Take home Chromebook Agreement

Xavier High School

Fallon Street, North Albury NSW 2640
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SECTION 1

Chromebook Care

It is imperative that students use their Chromebooks in an acceptable and ethical manner and as a learning tool. Programs that allow students to access the internet, online chat and email, should be used in a responsible manner. Breaches of the user agreement will result in disciplinary measures.

Students must be aware of and abide by the Learning Technologies User Agreement [Section 5]. Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to parent/carers.

1.1 Student Responsibilities

Usage - when it can be used; by whom and for what purpose

Students may only use the Chromebook at school or at home. The Chromebook should not be used by any other student or family member.

Additions and deletions to software

Students are not permitted to delete any software, install additional software or attempt to circumvent the standard operating environment without the permission of the Learning Technologies Coordinator. We encourage you carefully to explore suitable Chrome Apps and Extensions which may assist your learning experience.

Offensive images, video or audio

Students are prohibited from accessing or storing offensive images, video or audio on Chromebooks or other digital storage devices.

Stickers and permanent markers

Stickers and markers should not be used on the Chromebook. It is recommended that each student identify their carry bag with a name tag or ribbon to help them identify their Chromebook.

Food and beverages

Students are not permitted to eat or drink whilst using Chromebooks.

Charging of battery

It is the student’s responsibility to ensure their Chromebook battery is fully charged each night. Battery chargers should not be brought to school unless specifically directed by a teacher to do so.

Transport

Chromebooks are to be carried at all times within the supplied protective bag. This includes transporting the Chromebook between classes, and to and from school. Chromebooks are not to be taken out of the protective bag whilst in transit.

Storage at home and school

When not in use at home, Chromebooks should be stored within the protective bag. The Chromebook should be stored in a safe place, out of reach of younger children and away from areas of excessive heat or large magnetic fields.

During lunch and recess breaks or when Chromebooks are not required for lessons, Chromebooks should be stored within the student’s locker.
Organisation of files

Students are permitted to create and customise folders to assist them in the organisation of their work. Storing files on Google Drive will ensure they can be accessed from other devices.

Chromebook use

The Chromebook should not be carried around whilst the screen is open. A common source of screen damage is students carrying the open device by the screen edge, this should be avoided at all times.

Back up

Keeping your documents on your Google drive will ensure they are backed up. Additional backup can be done on a USB storage device, allowing offline access to files and documents.

Cleaning and care responsibility

Students are responsible for ensuring their Chromebook is kept in a clean state. It is imperative that the student maintains a clean Chromebook by regularly wiping down the outside case with a damp (not wet) cloth. The Chromebook screen can be gently wiped with a clean damp cloth and mild dishwashing detergent. Other cleaning agents should not be used. Chromebooks will be checked regularly by staff.

1.2 Loss, Damage and Repair

Costs for Repair of Any Damage to Chromebooks

The cost for repair of any damage to Chromebooks that is not covered under the manufacturer’s warranty is the responsibility of each parent/carer. Should any parent/carer wish to discuss the cost of repair or any other issue relating to damage or loss of a Chromebook, this should be addressed to the Principal.

Loss or damage

If the Chromebook is lost, stolen or damaged the student must report it to the IT department. They will initiate A Learning Technologies Incident Report Form which is to be signed by both the student and parent/carer. If loss or theft occurs outside of the school, parent/carers should inform the police immediately. The Police Event Number will be required to complete the Learning Technologies Incident Report Form. The school or the police may require personal information, from a student. The school will determine action in response to damage or loss.

Upon completion of the Learning Technologies Incident Form by the student and parent/carer, the student will be interviewed regarding the theft or damage. Should the damage not be covered under the manufacturer’s warranty, a quote for repair of the damage will be sought and account posted to parent/carer seeking restitution for the cost of repair.

