



TAKE HOME CHROMEBOOK AGREEMENT



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Table of Contents

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Chromebook Care

1.1 Student Responsibilities

1.2 Loss, Damage and Repair

SECTION 2- The Learning Focus

Using the internet safely at home

Handwriting, Writing Skills and Chromebooks

SECTION 3

Chromebook Safe Usage Guidelines

SECTION 4

Acceptable Use of Technology (AUTP) - follow this link for the most up date date version

PLEASE ENSURE THAT YOU READ, SIGN AND RETURN THE FOLLOWING 2 PAGES TO RECEIVE YOUR DEVICE

SECTION 5

5.1 Student & Parent SJC User Agreement

5.1a Learning Technology Student User Agreement Cont.

5.2 Chromebook Use: Parent/Carer Agreement



St Johns College
Dubbo

SJC Expectations of Chromebook Users

- Device needs to be **fully charged** each morning
- Chromebook is to be used solely by the person it has been assigned to
- Always **store Chromebook in bag** provided
- **Student is responsible** for the cost to repair any damage or replacement of device
- Keep device clean
- Always **transport Chromebook in the bag** provided
- Lost, Stolen or damaged Chromebooks need to be reported to SJC Resource Hub ASAP
- Do Not share your password, or use anyone else's password
- All users abide by our expectations of safe and respectful online interactions
- Must be **stored in locker** in between classes
- Students will only work on sites, apps and programs that they are asked to use
- Students will not use unauthorised programs, including games



SECTION 1

Chromebook Care

It is imperative that students use their Chromebooks in an acceptable and ethical manner and as a learning tool. Programs that allow students to access the internet, online chat and email, should be used in a responsible manner. Breaches of the user agreement will result in disciplinary measures.

Students must be aware of and abide by the Learning Technologies User Agreement [Section 4]. Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to parents/carers.

1.1 Student Responsibilities

Usage - when it can be used; by whom and for what purpose

The Chromebook should not be used by any other student or family member.

Stickers and permanent markers

Stickers and markers should not be used on the Chromebook. It is recommended that each student identify their carry bag with a name tag or ribbon to help them identify their Chromebook.

Food and beverages

Students are not permitted to consume food or drink whilst using Chromebooks.

Charging of battery

It is the student's responsibility to ensure their Chromebook battery is fully charged each evening. Battery chargers are not to be brought to school. Repeated breaches in charging your device will result in student's making up lost learning time during recess, lunch or after school.

Transport

Chromebooks are to be carried at all times within the supplied protective bag. This includes transporting the Chromebook between classes, and to and from school. Chromebooks are not to be taken out of the protective bag whilst in transit.

Storage at home and school

When not in use at home, Chromebooks should be stored within the protective bag. The Chromebook should be stored in a safe place, out of reach of younger children and away from areas of excessive heat or large magnetic fields.

During lunch and recess breaks or when Chromebooks are not required for lessons, Chromebooks should be stored within the student's locker.

Organisation of files

Students are permitted to create and customise folders to assist them in the organisation of their work. Storing files on Google Drive will ensure they can be accessed from other devices.



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Chromebook care

The Chromebook should not be carried around whilst the screen is open. A common source of screen damage is students carrying the open device by the screen edge. This should be avoided at all times.

Back up

Keeping your documents on your Google Drive will ensure they are backed up. Additional backup can be done on a USB storage device, allowing offline access to files and documents.

Cleaning and care responsibility

Students are responsible for ensuring their Chromebook is kept in a clean state. It is imperative that the student maintains a clean Chromebook by regularly wiping down the outside case with a damp (not wet) cloth. The Chromebook screen can be gently wiped with a clean damp cloth and mild dishwashing detergent. Other cleaning agents should not be used. Chromebooks will be checked regularly by staff.

1.2 Loss, Damage and Repair

Costs for Repair of Any Damage to Chromebooks

The cost for repair of any damage to Chromebooks that is not covered under the manufacturer's warranty is the responsibility of each parent/carer. Should any parent/carer wish to discuss the cost of repair or any other issue relating to damage or loss of a Chromebook, this should be addressed to the Principal.

Loss or damage

If a Chromebook is lost, stolen or damaged the student must report it to the Resource hub. Staff will initiate a "Sysaid support ticket". If loss or theft occurs outside of the school, parents/carers should inform the police immediately. The *Police Event Number* is required to be included on the "Sysaid support ticket". The school or the police may interview the student in relation to how the loss or theft occurred. The school will determine what action is to be taken in response to damage or loss of a Chromebook.

Should any damage not be covered under the manufacturer's warranty, a quote for repairs of the damaged device will be provided to the parents/carers, an account for the cost of repair will be sent seeking restitution for the cost of repair or replacement of the device.

