



**Modbury - Preschool to Year 7**

# **Chromebook User Agreement 2018**

**Procedures and Information for Students and Parents**

# RESPONSIBILITIES

## Taking Care of Your chromebook

### **User Accountability**

Chromebooks will be managed by the school in an attempt to ensure they are used for educational purposes; Students, however, are ultimately responsible for the condition of their chromebook and their use.

Students need to be aware that the school may; log, supervise, access, view, record and monitor the use of Chromebooks and G Suite account at any time. By using a chromebook, students agree to such access, monitoring and recording of their use.

**Users of Modbury - Preschool to Year 7 School technology must be aware that information stored on school devices must not contain matters that are private or of a personal nature.**

### **Transporting chromebooks**

- Always transport chromebooks with care and with the screen closed
- Lift chromebooks by the base/keyboard only
- Leave chromebooks in safe places only
- Transport chromebooks in a cover

### **Screen Care**

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 microfibre cloth or anti-static cloth.

### **General Care**

- No food or drink next to chromebooks
- Cords, cables, and removable storage devices must be inserted carefully so damage to the equipment does not occur
- Chromebooks should not be used or stored near pets
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard
- Heavy objects should never be placed on top of chromebooks

**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 immediately.**

## **Supervision**

Under no circumstances should chromebooks be left unsupervised in any learning area or unlocked location.

Unsupervised chromebooks pose a risk of damage to not only the device, but also to your personal files. Unsupervised chromebooks must be given to classroom teachers or the front office immediately.

## **Charging chromebooks**

Students are expected to bring a fully charged chromebook to school every day. They must be charged each night when they are taken home.

## **Logging on to a chromebook**

Students will log into their chromebooks using their own school Google Account. Students should never share their account passwords with others. If the password is compromised, users must ensure their password is changed and kept confidential.

## **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 (and most mobile devices), at any time, on any Internet connection.

Some files may be stored on the chromebook's internal drive. Students should always remember to save frequently when working on digital media. The school will not be responsible for the loss of any student work. Students are encouraged to maintain backups of their important work on a portable storage device.

## **Using Chromebooks Outside of School**

At times, students may be required to access G Suite from locations other than school. Students will be given information on how to connect their chromebook to home internet connections or work offline. Students are bound by the Cyber Safety, G Suite and this agreement at all times while using school resources.

## **Sound**

Students may bring their own earbuds from home and they may be used at the discretion of the teacher. Students must use their own personal set of headphones for sanitary reasons.

# ADMINISTRATIVE/FINANCIAL PROCEDURES

## **Ownership of the Chromebook**

All chromebooks currently under a lease or payment plan remain the property of Modbury - Preschool to Year 7 and will bear a school asset sticker. These may not be modified or tampered with in any way. For those buying chromebooks in instalments, upon last payment the barcode will be removed.

The school will maintain a log of all chromebooks and the students assigned to them. Each student will be assigned the same chromebook for the duration of their time at Modbury - Preschool to Year 7 School and cannot swap or use another student's chromebook.

## **When Payments are Due**

Payments for Chromebooks must be paid prior to collection and carry through until the final day of term.

The following terms payment must be made before a Chromebook can be taken home during the holiday period.

## **Collecting a chromebook**

Before a chromebook can be brought home by a student, their caregiver must have:

- Signed this Chromebook User Agreement
  - Signed the G Suite for Education User & Guardian Agreement
  - Signed the Cyber Safety Agreement
  - Have a case provided by school for leased devices or have a suitable case at school
  - Purchased the chromebook in full
- OR
- Made their first agreed payment

## **Returning Your chromebook**

At the end of the school year, families who have not purchased the chromebook outright will be required to return it with all peripherals/accessories to the school before Friday, week eight of term four.

Families who have not purchased a chromebook in full and plan to leave must return their chromebook/s and all peripherals/accessories, by their last day of attendance, or face a replacement cost.

Students who buy the chromebook and leave the school will be required to return the chromebook for a short period so that the original factory settings can be reinstated on the device.

## **Content Filter**

The school utilises an Internet content filter provided and approved by the DECD; in accordance with federal Government Regulations. This ensures all internet access, including chromebooks, will have all Internet activity protected and recorded by the school while onsite.

If an online resource is inappropriately blocked or allowed, students should immediately contact their teachers to inform them of the situation.

**The school is unable to protect students who access the internet via means other than the schools provided internet connection; Parents/caregivers are responsible for filtering and monitoring any internet connection students receive from alternative sources.**

# **REPAIRING/REPLACING YOUR CHROMEBOOK**

## **Vendor Warranty**

The vendor warrants the chromebook from defects in materials and workmanship. The 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.

The vendor warranty does not warrant against damage caused by misuse, abuse or accidents. Abuse or neglect may result in damages that are the responsibility of the family.

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.

**Families that have purchased, are making payments to buy or are leasing a chromebook, are asked to check their home and contents insurance. Please check the scope of your insurance coverage to ensure your device is covered for all reasonable circumstances.**

**Regular checks of student's chromebooks will occur to ensure that while chromebooks are in use at school they are in good working order.**

**The school will not cover any damage to chromebooks if damage occurs off school grounds.**

All chromebooks need to be kept and transported to and from school in an appropriate protective case or cover. Leased chromebooks will be provided with a cover from the school. It is the responsibility of parents to provide a cover/case for all other chromebooks.

# Chromebook User Agreement

## Procedures and Information for Students and Parents

By signing below we, the student and parent/caregiver agree to follow and accept:

- This document in its entirety and the Online and Social Media Guidelines
- That it will be at my own cost, to replace any chromebook for which I have been entrusted (either leased or partially purchased), in the event of damage, theft, or loss
- That it will be at my own cost to replace someone else's chromebook for which I am responsible for damaging
- That Modbury - Preschool to Year 7 School owns the chromebook, software and issued peripherals, unless the device has been bought outright
- If the student leaves Modbury - Preschool to Year 7 School, the family will return leased or borrowed chromebooks in good working order or cover the replacement cost

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Student Name

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Signature

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Guardian Name

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Signature