

Àrd-sgoil Phort Rìgh
Cùmhnant Deagh
Mhodh-cleachdaidh
Chromebook



Portree High School
Chromebook
Acceptable Use
Agreement

Ard-sgoil Phort Rìgh
Portree High School
Viewfield Road
Portree
Isle of Skye

(01478) 614810

Portree.high
@highland.gov.uk

Earbham

“Let
Me
Trust”

At Portree High School our vision is to transform the way Digital Learning is used to support Learning and Teaching. In line with the Highland Council policy, learners at Portree High are being issued with a personal “Chromebook” device to enhance their learning at school and at home. Pupils are already starting to use Google Chrome and Chromebooks in school and the next stage of the project is to increase this usage (where appropriate) and allow pupils to take Chromebooks home. Through use of Chromebooks, we think that the use of chromebooks in learning will enhance your learning experience in this school.

What is a Chromebook?

“Chromebooks are mobile devices designed specifically for people accessing the web.

It is a lightweight wifi-enabled machine with has a full-sized keyboard, touch screen and all-day battery life. They provide a faster, safer, more secure online experience for people who live on the web.

What kind of software does a Chromebook run?

“Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.” These include Word Processing, spreadsheets and presentation packages, together with mind-mapping, drawing and more creative apps.

How are these web-based applications managed?

Each Chromebook will be managed within school through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a management console.

What devices can I connect to a Chromebook?

Chromebooks can connect to:
USB storage, mice and keyboards.
SD cards
External monitors and projectors
Headsets, earphones, microphones





The points below have been designed to help you get the most out of the technology that is available to you. They provide top tips and guidance for everyday life as well as setting out the expectations for using your Chromebook and other ICT equipment in school.

Be Secure

- ✓ I will keep passwords to myself and not share them with anyone, even my close friends.
- ✓ I will always log out and log off my account on any the device that I am using.
- ✓ I will always lock my computer when I walk away from the screen (even for a short while).

Be Respectful

- ✓ I will always be polite and use appropriate language.
- ✓ I will not access, create, store or distribute files that could be thought of as offensive, indecent or cause hurt or upset to anyone.
- ✓ I know that bullying by the use of text, multimedia messaging, email or on social sites is unacceptable and may lead to very serious consequences.

Be Safe

- ✓ I will not share my personal information or other people's (home address, phone number etc.) I will be wary of emails that ask me for any personal information.
- ✓ I will check with an adult about anything I see that concerns me or report it to a teacher.
- ✓ I will not put any personal details about other people into emails, posts, comments or updates.
- ✓ I will never meet up with anyone offline that I have only met online without a parent/carer or trusted adult.

Be Responsible

- ✓ I will think carefully about the places I go online and keep focussed when on learning tasks.
- ✓ I will take good care of the ICT equipment I use.
- ✓ I understand that if I am irresponsible in my use of ICT, I may lose my access to it.
- ✓ I understand that I may be able to use my own device or mobile phone in school only at agreed times. If I use it in class without permission, my device may be temporarily confiscated and my parent / carer informed.

Be Legal

- ✓ I will only copy / upload / publish / distribute materials that are appropriate.
- ✓ I will only take images or video of other pupils, friends or staff with their full knowledge and permission.
- ✓ I will not copy / upload / publish / distribute images or videos of others without their permission. I know that I should not copy materials, music, videos or pictures from the internet and use them in my own work unless they are copyright free.
- ✓ I will remember that anything I do can be traced back to me including my browsing history and content that I may copy / upload / publish or distribute.

How do I look after my Chromebook to ensure its safety?

Each Student needs to have a case to carry the Chromebook between home and school and between classes. Students can purchase cases at school, or through online retailers. The Chromebooks should be charged each night, and the charging cables should be left at home.

Secure, respectful, safe, responsible and legal at Portree High School



Before the device is issued to pupils, they and their parents are asked to read, agree to and sign the following agreement regarding acceptable use of this device, similar to the existing agreement for the use of the school's own computer systems. In order for this to happen successfully and smoothly, all involved (pupils, parents/carers) must agree with all of the terms and conditions outlined in this agreement. **Please note that pupils DO NOT have to take their Chromebook home but if they would like to do this, this agreement will need to be signed.**

My Chromebook Agreement

In being provided with your Chromebook, we expect you to agree to the following points below, we will review this with you at a later date, and we will keep a copy of you agreeing to this!

