



Modbury - Preschool to Year 7

G Suite and Chromebook

User Agreement

Procedures and Information for Students and Parents

Rights and Responsibilities

Ownership of the Chromebook

Except where the chromebook is bought outright, Modbury - Preschool to Year 7 School retains ownership of the device.

Even when the chromebook is bought outright the school provides the Chrome license and will install school chosen Apps and settings.

User Accountability

Chromebooks will be centrally managed by the school in an attempt to ensure they are used appropriately and within Modbury - Preschool to Year 7 School's acceptable use policy; Students, however, are ultimately responsible for the condition of their chromebook and their use. This includes (but is not limited to) installed apps, personal data and communications with people from within and outside the school jurisdiction.

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.

Students and parents must be aware that both teachers and administration staff of Modbury - Preschool to Year 7 School, will have access to information associated with accounts held under the school's Google domain.

Data stored on the device cannot necessarily be considered private from Modbury - Preschool to Year 7 School and data may be retained or removed by staff.

School-issued chromebooks are to be used for educational purposes and students are to adhere to the Cyber Safety Agreement. At appropriate times throughout the year, teachers will reinforce this agreement.

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

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.

Virus Protection

Although many anti-virus measures are put in place by Google, it is the responsibility of the student to ensure the security of devices other than chromebooks used to access Google Drive. Modbury Preschool to Year 7 is unable to control all files contained on Google Drive by its users and will not be held responsible for any damages.

Google drive also has built in virus protection that scans all files before they are downloaded or shared. If an infected file is uploaded to Drive, the actions the user can take against that file are extremely limited (e.g. forbidden from sharing, emailing, or converting to another format) and they will receive warning notifications before being allowed to download the file again.

Copyright and File Sharing

Students are required to follow copyright laws around media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Cyber Safety Agreement.

Student Responsibilities

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.

Backgrounds and Themes

To protect students' identities, images or graphics containing people cannot be used as a background or theme. Students must have teacher approval before uploading a background.

Sound

Students may bring their own ear buds 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.

Logging into 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 Modbury - Preschool to Year 7 School Cyber Safety Agreement at all times while using school resources.

If parents/caregivers use a student's G Suite account to communicate with teachers, they must immediately identify themselves.

Taking Care of Your chromebook

Students are responsible for the general care of the chromebook they have been issued by the school.

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.

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 Precautions

- Please do not have 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

Digital Citizenship - Appropriate Behaviour Online and in Social Media

1. Protect Yourself

I will be safe online. **Never give out personal information**, including, but not limited to, last names, phone numbers, addresses, birth dates and pictures. I will not share any of my passwords. I will carefully consider what personal information about my life, experiences, or relationships I make public.

2. Respect Yourself

I will show respect for myself through my actions and think before acting. I understand **my virtual actions are real and permanent!** The way I represent myself online is an extension of myself, **if something is inappropriate to say to someone's face, I will not say it online.**

I will select online names that are appropriate and I will use caution with the information, images, and other media that I post online.

3. Respect Others

I will show respect to others and **read and review** my words prior to posting them online to ensure that they are appropriate. It is acceptable to disagree with another's opinions; however, **I will do so in a respectful way.** I will never use electronic mediums to antagonise, bully, harass, or stalk people. I will not be obscene. I will act with integrity.

I will never attempt to impersonate another person.

I will follow principles of Academic Honesty. **I will never use someone else's work as my own.** I will seek permission to use or reference other people's work.

4. Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

I will **never make public another person's information** without first seeking their permission.

If you access inappropriate material or material that makes you feel uncomfortable or is disrespectful, tell your teacher or parent immediately.

.....

Student Name

.....

Signature

Chromebook maintenance

Updates

The chromebook operating system (Chrome OS) updates itself automatically. Students do not need to manually update their chromebooks.

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.

PLEASE NOTE:

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.

Software - G Suite for Education

Chromebooks seamlessly integrate with the Google's online package of tools named G Suite for Education. There are a large number of online applications, but a few core features are:

- Online storage, sharing and real-time collaboration
- Word processing
- Spreadsheets
- Slide show presentations
- Instant communication with other students

Inventory & Cataloguing

All leased chromebooks and chromebooks currently under payment plans remain property of Modbury - Preschool to Year 7; as such, they 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 serial number, asset tag and student assigned to the device. 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.

Administrative/financial procedures

Collecting a chromebook

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

- Signed this Chromebook User Agreement
- Purchased the chromebook in full
OR
- Made their first agreed payment

Returning Your chromebook

At the end of the school year, families that have not bought the chromebooks outright will be required to return it and all peripherals/accessories to the school before Wednesday, week nine of the final term of the year.

Families that have not purchased a chromebook in full, and leave Modbury - Preschool to Year 7 School must return their chromebook and 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.

Repairing/Replacing Your chromebook

Vendor Warranty

Chromebooks include a one year hardware warranty from the vendor. 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.

Modbury - Preschool to Year 7

G Suite and 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

.....

Student Name

.....

Signature

.....

Parent Name

.....

Signature

