



2026 Chromebook Procedures and Information for Students and Parents

Dear Parents/Caregivers,

We are pleased to announce that the opportunity to purchase a Chromebook for students in Years 4, 5, and 6 for 2026 is now available. Chromebooks will play a key role in supporting student learning, with students in these year levels utilising them for the majority of their academic tasks. This technology enables staff to effectively track and monitor student progress while providing instant feedback.

Chromebooks operate on the Google platform, running all applications via the Chrome browser, including Docs, Sheets, Slides, and more. They are particularly beneficial for sharing information and fostering collaboration among students on learning tasks.

To facilitate this process, we have partnered with the Department for Education's Edunet platform, offering a reliable and cost-effective package for Chromebook purchases. Orders can be placed via the following online portal:

Website: <http://valepark.technologyportal.com.au>

Alternatives

If parents prefer to purchase Chromebooks directly from retailers such as Officeworks or Harvey Norman, we kindly request that you select a specified Chromebook model compatible with the school's network system. Information about compatible models is available in the documentation provided by Edunet.

When purchasing through this avenue, we also recommend purchasing insurance for the device. Please note that there will be an additional charge of \$59.00 for a school licensing fee, which is essential for the device to function within our network. Upon receipt of the Chromebook, the school will issue an invoice for this fee, and the device will be returned to the student once payment has been processed.

Important Notice

Tablet devices, including models without headphone jacks, are not accepted due to compatibility requirements for NAPLAN and other online assessments.

Use of Technology - Guidelines and Expectations

This document provides guidance for students and their parents/caregivers on the use of technology at Vale Park Primary School. It outlines key information about device ownership, rights and responsibilities, care for the Chromebook, and expectations for responsible digital citizenship.

Safe and Monitored Technology Use

The safe use of technology is of utmost importance at Vale Park Primary School. Any activity on school-owned or personal devices connected to the school's network is monitored by the Department's SWIFT system. Please be aware that inappropriate use of technology will lead to appropriate consequences.

Whether a Chromebook is purchased through Edunet or a private seller, the school will provide the Chrome licence and install relevant apps and settings. The school retains the right to inspect or remotely access Chromebooks at any time, including to modify or remove software or hardware.

Collecting a Chromebook and Agreement Processes

1. Essential Agreements: Parents/caregivers are required to review the Chromebook User Essential Agreements and Guidelines with their child before a device is issued. These signed forms must be returned to the school.
2. Availability: Devices ordered through Edunet will be distributed on the first day of Term 1, provided they have been set up by the IT staff.

Rights and Responsibilities

Responsibility for Electronic Data

- Only school-approved apps and extensions may be installed on Chromebooks.
- All data stored on school devices or the school network is subject to access and monitoring by teaching, administrative, and IT staff.
- By using a Chromebook, parents and students agree to this monitoring.

Educational Use

- Devices are to be used solely for educational purposes, adhering to the Acceptable Use Policy and Cyber Safety Education Program guidelines.

Operating System and Security

- Students cannot install other operating systems. Chrome OS will be managed by the school.
- Chrome OS updates and virus protection are automated, offering layers of security, including data encryption and verified boot protection.

Content Filtering

The SWIFT internet content filter ensures safe browsing in compliance with Federal Government regulations. Parents/caregivers are responsible for filtering and monitoring internet use outside the school network.

Software - Google Apps for Education

Chromebooks integrate seamlessly with Google's productivity tools, including Google Docs, Sheets, Slides, and Forms. Most content is stored in the cloud, enabling collaboration and access from any internet-connected device.

Repairing and Replacing Chromebooks

For repairs and replacements, refer to the information provided by Edunet. Parents are encouraged to ensure their device is covered under home and contents insurance. Damage caused by accidents, misuse, or abuse is not covered under vendor warranties.

Using Chromebooks at School

1. Charging: Chromebooks must be brought to school fully charged each day.
2. Backgrounds and Themes: Student images are not permitted as backgrounds. Themes must be teacher-approved.
3. Sound: Sound must remain muted unless approved by a teacher. Students are encouraged to bring their own headphones.
4. Printing: Students may print work only with teacher permission.

Care and Storage of Chromebooks

General Precautions

- Avoid food, drinks, or pets near Chromebooks.
- Always use a protective bag for carrying and transporting Chromebooks (can be purchased via Edunet or other retailers).
- Heavy objects or pressure should not be placed on Chromebooks.

Screen Care

- Do not exert pressure on the screen or store objects between the keyboard and lid.
- Clean using a soft, dry microfiber or anti-static cloth.

Unsupervised Areas

Chromebooks should never be left unattended in unsupervised areas, including school grounds, vehicles, play spaces, or unlocked classrooms. Found Chromebooks should be reported to the classroom teacher or the front office immediately.

Using Chromebooks Outside of School

Students are encouraged to use Chromebooks at home for educational purposes, adhering to the Acceptable Use Policy and school guidelines. Parents/caregivers are responsible for ensuring appropriate internet filtering at home.

Online & Social Media Guidelines

Content posted online is permanent—students are encouraged to think carefully before they act. Follow all school behaviour policies and represent yourself respectfully.

Purchasing Information

Please refer to the attached Edunet details for specifications and delivery information. If purchasing from other retailers, ensure the device meets the specifications outlined. No tablets will be accepted.

For Chromebook purchasing, visit: <http://valepark.technologyportal.com.au>

Learning Technology Chromebook User Essential Agreements

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

- Respect the privacy of all computer users at school by correctly using only my own username and password – I will keep my username and password private
- Respect the privacy of all computer users at school by accessing and editing only my work
- Use the Chromebook at school for educational purposes and when instructed by my teachers
- Always be respectful of others when using the Chromebook and any digital technologies
- Always report any inappropriate material accessed at school, communication that made me uncomfortable or cyber bullying (known to me) to a teacher
- Be cyber safe by keeping mine and others' personal information and details private – this includes surname, address, phone number, photo, school name and location
- Access and store appropriate images and audio on the Chromebook
- Carefully check the credentials and reliability of any information obtained from the Internet
- Abide by copyright law by paraphrasing someone else's work and acknowledging the owners of resources used
- Publish work and post messages using language I know is acceptable and respectful at VPPS
- Treat the Chromebook with respect and care, including:
 - Always transporting the Chromebook safely in a protective bag
 - Storing the Chromebook safely and away from the floor, food and water
 - Keeping the Chromebook clean and free of graffiti
 - Taking responsibility to ensure that the Chromebook is not lost or damaged
- Promptly report damage to the hardware and/or software to the class teacher and IT Support staff
- Fully charge the Chromebook each evening in preparation for the next school day
- Regularly backup school files on the Chromebook to Google Drive or a USB
- 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

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 Acceptable Use Guidelines (provided in the letter sent home)
- 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 Signature: _____

Parent Name: _____

Parent Signature: _____

Dated: ____ / ____ / ____

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Department for Education