

## Chromebook Policy

### Purpose

Silcoates School believes that the provision of Chromebooks will provide pupils with opportunities to inspire and motivate them to achieve their full potential and engage them fully in their learning. The School believes that the use of a Chromebook will enhance everyday learning and teaching and in particular will:

- Raise educational attainment.
- Create a pupil centred curriculum, which will provide engaging lessons.
- Enable pupil access to the most up to date educational resources.
- Raise levels of engagement, motivation and interaction.
- Promote remote / home learning.
- Improve self-management.

To support this, it is crucial that the School has in place a detailed and effective Chromebook policy outlining how to protect the Schools' educational technology resources from misuse, theft and intentional damage. Chromebooks are intended for educational purposes, and may only be used for legal activities consistent with the rules of the School.

The aim of this policy is therefore to ensure that pupils, supported by staff and their parents/ guardians, who are in receipt of a School Chromebook are provided with the knowledge and understanding of how to keep their Chromebooks safe and use them appropriately and in line with all other information, communication technology and e-safety related policies.

All users are required to follow the conditions laid down in this policy, which will be reviewed annually. However, due to the changeable nature of information and communications technology the School reserves the right to amend any sections or wording at any time.

Any breach of the rules laid out in this policy may lead to a pupils' withdrawal of access to the Chromebook. Any serious breach of the conditions will also be considered a disciplinary matter and will be dealt with in line with the Schools' behaviour policy and in some instances could lead to criminal prosecution.

### Receiving\Returning a Chromebook

Chromebooks will be distributed to pupils using specific procedures determined by the School. Parents and pupils must sign and return the Chromebook loan agreement, before a Chromebook can be issued. All Chromebooks remain the property of the School and the School reserves the right to withdraw the use of the device at any point it deems it necessary.



Periodically, pupils may be required to submit their Chromebooks for “check-in”. Check-ins are an opportunity for the School to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that check-ins will not interfere with the pupil’s use of the Chromebook for learning.

Pupils who leave the School for any reason must return their Chromebook before they do so. The Chromebook and any accessories must be in a satisfactory condition and the pupil will be responsible for any damage to the Chromebook as per the signed Chromebook loan agreement. If a pupil fails to return the Chromebook, the School reserves the right to add the full replacement value to the associated parent/bill payer’s account.

## **Passwords**

Pupils are expected to take reasonable measures to secure access to the Chromebook by using a strong password with a combination of numbers, letters and symbols. Pupils must not share their passwords with anyone else in line with the ICT code of conduct. Pupils must not attempt to access other pupil Chromebooks by ‘guessing’ or trial and error password attempts.

## **Taking Care of the Chromebook**

A Chromebook case has been provided by the School, to help protect the Chromebook when not in use. Pupils must ensure that their Chromebook is kept in its case at all times when not in use, in between lessons, during break or lunchtime and in transit to and from School.

In the event that Pupils lose their case, or it becomes damaged, Pupils must report this to the IT Helpdesk immediately, who will purchase a replacement case. This replacement will be chargeable.

Pupils are responsible for the general care of their Chromebook. Chromebooks that are broken, or fail to work properly through no fault of the pupil must be returned to School IT department immediately and are covered under the School’s insurance policy.

However, if the Chromebook is broken or fails to work properly due to pupil misuse, then the school reserves the right to claim a £50 excess that will be added to the school bill for any repairs covered by our insurance policy.

If the repairs are not covered by the school’s insurance policy then the pupils will be charged for the full amount of the repairs; this will not exceed the replacement cost of the Chromebook.

## **Lost or Stolen Chromebook**

Any loss or theft of a Chromebook must be reported to the School immediately. The School will file a police report and the matter will be dealt with accordingly.

## **Using Chromebooks at Home**

- Chromebooks are issued for educational purposes only, and should not be used for recreational use at home.
- Other members of the household should not use the Chromebook.
- The Chromebook should be fully charged at home overnight ready for the following day.



- Any damage, which occurs at home, needs to be reported to the School immediately.

## Using Chromebooks in School

- Pupils should not take or use the Chromebook in public, **including** travelling to or from **School**.
- The Chromebook must not be left unattended in an unsupervised area.
- Chromebooks must be kept on the pupil's person at all times. This includes break and lunchtimes.
- Pupils must not lend or share their Chromebook with any other pupil unless expressly asked to by a teacher in a classroom setting.
- Chromebooks must not be left at School overnight.
- The Chromebook charger should not be brought into School. Chromebooks should be charged at home.

