy or public law.
- Attaching the Chromebook device to a hot-spot or other wireless network not managed by Wellfield Academy, during the normal school day.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of sites selling exam papers, book reports and other forms of student work.
- Changing of settings that would stop the device working as it was originally set up and intended to work.
- Spamming - sending mass or inappropriate emails.
- Gaining access to other users' accounts, files, and / or data.

- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Transmission or accessing materials that are obscene, pornographic, offensive, extremist, threatening or otherwise intended to harass or demean recipients.
- Bypassing any web filtering or computer management system installed on the Chromebook device.
- Use or possession of hacking software is strictly prohibited and violators will be subject to investigation, sanctions by the school and could be reported to the Police.

If a student is deemed to break any of the conditions as set out in this policy they will have a meeting with an appropriate member of staff to discuss the implications of their actions. The school will inform parents of the issue causing concern. If the student breaks a rule for a second time, the school will contact parents to discuss the situation and apply the appropriate sanctions in cooperation with parents. More serious breaches of this policy will be dealt with as per the school behaviour policy and an appropriate level of sanction will be issued.