KING'S HOUSE SCHOOL
RICHMOND

CHROMEBOOKS ACCEPTABLE USE POLICY

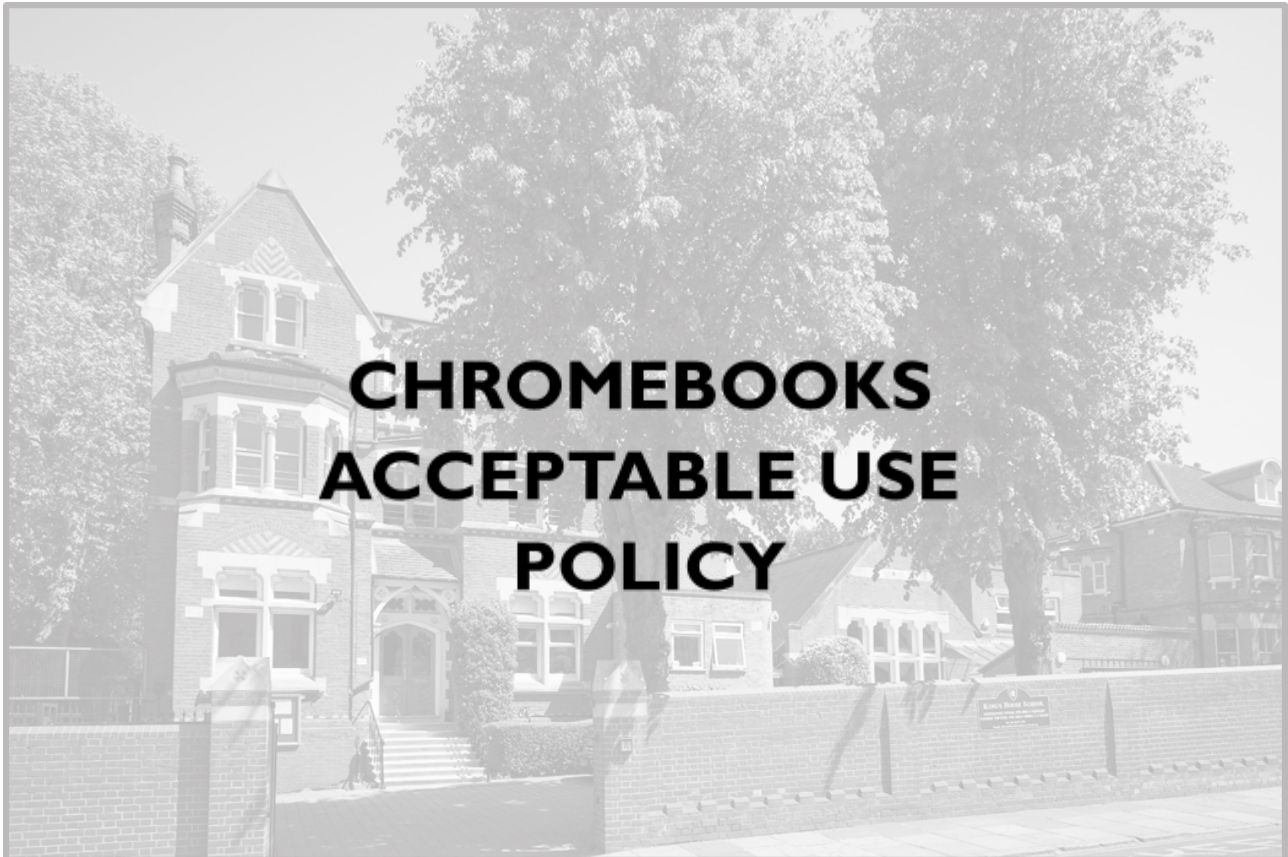|	
Member of staff responsible:	Network Manager/Head of Computing
Date of policy review:	September 2023
Date of next review:	September 2025
Approved by SMT:	September 2023

GENERAL PRECAUTIONS

All Chromebook users will follow this Acceptable Use Policy and Guidelines (AUP) for this scheme.

