

Chromebook Policy

Document ref.	ICT-POL-001
Last Review Date	Sept 19, 2019
Next Review Date	September 2020
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Version history	
January 2017	Version 1
September 2019	Version 1.1 Changes: Changed paragraph 1 in section 'Taking care of your Chromebook' Changed paragraph 1 in section 'carrying your Chromebook' Changed info in 'Printing'

The Chromebook's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The device is an educational tool not intended for gaming, social networking or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Nadeen School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Taking Care of Your Chromebook

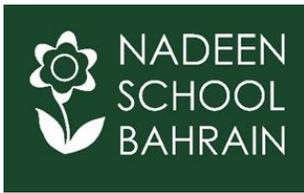
Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to Acer's licensed repair shop. If a loan Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced, given that the Chromebook in consideration was purchased through the school.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. Carrying the Chromebook in a padded backpack or padded book-bag is acceptable provided the backpack or book-bag is handled



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with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Screen Care

The Chromebook screen 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 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 place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fibre cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School

The Chromebook is intended for use at school every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

All students are required to take their Chromebook home each day throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

Printing

At School: There will be no printing facility provided by the school for students.

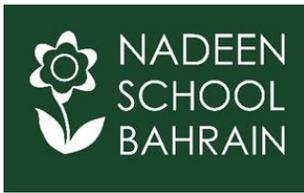
At Home: Chromebooks can be connected to most modern printers. A printer with wireless capabilities is best suited for the job. Make sure that your printer is connected to the same wireless network and the Chromebook should find it as an available printer. For more information on Google Cloud Printing please visit:

<https://www.google.com/cloudprint#printers>

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require



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installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Digital Citizenship Acceptable Use Policy

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom. Access is a privilege - not a right. As such, general school rules for behavior and communications apply.

Internet/World Wide Web/E-mail Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honoured. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Nadeen School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom website. In general, documents may not include a student's full name or other identifying contact information.