



DAME ALLAN'S SCHOOLS POLICY ON THE ACCEPTABLE USE OF CHROMEBOOKS AND GOOGLE FOR EDUCATION SERVICES

This policy should be read in conjunction with the Dame Allan's Schools' (hereafter the Schools) Acceptable Use Policy.

Guidance is also provided in the information sections of pupils' planners about the use of Chromebooks and other electronic devices.

All pupils, who have been provided with a Chromebook by the Schools, must follow the following principles.

1. General points

- Chromebooks provided by the Schools are a school ICT resource, even when used out of school and in your own home. As such, they are subject to the Schools' Acceptable Use Policy, whenever and wherever you may be using one.
- Like your books and writing equipment, you are expected to bring your Chromebook into school every day.
- It is your responsibility to ensure it has adequate charge to last a full school day. Chromebooks have excellent battery life and should last several days after a full charge. You should not expect to be able to charge your Chromebook at school. As such, you should not bring your charger into school, unless instructed to do so by an IT Technician.
- Your Chromebook is for your use only and you should never lend it to anyone else. You should never let anybody else use your account unsupervised. You should not try to set up any accounts on your Chromebook other than the account provided to you by the Schools.

- The Schools have placed stickers onto your Chromebook to identify it and who it belongs to. These stickers should not be removed or obscured under any circumstances. If you notice that your sticker has come off or has been damaged, you must inform an IT Technician, your Form Tutor or a teacher as soon as possible.
- Your Chromebook is equipped with a microphone and camera. You must not record any photographs, audio or video without getting a teacher's permission first. This includes anywhere in the Schools, not just the classroom. Recording audio, video or photographs using your Chromebook at home should only be done for the purposes of your schoolwork, if your teacher has instructed you to do so, and with your parent or guardian's permission.

2. Software

- You may not change any Chromebook settings, other than those provided within your user account (e.g. font size, keyboard settings, and screen brightness).
- You may not install or attempt to install any unauthorised software onto your Chromebook.
- Your school Google account provides you with access to a wide range of online software that is used through the Google Chrome web browser installed on your Chromebook. You may use this software as long as, by doing so, you do not violate the Acceptable Use Policy.

3. Hardware

- You may not write on, engrave, place stickers on or in any other way deface or mark your Chromebook.
- You may not remove or modify any part of the Chromebook.
- You may not attempt to disassemble your Chromebook.
- You may not attempt to replace any part of your Chromebook.
- Your Chromebook will be provided with a charger. You must take care not to lose or damage your charger. If you do lose or damage your charger, it will be your responsibility to replace it. Replacements can be purchased via the IT Support Department.

4. Protecting your Chromebook

- When your Chromebook is not in use, it should be kept safely and securely in your bag. If it is unattended, it should be kept locked in your locker in your form room. Your Chromebook should never be left unattended unless it is securely locked in your locker or in a teacher's care.
- Your Chromebook is designed to withstand the daily wear and tear of school life. However, it is not indestructible. The Chromebook, and especially the screen, can be damaged if too much force or pressure is applied from the outside. To protect your Chromebook:
 - do not sit or lean on it;
 - do not place any heavy items on your Chromebook;
 - do not over pack your bag, do not force your Chromebook into a full bag, and do not force anything into a full bag containing a Chromebook;
 - never store or carry your Chromebook in a bag containing food or liquid.
- As you are the owner of your Chromebook, it is your responsibility and you must take good care of it. If your Chromebook is damaged or defaced deliberately, through abuse or neglect (if you failed to take good care), you will be responsible for its repair or replacement. Your Chromebook comes with a warranty lasting for 3 years from the date the Schools purchased it years and

repairs needed to it during this time may be covered under that warranty. However, if the repair is not covered by the terms of the warranty and/or the warranty has expired, a charge will be made for those repairs. Further details relating to the warranty can be provided by the IT Support Department.

5. Renewing and disposal of Chromebooks

- Parents/guardians/carers will be asked to purchase a new Chromebook every 5 years.
- However, as newer versions of Chromebooks become available more frequently than every 5 years, pupils and their parents/guardians/carers will have the opportunity to purchase the latest model at the start of each academic year.
- When a pupil leaves the Schools or purchases a new Chromebook, their Chromebook must be disposed of appropriately:
 - a Chromebook can be returned to the Schools, where it will be recycled in an appropriate manner; or
 - the pupil can retain their Chromebook and sign a disclaimer agreeing to dispose of it in an appropriate manner in accordance with the Waste Electrical and Electronic Equipment recycling Regulations (WEEE).

6. Google for Education services

- Your Chromebook uses Google Drive cloud storage to store all of your work. This happens automatically and it means you can access your work from any computer or device that has internet access. You should use your school Google account only for activities and documents that are directly related to the Schools.
- You should not use your Chromebook or any of the Google services provided by the Schools to store, share or transmit personal documents, files or information that is not directly related to the Schools.
- You should not use your Chromebook or any of the Google services in any way, which would violate the Schools' Acceptable Use Policy.