1. that I understand that my Chromebook is for **my** personal use to help me with my learning and it is not to be loaned to another pupil or other person;
2. to provide a case to carry the chromebook around in (or use a purchased one from school)
3. to look after and store my Chromebook carefully in its case at all times to minimise the risk of loss or damage;
4. to charge up my Chromebook regularly (usually overnight) using only the charger supplied and bring the Chromebook into school fully charged (power consumption is very low, similar to a mobile phone and **energy consumption at home will not be reimbursed**);
5. that any personalisation or markings on the Chromebook must be removable without damaging the device;
6. to only use my Chromebook in lessons when instructed to by my teacher and close it or put it away when my teacher says so;
7. to only use programmes on my Chromebook that my teacher has agreed I can use in the lesson;
8. that any apps added to the Chromebook must be freely available only from Google Play/ Chrome webstore". Any apps added at a cost will NOT be reimbursed regardless of their potential benefit of learning;
9. to only use my Chromebook to record images, audio or video clips that are acceptable with the clear and explicit permission of everyone involved in the recording;
10. that I will not access inappropriate content on my Chromebook when at school or on any other wireless network. Any other inappropriate use whether at home or elsewhere will be contravention of the Highland Council use of IT policy;
11. that I understand that if I am irresponsible in my use of ICT, I may lose my access;
12. that I will think carefully about the places I go online and keep focused when on learning tasks;
13. that the Chromebook device remains the property of The Highland Council. Any personal data (including from social media services) stored on the device is available for inspection by council IT staff as required with appropriate security permissions;
14. that I will not remove any security markings or put any graffiti on my Chromebook;
15. that I will immediately report any technical problems, damage, loss or theft to the SLT
16. that I have been made aware of potential health and safety considerations due to good sitting position when using a device, comfortable use of a keyboard and using a font or screen resolution appropriate to eyesight capabilities.

Be secure, respectful, safe, responsible and legal



As a parent/carer, I agree:

- to ensure that my child cares for and respects their Chromebook. I will encourage the appropriate use of the Chromebook and care is taken to avoid damage or loss;
- that I understand that the school is not responsible for any damage to person or property resulting from use of the Chromebook;
- to allow my child access to their “portreehigh.org.uk” account and other online tools deemed appropriate by staff;
- to immediately report any loss or theft which happens out of school, firstly to the police and then to the SLT;
- to ensure that the Chromebook is used solely by my child that the school has given it to when at home;
- that the printing of pages from a Chromebook is not required and that pupils will not be reimbursed for the cost of paper or printer ink etc.;
- to ensure that my child always stores the Chromebook in its case when not in use and store it in an appropriate school bag or locker when outside the class;
- to ensure that the Chromebook is returned to the school if my child leaves the school or at any other time upon the request of a senior member of staff;
- to monitor my child’s use of the Chromebook on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed;
- that I am aware that the Chromebook remains the property of The Highland Council and the loan may be terminated and alternative educational facilities provided in the case of neglect of the equipment or misuse;
- **that I may be held responsible for the cost of any loss or damage through neglect on my part or my child’s part (including chargers and cables)**

NB Any accidental damage to the device will be treated in the same way as other school equipment. If, after investigation by school management, the damage is found to be malicious or due to carelessness then parents/carers may be charged for a contribution to or the actual cost of repair or replacement.

Acceptable Use:

We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed within this document and within the Portree Chromebook Guide for Parents and Carers (available on the school website). If however, a pupil breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility. Specifically in this case:

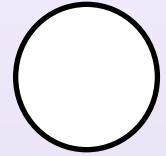
- If a pupil persistently refuses to follow a teacher’s instructions or stay on task, they may be told to put their Chromebook away and work from a book/paper for the rest of the lesson;
- Continued inappropriate use of the Chromebook during lessons and failure to follow instructions given by the teacher will result in the Principal Teacher/Year Head being informed, who will then take appropriate action;
- If a pupil accesses the Internet inappropriately, they may have internet access rights removed in school for a period of time. Parents/carers will be notified if this happens;
- In extreme cases, if a pupil persistently or seriously misuses their Chromebook, it will be removed from them by a member of the Senior Leadership Team for a period of time. If this happens, parents/carers will be invited in to help the school resolve this matter;
- In extreme circumstances, the Chromebook will be removed permanently.

Any theft or loss of the Chromebook during the school day must be reported to the SLT or Year Head who will inform the police as necessary. Any theft or loss of the Chromebook outside of the school day or during holidays must be reported directly to the police. **Once reported lost or stolen a Chromebook will be deactivated by Highland Council rendering the device unusable.**



NAME: _____

**TUTOR
CLASS**



**I UNDERSTAND AND AGREE TO THE EXPECTATIONS OF
USING ICT AND MY CHROMEBOOK**

**I have read and agree to the conditions of issue and use listed
above for the Chromebook detailed below.**

Pupil Signature: _____ **Date:** _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ **Date:** _____

TO BE COMPLETED WHEN ISSUED

Case Provided/ Purchased

Chromebook Asset Number: _____

DATE: _____

Staff Initials:

Review Date: _____

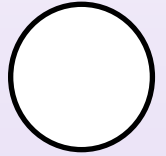
Staff Initials:





Ainm: _____

Clas



Tha mi a' tuigsinn nan dleastanasan a tha orm nuair a tha mi a' cleachdadh ICT agus an LeabharChrome agam agus tha mi deònach gabhail riutha

Ainm-sgrìobhte an sgoileir: _____

Ceann là: _____

Ainm Pàrant/Neach-cùraim: _____

Ainm-sgrìobhte Pàrant

/Neach-cùraim: _____

Ceann là: _____

Ri lionadh nuair a thèid a thoirt seachad

Cèis air a ceannach



Àireamh an Leabhair Chrome: _____

Ceann-là: _____ Neach-obrach

Ceann-là ath-sgrùdaidh _____ Neach-obrach:

