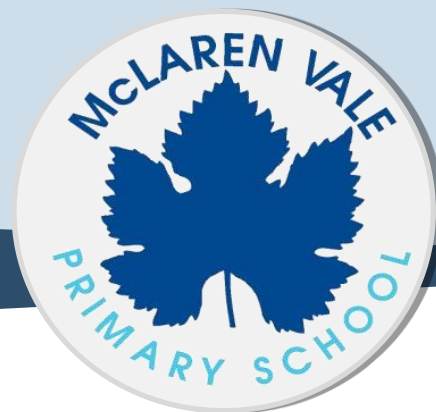


# CHROMEBOOK: TEACHER, PARENT AND STUDENT HANDBOOK



**RATIONALE:** This document provides background information, policies and technical information about the use of Chromebooks purchased through the school for the 1 to 1 Chromebook program at McLaren Vale Primary School.

## WHY CHROMEBOOKS?:

In 2016 MVPS implemented Chromebooks as our main digital device to support student learning. Chromebooks are low-cost, lightweight and web based devices that are easily managed and supported through the school's ICT team. At MVPS we have found the following advantages of Chromebooks over other devices:

- Low cost to replace
- Highly secure in the school network and use the Google secure system
- Student work is automatically saved through their own Google Drive in Cloud storage
- Have a long battery life (approx 8 hours)
- Update automatically in the background
- Have free access to the G Suite (Google Docs, Sheets, Slides and Sites, the main programs used, among a range of others)

## PARENT/CAREGIVER/STUDENT GUIDELINES AND USER AGREEMENT:

The 'Chromebook Student and Family Agreement' (Appendix 1) outlines responsibilities of the student, family and school. Whilst the device is the property of the student and family, the school will still have rules and expectations of appropriate use that students **must** follow when using their device.

It is important that all parties are aware of their responsibilities and the school is able to impose consequences for inappropriate or incorrect use in consultation with the family.

**Loss, theft or accidental damage:** As the Chromebook is the property of the student McLaren Vale Primary School will take no responsibility for loss, theft or accidental damage. However the school will support families in investigating any of the above mentioned

**Insurance:** We strongly recommend that families add the Chromebook as an item to their Home and Contents Insurance. The school does not cover the insurance of the modified BYOD program only those currently purchased for the school.

**Loan Chromebooks:** Loan Chromebooks may be available from the library in the event of a Chromebook needing to be repaired or if left at home. The Chromebook must be returned to the library at the end of each day.

**Updates:** The Chromebook operating system updates itself automatically on their Chromebook through the WiFi at school.

**Content Filter:** McLaren Vale Primary School has high levels of internet filtering supported by the Department for Education. The same filters do not apply at home on a private network and are dependent on individual filtering at home.

**G Suite for Education:** Chromebooks use the *G Suite for Education*, including Google Docs, Sheets, Slides, Sites and Forms. Other programs are accessed via the Internet through Google Chrome and are filtered through the Department for Education's filtering.

**Charging a Chromebook:** Chromebooks are expected to be fully charged each day for school. There will be limited opportunities to charge their devices at school.

## STUDENT USE OF CHROMEBOOKS:

**Backgrounds and themes:** Backgrounds and themes must have teacher approval before being used. Images or graphics containing students must not be used as a background or theme.

**Logging into a Chromebook:** Chromebooks will only be able to be logged into using a school issued Google account. Students must not share passwords with others and if their password is compromised or forgotten they must tell a teacher and have admin reset it.

Username example: first.last@mclarenvps.sa.edu.au or [john.smith@mclarenvps.sa.edu.au](mailto:john.smith@mclarenvps.sa.edu.au)

Password: 8-digit date of birth ie 9th of October 2011 - 09102011

**Saving work:** The majority of student work is stored on cloud-based storage 'Google Drive', it can be accessed from any computer or device with an internet connection. When using Google programs such as Docs, Slides and Sites these save constantly in the background, so there is no need to click save each time.

**Using the Chromebook outside of school:** The Chromebook can be used outside of school, information will be provided on how to do this. Students remain bound by the MVPS School User Agreement at all times, wherever they use their Chromebook.

**Left at home:** Students are expected to bring their Chromebooks to school each day and it is their responsibility to ensure it is charged and transported safely. If a student leaves their Chromebook at home a school Chromebook may be borrowed from the library if available. There is no guarantee that there will be a Chromebook to use at school.

**Taking care of the Chromebook at school:** Students are responsible for the care of their Chromebook at school and must never leave their Chromebook unattended. During break times Chromebooks will be locked in classrooms. Students are to not share their Chromebook or give to other students to use under any circumstances.

**General care** – students are to not consume food or drink while using a Chromebook, items must not be placed on top of Chromebooks and not be used to lean on.