- Pupils will never remove (or attempt to remove) any case that protects the Chromebook.
- Chromebooks and, where fitted, their cases will remain free of any writing or other graffiti, other than labels added by the School or authorised by the School.
- Chromebooks should only be used in teaching classrooms unless permission has been given by a subject teacher for them to be used elsewhere.
- Chromebooks can only be used in the Senior Department classrooms during lunch as long as there is a supervising member of staff present.
- Chromebooks should not be used during breaks unless permission has been granted or they are needed for a club.
- Chromebooks should not be used outside of buildings, except where staff have given permission for this to happen and are present with the pupils.
- At break, lunchtime and where not needed for lessons, Chromebooks should be stored (in their cases) in a locker or a school bag.
- If taken home, Chromebooks should be brought into School fully charged every day.
- If pupils decide to leave the Chromebook at School, they are responsible for ensuring it is left securely plugged-in in the charging locker in their form room at the end of the day.

CHROMEBOOK IDENTIFICATION

Student Chromebooks will be labelled in the manner specified by the School.

CARRYING YOUR CHROMEBOOK

The protective cases provided with the Chromebook must be used when carrying the Chromebook around or to/from School.

STORING YOUR CHROMEBOOK

- When pupils are not using their Chromebook during the day, they should be stored in their school bags or lockers and not left unattended.
- Under no circumstances should Chromebooks be stored away from designated areas.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at the School each day. Pupils should be using them to support their studies during lessons.
- Pupils should only use Chromebooks in lessons when told to do so by their classroom teacher.
- Pupils should not use Chromebooks outside of lessons at school unless given permission and being supervised by a member of staff.
- No pupil should record, film or photograph a lesson/ teacher/ pupil without securing

permission first. This includes out of lesson time. If a pupil is found to be misusing access to a Chromebook in this way, sanctions will be put in place as per the School's Behaviour, Discipline and Exclusions Policy.

SOUND MUSIC AND GAMES

Sound must be muted at all times unless permission is obtained from the teacher. The Chromebook is only to be used appropriately as directed by the teacher in lesson time in line with the School's rules and expectations. If a pupil is found to be misusing access to a Chromebook in this way, sanctions will be put in place according to the School's Behaviour, Discipline and Exclusions Policy.

SAVING SCHOOL WORK FROM YOUR CHROMEBOOK

There should be no work stored on the Chromebook itself. All learning should be stored in the pupil's Google Drive account, accessed through Google Classroom.

SCREEN CARE

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not 'bump' the Chromebook against lockers, walls, car doors, floors, etc. as it could potentially break the screen.

Care must be taken to not put pressure on the screen when carried in a bag/rucksack, even with the protective case.

DAMAGE AND REPAIR

If the Chromebook sustains damage, this must be reported to the Network Manager or Head of Computing as soon as possible.
Subject to availability, a loan device will be issued whilst the Chromebook is being repaired.
If the damage is determined to be malicious, or a result of the Chromebook not being stored or carried safely, the School reserves the right to pass on repair costs to parents as follows:
- Lost power supply - £20
- Keyboard replacement - £30
- Screen replacement - £60
- Chromebook replacement (damaged beyond repair) - £200

HOME USE

Year 7 and 8 are permitted to take their Chromebook home if they wish. Pupils in other year groups are permitted to take their Chromebook home only with the specific permission of a teacher. Pupils are responsible for ensuring the Chromebook is kept safe, and for keeping it charged and bringing it into school each day.

The Internet Safety Policy applies when a School device or account is used at home.

INSTALLED SOFTWARE

Apps installed and distributed by the School must remain on your Chromebook, be in a usable condition and accessible at all times. From time-to-time the School will automatically distribute, install and update apps as required. This may also involve uninstalling applications no longer supported or licensed by the School.

INSTALLING APPS ON YOUR CHROMEBOOK

The School will install all needed applications automatically on your Chromebook. A range of additional applications may also be available through the Chrome Web Store.

MONITORING

The School uses software called Securely to monitor and log all Chromebook usage. This software is active whether at home or in school and monitors both websites visited and content typed in documents. Regular updates on pupils' internet history are sent to relevant school staff.

REFRESHING DEVICES

If technical issues occur or illegal software is found, the Chromebook will be wiped and refreshed back to a standard school setup. This will result in all local data including both applications and personal files being removed. The School cannot be held responsible for the loss of this data.

