2023 ACCEPTABLE USE GUIDELINES
for students borrowing Chromebooks in event of School Closure

Use of Technology

This document provides students and their parents/caregivers with information about the general use of technology, ownership of the devices, rights, and responsibilities for possession of the device, care of the Chromebook and being a responsible digital citizen.

Students and their parents/caregivers are reminded that use of School Technology is a privilege and not a right and that everything done on any School computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned use and appropriate disciplinary consequences on student's return to school.

Collecting a Chromebook and the Student/ Parent/Caregiver Guidelines and Essential Agreements

All parents/caregivers must go through the Chromebook Acceptable Use Guidelines with their child. These forms **must** be **signed** and returned before students can collect their Chromebooks.

Operating System and Security

Students may not use or install any other operating system on their Chromebook. The current version of Chrome OS will be installed, supported, and managed by the school.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of "defence in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Content Filter

The school utilises the DfE Internet content filter that is following Federal Government Regulations. All Chromebooks will have all internet activity protected and monitored by the school while at school.

N.B. Parents/caregivers are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.
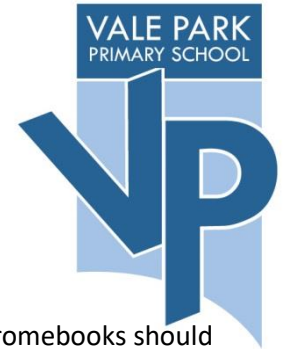
Using Chromebooks at Home

Students who borrow a Chromebook are encouraged to use their Chromebooks at home only. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students will be given information on how to connect their Chromebook to home internet connections if a note requiring that information is given to the class teacher.

Students are bound by the Vale Park Primary School Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

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 their teacher or administrator as soon as possible so that the matter can be dealt with as soon as possible. Chromebooks should be always transported in a protective bag.

General Precautions

Please do not have food or drink next to Chromebooks.

Cords, cables, and removable storage devices must be inserted carefully as damage could result. Chromebooks should not be used or stored near pets. We don't want to hear that "The dog ate my Chromebook!"

They 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.

Carrying Chromebooks

Always transport Chromebooks with care (in a protective bag) and with the screen closed.

Never lift Chromebooks by the screen. Never carry Chromebooks with the screen open. Never leave Chromebooks on the floor.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. 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 microfiber cloth or anti-static cloth.

Digital Citizenship - Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

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 a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonise, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
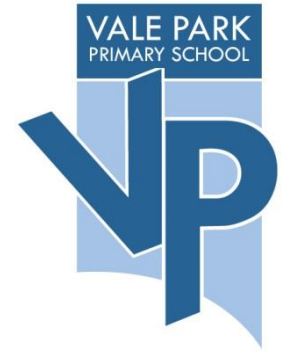
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licences.

Copyright and File Sharing

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

Online & Social Media Guidelines

Be aware of what you post online. **Website and social media venues are very public**. What you contribute leaves a **permanent** digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleagues, or employers to see. If you wouldn't show it at a whole school assembly, simply don't post it.

Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a **respectful** way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

Think before you act because **your virtual actions are real and permanent**! (like footprints on the Moon!) How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Be safe online. **Never give out personal information**, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures. Do not share your password with anyone besides your teacher and parents.

Linking to other websites to support your thoughts and ideas is, at times appropriate. However, be sure to **read and review** the entire website prior to linking to ensure that all information is appropriate for a school setting. If in doubt seek teacher or parental advice.

Follow the principles of **Academic Honesty**. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink and reference to your sources. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
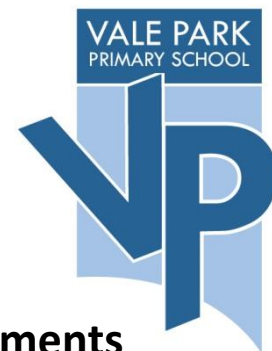
Online work should be **well written**. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher or parent immediately. **Follow Cyber Safety recommendations**.

Vale Park Primary School provides all students and staff with learning technology facilities for educational and school related use. The resources provided include computers, peripherals, access to network resources, email, access to the learning management system, and web-based services and resources.
Vale Park Primary School email accounts, blogs, personal web pages, or any other computer-based material are not private and may be viewed by staff and other DfE personnel at any time.
To have access to the School's learning technology resources, users must agree to abide by the following.

Learning Technology Chromebook User Essential Agreements

As a member of the Vale Park Primary School **community, I will:**

o Log onto the Vale Park Primary School network, 'Google Apps' or any other digital device using only my username and password provided by the school.
o Only use learning technologies at Vale Park Primary School (including the internet) for learning related activities.
o Only use the Chromebook when teachers instruct me to.
o Take care to check the credentials and reliability of any information obtained from the internet.
o Treat all learning technologies with respect and due care.
o Not modify the application or operating system software provided on my Chromebook without written permission from the class teacher.
o Not access or store offensive images or audio on the Chromebooks or other digital storage devices.
o Abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works.
o Not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of others.
o Not reveal personal addresses or contact numbers over the internet including my own.
o Not knowingly introduce a virus.
o Fully charge my Chromebook each evening in preparation for the next school day.
o Regularly backup school files on my Chromebook to Google Drive.
o Be supervised by my parents/carers who will monitor my use of the Chromebook and internet at home as this is not the responsibility of the school.
o Promptly report damage to the hardware and/or software to the class teacher and IT Support staff.
o Always transport my Chromebook in a protective bag.
o Keep my Chromebook clean and free of graffiti and stickers.
o Take all reasonable precautions to ensure that the Chromebook is not lost or damaged.
o Store Chromebooks safely - not on the floor or near water.

By signing below, the student and their parent/caregiver agree to follow and accept:
● This Chromebook Agreement in its entirety
● The Online and Social Media Guidelines (above)
● Chromebook Lease Acceptable (attached)
● In no event will Vale Park Primary School be held liable to any claim of damage, negligence, or breach of duty

We agree to the above agreements. Please return this User Essential Agreements form back to the school.

Student Name: _____   **Student Sign:** _____

Parent Name: _____   **Parent Sign:** _____

Dated:

Principal: Fione Love   Dated: _____

Last Update: 2022   *Next Update: 2024*