Most Common Examples of Damage Where Parent/Carer Is Exposed to the Cost of Repair

To assist parents reduce the risk and potential for exposure to the cost of repair, we provide examples of instances leading to damage to Chromebooks. We encourage parents/carers to reinforce to students the importance of caring for the device placed in their custody:

- Damage to the plastic casing and screen by the device falling from a student's hands and landing on the floor,
- Broken screens caused by students accidentally standing on the computer case,
- Broken screens caused by external items being placed within the computer case,
- Broken screens and damage to plastic casing caused by the Chromebook accidentally falling off a table or other surface



St Johns College Dubbo

- Broken screens following the placing of the Chromebook case within a larger school bag (the risk of damage caused by impact is increased by having additional items inside the Chromebook case or storing the case inside a larger school bag. The additional surrounding items focus the point of impact and increase the amount of damage).
- Broken screens from the Chromebook being placed on the floor where they have been kicked or stood on,
- The Chromebook's plastic casing and carry case being marked with graffiti.

Repair and turnaround time

St Johns College aims to have a five working day turn-around time for repair of Chromebooks. However, this will depend on the extent of the problem. If the Chromebook has a hardware fault, the fault will be reported to the manufacturer's service division for repair or replacement of parts. Students will be given a replacement/loan Chromebook whilst waiting for repairs. The student will be responsible for any damage that occurs to loan (hotswap) chromebooks.

It is important that students back up school related files onto their Google Drive so that if problems occur, they do not lose their school work.



SECTION 2- The Learning Focus

The allocation of Chromebooks to our students is an additional learning tool and resource to support students in developing skills that will enable them to engage in diverse and varied learning experiences in the school environment whilst also providing the opportunity to develop 21st Century learning tools to enable them to engage in life beyond school. Our students need to be equipped to engage in a contemporary learning experience that fosters problem solving, collaboration and critical thinking skills to be able to access the opportunities beyond school. Access to a device at school and at home provides the opportunity for students to engage in rich research, collaborate with peers using approved software and to respond to posed problems in a multimodal manner.

Our focus for our students is to ensure that all of our students are able to demonstrate a learning growth. At St Johns this includes an increased focus on digital literacy skill development, exposing students to digital platforms that provide a vast array of resources and support for learners, as well as, providing feedback to learners in the pursuit of their learning goals. Whilst we will have a focus on our technology tools be assured that we continue to build on reading, writing and numeracy skills as the foundational skills for all learners. Students will still be required to have workbooks, pens and other equipment to engage in writing, reading and numeracy tasks. Technology is one more tool that we add into the mix for our learners.

Using the internet safely at home

- **Educate**—an essential part of keeping children safe is making them aware of risks, and talking to them about how to avoid potential problems.
- **Empower**—Children need to know they can make the right choices. They also need to know they can talk to a parent if something happens online that makes them feel uncomfortable.
- **Make the computer safe**—one of the most practical ways to help children stay safe online is to set up the home computer with an internet content filter and other security software.
- **Supervise**—children may behave differently online, to in person, so it's important to be involved and monitor use.
- **Avoid your child accessing computers in their bedroom** or rooms that they can “close” off to other members of the family.
- **Internet Browser ‘History’ Menu** - you can access to allow you to see the sites that they have visited recently.
- **Personal Information** - Never provide personal information on a global system to identify friends or themselves in photos.



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Ideally, we would all like to simply trust our children but it is good to be more aware of what they are doing and take an interest in what they are accessing on the internet. Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Good advice is available from the Australian Communication and Media Authority website: [\[https://esafety.gov.au/\]](https://esafety.gov.au/)

Handwriting, Writing Skills and Chromebooks

The nature of school, state and national testing continues to dictate that students are required to engage in handwritten tests. Handwriting skills and handwriting activities will remain as regular activities across the curriculum, in conjunction with our focus on developing the ICT literacy of our students.

Ready access to online resources provides students with a wealth of material to assist their writing. At the same time it has focused attention on problems of plagiarism. Students in Year 10 will complete the compulsory "All My Own Work" unit before commencing HSC studies. Students are expected to approach writing tasks using their Chromebook with the same attention to spelling, grammar, text type and format as they do when handwriting. Spelling and grammar checking functions on the laptop are important learning tools as they provide students with immediate feedback on their writing.



SECTION 3

Chromebook Safe Usage Guidelines


Introduction

As with all laptops and computers of a portable nature, Chromebooks are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to use Chromebooks safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

Purpose

The purpose of this document is to provide a resource for teachers and parents supervising students using Chromebooks. This information aims to provide guidance on the safe use of Chromebooks in a number of different settings.

General Guidelines

Duration of usage	<p>There are no defined time limits with regards to portable computer usage. For the purposes of these guidelines however:</p> <ul style="list-style-type: none"> • Sustained usage may be continuous work periods of 30-60 minutes • Extended usage may be continuous work periods of >1 hour
Posture	<p>Promoting and encouraging suitable posture during Chromebook use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:</p> <ul style="list-style-type: none"> • back • neck and shoulders • arms and forearms • wrists and hands 
Awkward positions	<p>Sustained or Extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:</p> <ul style="list-style-type: none"> • sitting on the bed • sitting cross legged • standing, sitting and leaning against a wall with the Chromebook on flexed knees • slouching whilst seated
Rest breaks	<p>It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of Chromebook usage.</p>
Stretches/exercises	<p>Regular breaks should be combined with some appropriate stretching exercises. Eye exercises and visual rest should be used to assist in preventing eye strain. E.g. Look at an object 10 metres away for 20 seconds.</p>



Environment specific guidelines

Classroom Home Out of Class		
General	Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided	
Hazards	Ergonomics	<ul style="list-style-type: none"> • where possible, regularly rotate between Chromebook, paper and teacher- based activities • where possible, regularly rotate between typing-based and browsing tasks • where Chromebook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises • make sure that the Chromebook is appropriately stored for carriage • make sure that the designated bag/carry-case is used at all times
	Lighting/glare	<ul style="list-style-type: none"> • provide sufficient lighting • arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available
	Electrical	<ul style="list-style-type: none"> • make sure that all cables are managed appropriately and a sufficient number of power outlets have been provided • ensure that electrical safety tags are current • make sure that only permitted power outlets are used
	Slips, trips, falls	<ul style="list-style-type: none"> • Make sure that cables are not causing a trip hazard. Wall mounts or cable covers are to be used where appropriate • No charging cables are to be bought and used at school due to potential trip hazards • make sure that Chromebook is turned off when not in use and appropriately stored overnight



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SECTION 4

[Acceptable Use of Technology \(AUTP\)](#) - follow this link for the most up
date date version



SECTION 5

5.1 Student & Parent SJC User Agreement

Student Guidelines for Acceptable Use of technology and internet use

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 1300 1300 52 or visit <http://esafety.gov.au>

5.1a Learning Technology Student User Agreement Cont.

In signing below I acknowledge that I have read and agree to abide by all the expectations listed in the agreement. I understand that there will be consequences for breaches of this agreement, that might include but is not limited to, usage permissions being revoked or limited.

Student Name: _____

Student Signature: _____

Date: _____

5.1b Locker agreement

In signing below I acknowledge that I agree to abide by the following expectations in regards to the lockers provided to me at St Johns College.

I agree to:

- ☐ Store my Chromebook in its carry bag in my locker during recess and lunch time
- ☐ Store my school bag in my locker throughout the day
- ☐ Maintain and keep my locker free of rubbish
- ☐ Keep my locker password to myself and not disclose to any other person
- ☐ Keep my food items in plastic containers in my lunch bag to avoid spillage
- ☐ Inform my Year Leader of any damage or misuse of lockers or locker bay areas

Student Name: _____

Student Signature: _____

Date: _____



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5.2 Chromebook Use: Parent/Carer Agreement

I acknowledge that I have received a Chromebook computer ("the Chromebook"), the property of St Johns College, for use by my child _____. ["the student"]

By signing below, you are indicating that you have read and understood the following:

- ☐ My child will receive the following items:
 - ☐ Chromebook
 - ☐ 1x 240vAC Adapter with detachable power cord
 - ☐ 1x Chromebook carry case
- ☐ The Chromebook lent to my child remains the property of St Johns College
- ☐ I understand that I will be liable for the cost of any non-warranty repairs attributable to the device being used in a manner contrary to acceptable practice.
- ☐ I understand that I will be liable for the cost of any replacement device required due to loss or damage of the issued device.
- ☐ I will notify the school as soon as possible after any of the following events:
 - ☐ Theft or suspected theft, loss, damage (intentional or unintentional)
- ☐ I undertake to enter into reasonable discussion with St Johns College should the Chromebook be lost, stolen or damaged. I acknowledge that such discussion will be conducted in good faith, and with a view to restoring St Johns College ownership of a functioning Chromebook of equivalent value.
- ☐ St Johns College may ask for the Chromebook, adapter and cord, case, peripherals, packaging and manuals to be returned at any time
- ☐ I have sole responsibility for deciding on and implementing an appropriate level of supervision for the use of the Chromebook outside regular school hours
- ☐ I have discussed with my child, signed & understood the St Johns College Learning Technologies User Agreement

Parent/carers name: _____

Parent/carers signature: _____

Date: _____