

Westfield Academy Chromebook Acceptable use Policy

GENERAL PRECAUTIONS

- All Chromebook device 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 device.
- Chromebook devices 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.
- Chromebook devices should only be used in teaching classrooms unless permission has been given by a subject teacher for them to be used elsewhere.
- Chromebook devices can only be used in the Senior Department Computer room during lunch as long as there is a supervising member of staff present.
- Chromebook devices should not be used during break unless permission has been granted or they are needed for a club.
- Chromebook devices should not be used outside of buildings, except where staff have given permission for this to happen and are present with the pupils.

DAILY SCHEDULE FOR PUPILS

- Chromebooks should be brought into school, fully charged every school day.
- As mentioned above Chromebooks should only be used at break or lunch in the Canteen or Main hall.
- During PE lessons/ during outdoor sports at lunch, chromebooks must be left in school lockers or in a safe place in the locked changing rooms.

CHROMEBOOK USE IN LESSON

- Chromebooks do not replace the use of a classwork book (unless a pupil has an access arrangement)

- Pupils will use Chromebooks in lessons for research, group work or independent study, to assist their learning. All work created on a google doc or slides must be shared with the classroom teacher(s) during the lesson.
- Pupils should create a Google folder for each subject and share access with their classroom teacher(s)
- It is the responsibility of the pupil to ensure they have evidence of their work available on Google Drive and may be asked to show their work at any time.

CARRYING YOUR CHROMEBOOK DEVICE

- The protective cases provided with the Chromebook device will have sufficient padding to protect the Chromebook device from normal treatment and provide a suitable means for carrying the device within the School.
- The guidelines below should be followed:
- Chromebook devices should always be within the protective case when not being used. Some bags / rucksacks hold other objects (such as folders and workbooks); these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook device screen if the Chromebook device is to be carried in this way.

SCREEN CARE

- Chromebook device 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 device.
- Do not place anything near the Chromebook device 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 device against lockers, walls, car doors, floors, etc. as it could potentially break the screen.

CHROMEBOOK DEVICE UNDERGOING REPAIR

- If a Chromebook device needs repair the school will provide a loan device for the duration of this repair/replacement subject to there being sufficient stock in the loan pool.
- If you damage any Chromebook device, tell your form tutor.

USING YOUR CHROMEBOOK DEVICE AT THE SCHOOL

- Chromebook devices are intended for use at the School each day and for Home learning/Homework.
- Pupils should be using them to support their studies during lessons.
- Pupils should only use Chromebook devices in lessons when told to do so by their classroom teacher.
- No pupil should record, film or photograph a lesson/ teacher/ pupil using their device. This includes out of lesson time.

- If a pupil is found to be misusing access to a Chromebook device 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 device is only to be used appropriately as directed by the teacher in lesson time in line with the School's rules and expectations.

CHROMEBOOK DEVICE IDENTIFICATION

Student Chromebook devices will be labelled in the manner specified by the School.

STORING YOUR CHROMEBOOK DEVICE

When pupils are not using their Chromebook device during the day, they should be stored in their bags or lockers and not left unattended. During PE lessons, Chromebook devices should be stored in lockers or in locked changing rooms.

SAVING SCHOOL WORK FROM YOUR CHROMEBOOK DEVICE

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.

INSTALLED SOFTWARE

- Apps installed and distributed by the School must remain on your Chromebook device, 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 DEVICE

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

MONITORING

Whilst in-school all activity is monitored and logged as detailed in the Acceptable Use Policy and Internet Safety Policy.

REFRESHING DEVICES

- If technical issues occur or illegal software is found, the Chromebook device 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 Chromebook devices 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 device is ready for each lesson.

PUPIL ACTIVITIES STRICTLY PROHIBITED:

- Illegal installation or transmission of copyrighted materials.
- Attaching the Chromebook device 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 device.
- 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 device or any loan devices.
2. I will never leave a Chromebook device unattended in an unsafe place.
3. I will never lend my Chromebook device to other individuals.
4. I will know where my Chromebook device is at all times during the school day.
5. I will keep food and drink away from my Chromebook device (because they may cause damage to the device).
6. I will not disassemble any part of my Chromebook device, the case or attempt any repairs.
7. I will protect my Chromebook device 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 device in ways that are appropriate, meet the School's expectations, and do not have a negative impact in the classroom.
9. I will not deface my Chromebook device, its case/sleeve or remove any Westfield Academy labelling.
10. I understand that my Chromebook device is subject to inspection at any time without notice.
11. I understand that the School will not be responsible for any deliberate 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.

12. 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_____

Parent/Guardian Signature _____

Name_____

Date_____