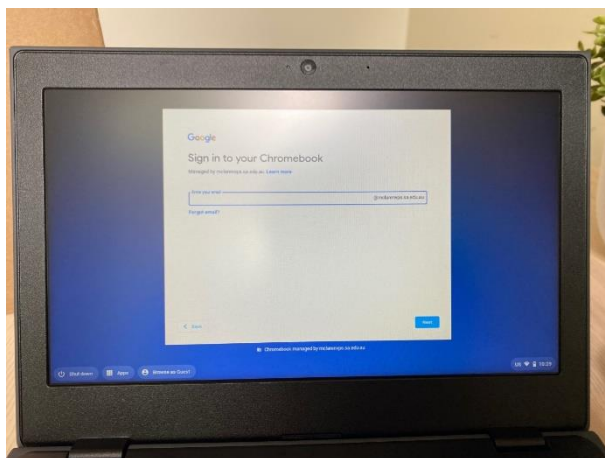
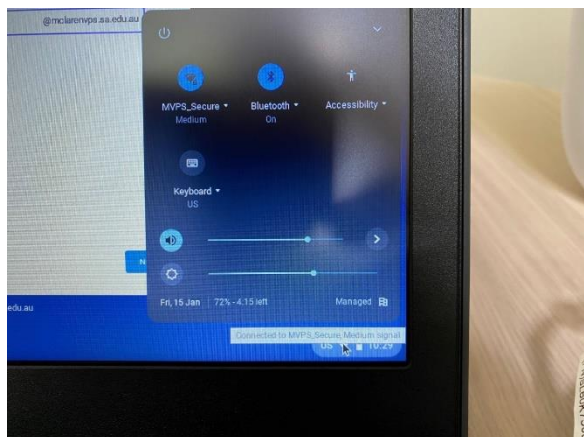
**Carrying Chromebooks** – Chromebooks must be carried with 2 hands or in a protective case at all times with screens closed. Wherever possible a Chromebook must be placed on a table-like surface when not in use. Chromebooks must never be left on the floor.

**Screen Care** – The Chromebook screen can be damaged if subjected to heavy objects, rough treatment and liquids. Screens are sensitive to damage from excessive pressure on the screen and items must never be left on the keyboard when closed.

## USING THE CHROMEBOOK AT HOME:

### Accessing WiFi:

1. Select the WiFi icon in the bottom right corner and choose you home WiFi or personal hotspot
2. The login details are first name dot last name eg matt.millar bob.smith and the password is the student's 8 digit birthdate. Eg. the 4th of January 2008 would be '04012008'.



If at any point a password needs to be changed at home please email: [matt.millar500@schools.sa.edu.au](mailto:matt.millar500@schools.sa.edu.au) to have it reset.

## APPENDIX 1:

### Example - 1 to 1 Chromebook Program - Student/Family Agreement 2022

This agreement needs to be signed and completed by both parents/caregivers (family) and the student taking possession of the device. The agreement outlines the responsibilities of the student, family and McLaren Vale Primary School. Please ensure you read through this together and clarify with the school any parts of the agreement you are unsure of.

#### **Students will:**

- Take full responsibility for bringing their Chromebook to school everyday
- Ensure safe storage, handling and use of their device in class.
- Transport their Chromebook in a protective case at all times.
- Use their Chromebook for learning purposes at school and follow the expectations outlined in the Student ICT Agreement.
- Bring their Chromebook to school fully charged each day (there will be limited access to charging at school).
- Have access to borrowing a Chromebook from the library in the event that their Chromebook is damaged and waiting to be repaired.
- Only use their own Chromebook and not allow others to use theirs.
- Understand that not following expectations around use and handling or teacher instructions will result in being restricted from using their device at school.

#### **Families will:**

- Supervise and monitor their child's Chromebook use outside of school, this includes any filtering or restrictions to websites as school imposed filters/restrictions only apply when connected to the school network.
- Include the Chromebook on their Home and Contents Insurance if they choose to and understand that this does not come under the school's insurance.
- Keep the device once their child leaves McLaren Vale Primary School providing any payment plans are paid in full.
- Label their child's Chromebook and case clearly with their first and last name.

#### **McLaren Vale Primary School (staff and Leadership) will:**

- Ensure that devices are used for learning purposes only and use is monitored in class at all times.
- Ensure students are handling devices in a careful and respectful manner.
- Provide ICT support including: account logins, basic troubleshooting, updating programs and accessing learning resources.
- Provide secure filtering and restrictions on websites as per Department for Education settings. (The filtering applies only when used at school).

Print name of Parent/Caregiver or Legal Guardian: \_\_\_\_\_

Signature of Parent/Caregiver or Legal Guardian: \_\_\_\_\_

Print name of Student \_\_\_\_\_ Year level: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy updated October 2022**