SCHOOL RESPONSIBILITIES ARE TO:
- Provide safe internet and email access to its pupils.
- Provide internet filtering of inappropriate materials whilst connected to the School ICT wireless network.
- Provide data storage through cloud storage for pupils' work.
- Provide guidance to aid pupils in using the devices in their learning and help assure Student compliance with the acceptable use policy.
- The School reserves the right to review, monitor, and restrict information stored on or transmitted via the school network. Additionally, we may investigate inappropriate use of resources, which includes monitoring of email traffic, subject to the correct protocol being

applied as outlined in the Internet Safety Policy.

STUDENT RESPONSIBILITIES ARE:

- To use Chromebooks in a responsible and ethical manner.
- To follow general school rules concerning behaviour and communication when working on Chromebooks or computers.
- To use all technology resources in an appropriate manner in order to avoid damage to equipment or the School's network systems. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the pupil's own negligence, errors or omissions.
- To help the School protect our computer system / devices by contacting the IT Team about any security problems they may encounter.
- To monitor all activity on their account(s).
- To ensure their Chromebook is ready for each lesson.

PUPIL ACTIVITIES STRICTLY PROHIBITED:

- Illegal installation or transmission of copyrighted materials.
- Attaching the Chromebook to a hot-spot or other wireless network not managed by the School, during the normal school day.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of sites selling exam papers, book reports and other forms of student work.
- Changing of settings that would stop the device working as it was originally set up and intended to work.
- Spamming - sending mass or inappropriate emails.
- Gaining access to other users' accounts, files, and / or data.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in fraud or other forms of illegal behaviour.
- Any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Transmission or accessing materials that are obscene, pornographic, offensive, extremist, threatening or otherwise intended to harass or demean recipients.
- Bypassing any web filtering or computer management system installed on the Chromebook.
- Use or possession of hacking software is strictly prohibited and violators will be subject to investigation, sanctions by the School and could be reported to the police.

If a pupil is deemed to break any of the conditions as set out in this policy they will have a meeting with an appropriate member of staff to discuss the implications of their actions.

The School will inform parents of the issue causing concern. If the pupil breaks a rule for a second

time, the School will contact parents to discuss the situation and apply the appropriate sanctions in cooperation with parents. More serious breaches of this policy will be dealt with as per the School's Behaviour, Discipline and Exclusions Policy and an appropriate level of sanction will be issued.

PUPIL AGREEMENT

1. I will take good care of my Chromebook or any loan devices.
2. I will never leave a Chromebook unattended in an unsafe place.
3. I will never lend my Chromebook to other individuals.
4. I will know where my Chromebook is at all times during the school day.
5. I will keep food and drink away from my Chromebook (because they may cause damage to the device).
6. I will not disassemble any part of my Chromebook, the case or attempt any repairs.
7. I will protect my Chromebook by only carrying / using it while in the case provided. I will not force my Chromebook into a locker, bag or desk as this may break the screen.
8. I will use my Chromebook in ways that are appropriate, meet the School's expectations, and do not have a negative impact in the classroom.
9. I will only use my Chromebook in lessons as required by the teacher.
10. I will not use my Chromebook at school outside of lessons unless given permission and supervised by a member of staff.
11. I will not deface my Chromebook, its case/sleeve or remove any King's House School labelling.
12. I understand that my Chromebook is subject to inspection at any time without notice.
13. I understand that the School will not be responsible for damage or loss caused to the device by me and that I may have to pay for a new Chromebook or the cost of repair if my actions/omissions cause damage to or loss of my device.
14. I agree that I will not sign into any websites, software or accounts that are not appropriate for my age. What I sign in to, can be seen by the School.

Pupil's Signature_____

Name_____

Date_____

PARENT AGREEMENT

1. Ensure that my child cares for and respects their Chromebook.
2. Ensure that my child uses their Chromebook in line with this document, the School's Acceptable Use Policy and all applicable laws.
3. Except where specifically stated otherwise, the policies, procedures and information within this document apply to all Chromebooks used at the School.
4. It is intended that this policy is provided to supplement and work to support the School's existing Internet Safety Policy.
5. If my child is found to be misusing the device in any way, they may be sanctioned in accordance with the School's Behaviour, Discipline and Exclusions Policy.
6. I accept that I may be charged for a replacement Chromebook or the cost of repair if my child's actions/omissions cause damage to or loss of their device.

Parent's Signature_____

Name_____

Date_____