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Quality Learning Quality Futures

Chromebook Procedures and Information for Students and Parents

Dear Parents

Use of Technology

This document provides students and their parents/caregivers with information about the general use of technology, 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

Parafield Gardens High 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 may be collected at times nominated by the school, for maintenance and updating.

Students have the option to bring their own laptops to school however will need to have the Chrome Browser installed. These will need to be brought to all lessons where needed to complete his/her required curriculum.

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

All parents/caregivers must read the Chromebook User Essential Agreements with their child; below. These forms **must** be returned and presented, signed, before students can collect their Chromebooks.

Returning Your Chromebook

At the end of the school year, student Chromebooks and peripherals may be required to be returned to the library. Failure to return a Chromebook may result in a \$385 (inclusive GST) replacement cost.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Parafield Gardens High School must return their Chromebooks and peripherals to library personnel on the last week of attendance. Failure to turn in the Chromebook will result in the student being charged a \$385 (inclusive GST) 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 Parafield Gardens High School technology staff. Users of Parafield Gardens High School must be aware that information stored on school devices must not contain information that is 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, or school network. The devices will be monitored by the technology department staff. 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 “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Internet Filtering

The school utilises internet filtering that is in compliance with Federal Government Regulations. The 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 access 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 **Chromebooks** that includes their 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 Parafield Gardens High 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 are asked to check their Home and Contents insurance and to ensure it is covered in their individual policy when at 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 the 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. 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. 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 school. Students should never share their account passwords with others. If the password is compromised, students must 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 are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection may be required for Chromebook use; however, many 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 Parafield Gardens High 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.

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. An invoice will be sent to Parents/Caregivers of students who break another student's 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. 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, stickers, and labels, except for students' names. 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 must be used.

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.

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, 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 ICT help desk or student services. If this is not possible, it is to be taken to the library.

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 licenses./

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.**

Learning Technology Chromebook User Essential Agreement

Parafield Gardens High 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.

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

As a member of the Parafield Gardens High School community, I will:

- log onto the Parafield Gardens High School network, 'Google Apps' or any other digital device using only my username and password provided by the school
- only use learning technologies at Parafield Gardens High School (including the internet) for learning related activities
- 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.
- not access or store offensive images or media 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/Caregivers 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 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)
- That Parafield Gardens High School owns the Chromebook, software and issued peripherals
- In no event will Parafield Gardens High School be held liable to any claim of damage, negligence, or breach of duty
- If the student ceases to be enrolled in Parafield Gardens High School, the student/parents will return leased or borrowed Chromebooks in good working order or pay \$385 (inclusive GST) 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/Caregiver Sign: _____

Dated: _____