



St. Mary's School Altona

School Reg. No 1273 ABN 87 486 483 737
95a Railway Street, P.O. Box 63, Altona. 3018
Telephone: (03) 9398 4842 Facsimile: (03) 9398 4228
Email: principal@smaltona.catholic.edu.au
Principal: David Kelly

CHROMEBOOK ACCEPTABLE USE POLICY

Year Five and Six students at St Mary's Primary School will be issued Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to assist in learning, and being a good digital citizen.

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school. Inappropriate use of the technology can result in limited or banned computer use or disciplinary consequences.

Students and their parents/guardians are responsible for reviewing/signing the Chromebook Acceptable Use Policy and returning it to their classroom teacher prior to use.

OWNERSHIP of the CHROMEBOOK:

St Mary's Primary School retains sole right of possession of the Chromebook. The Principal, Digital Technologies Leader or classroom teachers retain the right to collect and/or inspect Chromebooks at any time.

ISSUING, STORAGE AND CHARGING:

Chromebooks will be issued to each student via the school library borrowing system. The chromebooks will be stored in a 'PC Locs' lockable trolley located in each classroom (or corridor). They will be locked away securely overnight where they will be able to charge.

TRAINING:

Students will be trained on how to use the Chromebook by the Digital Technologies Leader and classroom teacher.

RESPONSIBILITY for the CHROMEBOOK:

1. Students are responsible for the Chromebooks issued to them.
2. Students must comply with the Chromebook Acceptable Use Policy and all policies of the school when using their Chromebook.
3. Students must treat their device with care.
4. Students must promptly report any problems with their Chromebook to the teacher or email the Digital Technologies Leader directly.
5. Students may not remove or interfere with the serial number or other identification.
6. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or casing.
7. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.

8. Students must keep their device clean and must not touch the screen with anything (e.g. pen, pencil, etc.) other than approved computer screen cleaners.
9. Students must ensure no open food or drink is near their Chromebook while the screen is open.
10. Students must shut down Chromebooks when not in use to conserve battery life.
11. Student must place Chromebooks carefully and safely into the charging trolley at the end of each school day.
12. Students must ensure Chromebooks are not exposed to extreme temperatures or direct sunlight for extended periods of time.

COPYRIGHT and FILE SHARING:

Students are required to follow all copyright laws in regards to all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against the Acceptable Use Policy.

MANAGING YOUR FILES and SAVING YOUR WORK:

Students may save documents to their Google Drive which will make the files accessible from any computer with Internet access. Students will be trained on proper file management procedures.

SPARE EQUIPMENT and LENDING:

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks.

ORIGINALLY INSTALLED SOFTWARE:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. From time to time, the school may add software applications for use in a particular area of study. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school.

INSPECTION:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance and inappropriate use.

DIGITAL CITIZENSHIP:

Students must follow these five conditions of being a good digital citizen:

- 1. RESPECT YOURSELF:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.
- 2. PROTECT YOURSELF:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- 3. RESPECT OTHERS:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.
- 4. PROTECT OTHERS:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will report to my teacher any unacceptable materials and conversations.
- 5. RESPECT & PROTECT INTELLECTUAL PROPERTY:** I will understand the purpose of copyright laws and to the best of my knowledge not reproduce pictures, text, music or other files without the permission of the owner or without citing credit for their work (references and bibliographies).

CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK ACCEPTABLE USE POLICY

Violations of this policy may result in one of the following but not limited to these disciplinary actions:

- Student/Parent Conference with school principal, class teacher and/or Digital Technologies Leader
- Removal of unauthorized files and folders
- Restriction of Internet and Chromebook privileges (If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.)
- Detention, removal from extra curricular activities, exclusion from class
- Restitution (money paid in compensation for damage)

CHROMEBOOK ACCEPTABLE USE AGREEMENT

We have read and discussed the Chromebooks Acceptable Use Policy and agree to _____(student name) being issued with a Chromebook for exclusive use at school.

Student Signature: _____

Parent/Guardian Signature: _____

Date: ____/____/2017

NB: Please direct any questions to the Digital Technologies Leader:

Mrs Ronnie Tucker

vtucker@smaltona.catholic.edu.au