Most Common Examples of Damage Where Parent/Carer Is Exposed to the Cost of Repair

To assist parents reduce the risk and potential for exposure to the cost of repair, we provide examples of instances leading to damage to Chromebooks. We encourage parents/carers to reinforce to students the importance of caring for the device placed in their custody:

- Damage to the plastic casing and screen by the device falling from a student’s hands and landing on the floor,
- Broken screens caused by students accidentally standing on the computer case,
- Broken screens caused by external items being placed within the computer case,
- Broken screens and damage to plastic casing caused by the Chromebook accidentally falling off a table,
- Broken screens following the placing of the Chromebook case within a larger school bag (the risk of damage caused by impact is increased by having additional items inside the Chromebook case or storing the case inside a larger school bag. The additional surrounding items focus the point of impact and increase the amount of damage).
● Broken screens from the Chromebook being placed on the floor where they have been kicked or stood on,
● The Chromebook’s plastic casing and carry case being marked with graffiti.

Repair and turnaround time
Xavier High School aims to have a five working day turn-around time for repair of Chromebooks. However, this will depend on the extent of the problem. If the Chromebook has a hardware fault, the fault will be reported to the manufacturer’s service division for repair or replacement of parts. Students will be given a replacement Chromebook whilst waiting for repairs.

It is important that students back up school related files onto their Google Drive so that if problems occur, they do not lose their school work.

SECTION 2

Maintaining a safe environment/Social Networking
The school shares responsibility with parent/carers, government and the community to protect our children from the impact of inappropriate material on the internet. This protection at Xavier High School comes in the form of a number of mechanisms to block inappropriate content.

Xavier High School has activated web and email filters to ensure the safety of your child whilst working within the school’s network.

The school also encourages active supervision of your child at home. The internet is a fantastic learning tool and enables access to information that supports all areas of the school curriculum. However, it can be a real time waster if misused.

Without considering the consequences, children sometimes post private information about themselves online. This can include their name or address, photographs, a mobile phone number, their school name and details of their friends or families.

Parents can:
● To help guard privacy, children should be encouraged to ask a parent or carer before they give anyone on the internet their personal details. **Once information is posted online it is very difficult to remove.**

Using the internet safely at home

● Educate—an essential part of keeping children safe is making them aware of risks, and talking to them about how to avoid potential problems.

● Empower—Children need to know they can make the right choices. They also need to know they can talk to a parent if something happens online that makes them feel uncomfortable.

● Make the computer safe—one of the most practical ways to help children stay safe online is to set up the home computer with an internet content filter and other security software.

● Supervise—children may behave differently online, to in person, so it’s important to be involved and monitor use.

● Avoid your child accessing computers in their bedroom or rooms that they can “close” off to other members of the family.

● Internet Browser ‘History’ Menu - you can access to allow you to see the sites that they have visited recently.
● Personal Information - Never provide personal information on a global system to identify friends or themselves in photos.
Ideally, we would all like to simply trust our children but it is good to be more aware of what they are doing and take an interest in what they are accessing on the internet. Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Good advice is available from the Australian Communication and Media Authority website: [https://esafety.gov.au/]

**Social networking** happens on a variety of services like YouTube, Facebook and Twitter. These websites allow users to create profiles, communicate with others and form networks of friends and are available 24/7.

Parents can:
- set house rules about when children can give out or share personal information such as name, address or mobile number
- advise children to set profiles to private so that only people they want to see it can
- encourage children to think before they put anything online. Information posted online can be there indefinitely
- encourage children to be careful when making new friends online—they might not be who they say they are—and never arrange to meet an online friend unless a trusted adult is with them
- report abuse or inappropriate content to the website administrator and show children how to do this

Sit with your child and use a search engine (Google) to find what information there is about you or your child online.

You may be surprised!