## Photographs, images and Video

- Storage of personal photos and documents is not permitted on the Chromebook or within Google workspace.
- The presence of images\video, which contain guns, weapons, pornographic materials, inappropriate language, alcohol or any other unsuitable content, will result in disciplinary action in line with the ICT Code of conduct, unless they are for educational purposes and have been approved by a teacher.
- No images or video taken by the Chromebook may be uploaded to any social networking sites.
- Recording, photographing or filming of classroom teachers is prohibited unless specifically permitted by the class teacher.

## Sound, Music, Games and Apps

- Sound must be muted at all times in classrooms unless permission is obtained from the teacher for instructional purposes or headphones are in use.
- Gaming on the Chromebooks in School or at home is strictly prohibited at all times.
- Google apps can only be applied to the Chromebooks through the ICT department; pupils must not try to circumvent this in anyway.

## Internet Access (School and Home)

The Chromebooks internet usage both within School and at home will be monitored with the School's internet filtering systems to ensure no appropriate content is viewed and to ensure pupils safeguarding. No attempts should be made to circumvent these systems at any time.

For purposes of security and network manageability, when in School, pupils may only access the internet through the Schools' Wi-Fi connection.

Pupils are allowed to use their Chromebooks at home for Schoolwork and connect to home wireless networks to assist them with their homework and coursework.

The Chromebook must not be used for any form of financial transaction or dealing, including online shopping or banking.



The School takes reasonable steps to prevent inappropriate content been viewed on the Chromebook through our filtering systems, but cannot be held liable if inappropriate content is accessed inadvertently.

## **Monitoring of use\Safeguarding**

The School has full supervision of all Chromebooks used in School and at home. The School owns the right to manage all Chromebooks devices using the School's remote management system. This includes the ability to install applications, software, documents, on to the device and turn on/off different features at selected times of the day.

The School maintains the right to filter internet content at School and at home and monitor usage at all times.

The remote management features of the Chromebooks also include safeguarding tools, which monitor typed phrases\words. In areas of concern, alerts will be sent to the School's designated safeguarding lead.

## **Chromebook Identification**

Pupil Chromebooks will be labelled with an asset tag to aid identification. No attempt must be made to remove this tag or any other attempts to prevent identification.

## **Parent/Guardian Responsibilities**

Parents/guardians are expected to:

- Ensure that their child keeps their Chromebook safe and uses it in accordance with the procedures outlined in this policy.
- To monitor and oversee Chromebook use within the home setting.
- To ensure their Children's safety by supporting the guidance in this policy.

## **Pupils' Responsibilities**

In addition to the guidance outlined in the School's ICT Code of Conduct the pupils are not permitted to:

- Illegally install or transmit copyrighted materials
- Change Chromebook settings.
- 'Jailbreak' their Chromebook
- Use or access another pupils Chromebook
- Attempt to modify, upgrade or repair the Chromebook
- Send or display offensive messages or material.
- Use obscene language or content.
- Physically personalise the Chromebook in anyway.

## **Inappropriate Use\Sanctions**

Violations of this Chromebook use policy together with the ICT code of conduct may result in a disciplinary action deemed appropriate, in keeping with the School's behaviour, rewards and sanctions policy.



# SILCOATES

Pupil Chromebook checks can be conducted by any member of staff at any time during the School day. These can be random and unannounced spot checks. A pupil will be required to hand over their Chromebook to a member of staff if:

- They have been using their Chromebook in an inappropriate manner identified in the Chromebook use policy or the ICT code of conduct.
- A pupil has disrupted a lesson through improper use of the Chromebook.
- A pupil has misused their Chromebook to take photographs/video on the School premises, which they have not received permission to do so.
- The Chromebook or any of its features have been used for any form of bullying.
- The Chromebook has been used to breach any School rule/policy and the general well-being of staff and pupils.

## Reporting Chromebook Issues

Any hardware issues\faults need to be reported to the following email address in the first instance [ITHelpdesk@silcoates.org.uk](mailto:ITHelpdesk@silcoates.org.uk).

*If any material defect occurs with the Chromebook, Silcoates will either repair the device or lend a replacement while a repair is undertaken, providing that:*

- *You notify the School of the defect to the above email address as soon possible after the defect occurs.*
- *The fault\defect did not occur because of a negligent act.*

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

<b>Reviewed by:</b>	Mrs Redfearn- Assistant Head (Teaching and Learning)		
<b>Date of last review:</b>	April 2024	<b>Date of next review:</b>	June 2025

