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**Responsibility: Principal/Digital Strategy Leads/  
IT Network Manager/Compliance Officer**



## **DAME ALLAN'S SCHOOLS PUPIL GUIDE FOR CHROMEBOOKS**

This guide summarises some of the key points from the Dame Allan's Schools Acceptable Use Policy pertaining to your Chromebooks.

### **1. Remember:**

- You need to follow the Schools' Acceptable Use Policy wherever you are using your Chromebook - at home or in School.
- Bring your Chromebook into school every day.
- Make sure your Chromebook is fully charged to last a full school day. You should not bring your charger into school, unless instructed to do so by an IT Technician.
- Your Chromebook and user account is for your use only and you should never allow anyone else to use them.
- There are stickers on your Chromebook to identify it and who it belongs to. These stickers should not be removed or obscured. Let an IT Technician, your Form Tutor or a teacher as soon as possible if it has been removed or damaged.
- You must not use the camera or microphone to 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. Unauthorised changes**

- Software: you must not change any Chromebook settings, other than those provided within your user account (e.g. font size, keyboard settings, and screen brightness) or try to install any unauthorised software onto your Chromebook.
- Hardware: you must not write on, engrave, or in any other way deface or mark your Chromebook or make any attempt to modify or replace parts of your Chromebook.

## **3. 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 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
  - only carry the chromebook with the lid shut with the screen covered by the keyboard
- It is your responsibility to take good care of your Chromebook and if it is damaged or defaced deliberately, through abuse or through failing to take good care of it, you will be responsible for its repair or replacement. If a 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.
- You must take care not to lose or damage the charger that you will have been provided with. If you do lose or damage your charger, it will be your responsibility to replace it via the IT Support Department.

## **4. 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. Only use your school Google account 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.