**SECTION 3**

**Cyber safety**

Electronic communications, including via the Chromebook, presents an avenue for bullies to harass other students. The school sees this as no different to any other form of bullying and it is not accepted or tolerated at XHS. Cyberbullying may include but is not limited to; teasing, spreading online rumours and sending unwanted or threatening messages or defamatory material. While it can have a damaging effect on children and young people, parents can encourage them to take control of the situation. This may be done by:

- advising children not to reply to any messages from a bully. Often if bullies don't receive a response they will give up
- learning how to block a bully, so they can’t make contact
- keeping a record of the harassing messages and any replies. This may help parents, or the authorities, if necessary, to find out who is sending them
- keeping usernames and passwords secret. If someone misuses a username and password to post damaging information about a child it can be difficult to remove
- children recognising that if messages are threatening, a parent or carer should be told immediately. Cyberbullying, if threatening, is illegal and can be reported to the police
- contacting the website administrator (often known as the webmaster) to ask for content to be removed, if bullying information has been posted on that website.
SECTION 4

Handwriting, Writing Skills and Chromebooks

The nature of school, state and national testing continues to dictate that students are required to engage in handwritten tests. Handwriting skills and handwriting activities will remain as regular activities across the curriculum, in conjunction with our focus on developing the ICT literacy of our students.

Ready access to online resources provides students with a wealth of material to assist their writing. At the same time it has focused attention on problems of plagiarism. Students in Year 10 will complete the compulsory “All My Own Work” unit before commencing HSC studies. Students are expected to approach writing tasks using their Chromebook with the same attention to spelling, grammar, text type and format as they do when handwriting. Spelling and grammar checking functions on the laptop are important learning tools as they provide students with immediate feedback on their writing.

SECTION 5

Chromebook safe usage guidelines

Introduction

As with all laptops and computers of a portable nature, Chromebooks are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to use Chromebooks safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

Purpose

The purpose of this document is to provide a resource for teachers and parents supervising students using Chromebooks. This information aims to provide guidance on the safe use of Chromebooks in a number of different settings.

General Guidelines

<table>
<thead>
<tr>
<th>Duration of usage</th>
<th>There are no defined time limits with regards to portable computer usage. For the purposes of these guidelines however:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● <strong>Sustained</strong> usage may be continuous work periods of 30-60 minutes</td>
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<tr>
<td></td>
<td>● <strong>Extended</strong> usage may be continuous work periods of &gt;1 hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posture</th>
<th>Promoting and encouraging suitable posture during Chromebook use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:</th>
</tr>
</thead>
</table>
|         | ● back
|         | ● neck and shoulders
|         | ● arms and forearms
|         | ● wrists and hands

<table>
<thead>
<tr>
<th>Awkward positions</th>
<th>Sustained or Extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:</th>
</tr>
</thead>
</table>
|                   | ● sitting on the bed
- sitting cross legged
- standing, sitting and leaning against a wall with the Chromebook on flexed knees
- slouching whilst seated

**Rest breaks**

It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of Chromebook use.

**Stretches/exercises**

Regular breaks should be combined with some appropriate stretches and exercises. Eye exercises and visual rest should be used to assist in preventing eye strain. E.g. Look at an object 10 metres away for 20 seconds.

### Environment specific guidelines

#### Classroom

| General | Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided |
| Hazards | Ergonomics |
|         | ● where possible, regularly rotate between Chromebook, paper and teacher- based activities |
|         | ● where possible, regularly rotate between typing-based and browsing tasks |
|         | ● where Chromebook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises |
| Lighting/glare | ● provide sufficient lighting |
|             | ● Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available |
| Electrical | ● make sure that cables are managed appropriately and a sufficient number of power outlets have been provided |
|             | ● ensure that electrical safety tags are current |
| Slips, trips, falls | ● Make sure that cables are not causing a trip hazard. Wall mount or use cable covers where appropriate |

#### Home

| General | Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided |
| Hazards | Ergonomics |
|         | ● where possible, regularly rotate between Chromebook, paper and teacher- based activities |
|         | ● where possible, regularly rotate between typing-based and browsing tasks |
|         | ● where Chromebook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises |
| Lighting/glare | ● work where lighting is most sufficient, or provide additional lighting |
|             | ● position work areas so that sun glare do not cause a visual disturbance |
|             | ● Use blinds where available |
| Electrical | ● make sure that cables are managed appropriately |
|             | ● make sure that Chromebook is turned off when not in use and... |
appropriately stored overnight

