

Date: December 2020
Next review due: December 2021
Responsibility: DAJS Digital Learning Coordinator



DAME ALLAN'S JUNIOR SCHOOL

PUPIL GUIDE FOR CHROMEBOOKS

This guide has been adapted from that in use at the Senior School. It summarises some of the key points from the Dame Allan's Schools Acceptable Use Policy pertaining to the use of Chromebooks.

1. Remember:

- You need to follow the Schools' Acceptable Use Policy wherever you are using your Chromebook.
- Your Chromebook and user account is for your use only and you should never allow anyone else to use them.
- When collecting or returning the Chromebook to the trolley, please ensure that you line up sensibly and take your turn.
- When collecting or returning the Chromebook to the trolley, please place it neatly on the laptop trolley and ensure that the charger is plugged in carefully.
- 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 school, not just the classroom. Recording audio, video or photographs using your Chromebook should only be done for the purposes of your schoolwork, if your teacher has instructed you to do so.
- There will be numbered stickers on the Chromebooks to identify each device and the trolley that it belongs to. Please only take the Chromebook that is associated with you. Numbers will be based on your register order and your teacher will share these with you later this week. These stickers should not be removed or obscured. Please

let Mr Thompson or your Form Teacher know as soon as possible if it has been removed or damaged.

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 the Chromebooks are not in use, they should be kept safely and securely in the Chromebook trolley in the corridor.
- Chromebooks are designed to withstand the daily wear and tear of school life. However, they are not indestructible. The Chromebook, and especially the screen, can be damaged if too much force or pressure is applied from the outside. To protect our Chromebooks:
 - do not sit or lean on it;
 - use two hand to carry your Chromebook;
 - do not place any heavy items on your Chromebook;
 - never place your water bottle on the table next to your Chromebook in class
 - only carry the Chromebook with the lid shut and with the screen covered by the keyboard
 - only take out the stylus pen when instructed to do so y your teacher;
 - when using the stylus pen, do not press too hard on the screen and ensure that the pen is inserted into the Chromebook once you've finished using it;

4. Google for Education services

- Chromebooks use 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 not use our Chromebooks or any of the Google services provided by the School to store, share or transmit personal documents, files or information that is not directly related to the School.