<table>
<thead>
<tr>
<th>Out of class/free time</th>
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<tbody>
<tr>
<td><strong>General</strong></td>
</tr>
<tr>
<td>Avoid Sustained or Extended usage while adopting awkward postures. Extended usage whilst mobile is not recommended</td>
</tr>
<tr>
<td><strong>Hazards</strong></td>
</tr>
<tr>
<td><strong>Ergonomics</strong></td>
</tr>
<tr>
<td>● make sure that the Chromebook is appropriately stored for carriage</td>
</tr>
<tr>
<td>● make sure that the designated bag/carry-case is used at all times</td>
</tr>
<tr>
<td><strong>Electrical</strong></td>
</tr>
<tr>
<td>● make sure that only permitted power outlets are used</td>
</tr>
<tr>
<td><strong>Slips, trips, falls</strong></td>
</tr>
<tr>
<td>● make sure that cables are not causing a trip hazard</td>
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</tbody>
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SECTION 6

6.1 Learning Technology Student User Agreement

Xavier 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.

The Xavier High School email accounts, blogs, personal web pages, Schoology or any other computer based material are not private and may be viewed by staff at any time.

To have access to the School’s learning technology resources, users must agree to abide by the school’s Learning Technology User Agreement.

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

▪ log onto the Xavier 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 Xavier 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. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action
▪ not modify the application or operating system software provided on my Chromebook without the permission of the IT Department
▪ 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
▪ 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 my Google Drive or a portable hard drive.
▪ be supervised by my parents/careers who will monitor my use of computers and the internet at home as this is not the responsibility of the school
▪ promptly report to staff any inappropriate material that is accidentally accessed
▪ promptly report any damage to the hardware and/or software to IT Department
▪ transport my Chromebook in the supplied protective bag at all times
▪ keep my Chromebook clean and free of graffiti and stickers
▪ I will take all reasonable precautions to ensure that my Chromebook is not lost or damaged.

I am receiving device with serial no. ________________________________

In signing below I acknowledge that I will receive the device on _________________. I have also read and agree to abide by all the expectations listed above.

Student Name: ________________________________ Date: ____________________

Parent/carer: _________________________________ Date: ___________________
6.2 Chromebook Use: Parent/Carer Agreement

I acknowledge that I have received a Chromebook computer ("the Chromebook"), the property of Xavier High School, for use by my child _____________________________________. ["the student"]

By signing below, you are indicating that you have read and understood the following:

● My child has received the following items:
  o Chromebook
  o 1x 240vAC Adapter with detachable power cord
  o 1x Chromebook carry case
● The Chromebook lent to my child remains the property of Xavier High School
● I understand that I will be liable for the cost of any non-warranty repairs attributable to the device being used in a manner contrary to acceptable practice.
● I understand that I will be liable for the cost of any replacement device required due to loss or damage of the issued device.
● I will notify the school as soon as possible after any of the following events:
  o Theft or suspected theft, loss, damage (intentional or unintentional)
● I undertake to enter into reasonable discussion with Xavier High School should the Chromebook be lost, stolen or damaged. I acknowledge that such discussion will be conducted in good faith, and with a view to restoring Xavier High School ownership of a functioning Chromebook of equivalent value.
● Xavier High School may ask for the Chromebook, adapter and cord, case, peripherals, packaging and manuals to be returned at any time
● I have sole responsibility for deciding on and implementing an appropriate level of supervision for the use of the Chromebook outside regular school hours
● I have discussed with my child, signed & understood the Xavier High School Learning Technologies User Agreement

Parent/carer name: __________________________________________________________

Parent/carer signature:  _______________________________________________________

Date: _______________________________________________________________________

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook</td>
</tr>
<tr>
<td>Asset Number: ____________________________</td>
</tr>
<tr>
<td>Manufacturer: ______________________________</td>
</tr>
<tr>
<td>Serial Number: ______________________________</td>
</tr>
<tr>
<td>Year of issue/round: ____________________________</td>
</tr>
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