



Chromebook care and responsibilities

Students are expected to use their ACT Government supplied Chromebooks as a learning tool and in an acceptable manner in accordance with the terms of the Acceptable Use of ICT Agreement, the Chromebook Acceptance form and any applicable Directorate policies, guidelines procedures and requirements.

Student responsibilities

Usage

The Chromebook is to be used for the purposes of learning through the Digital Backpack. It is configured to only allow use by Canberra public school students.

Additions and deletions to applications

Students have access to a wide range of educational web-apps from the Chromebooks, or through the Chrome Web Store, on any device with a Google Chrome browser. Some web applications are managed by the Directorate through the 'Digital Backpack'. Students are not permitted to delete or install applications on the Digital Backpack or attempt to circumvent the standard operating environment (SOE).



Offensive material

Taking, accessing or storing offensive images, video or audio on Chromebooks is prohibited.

Personalising the Chromebook

Only stickers may be used to personalise Chromebooks. Please ensure students do not cover any areas that have sockets, vents, barcodes or serial numbers.

Food and liquid

Food and liquid should not be kept in close proximity to a Chromebook, as spills could result in damage to the Chromebook.

Batteries

Students must bring Chromebooks to school every day fully charged to sustain the duration of learning throughout the day. Chromebooks will not be charged at school and battery chargers should not be brought to school unless specified by a teacher for a specific purpose e.g. a multiple day excursion.





Backup

Storing documents on Google Drive will ensure that they are backed up and accessible from anywhere with a Wi-Fi connection; however, Chromebooks can also connect to external storage devices such as USB drives.

Chromebooks in Transit

When moving from one class to another and to and from school and home, Chromebooks should be carried in the student's bag fully closed. Although Chromebooks are robust, to avoid damage, students should be reminded to place their bags down rather than dropping them.

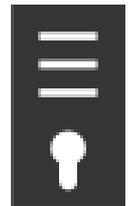
When in use, Chromebooks should not be carried around while the screen is open nor by the screen edge.

Storage

At school, when the Chromebook is not required for lessons, it should be stored securely to prevent theft e.g. in a locker, school bag.

General maintenance

Students are responsible for taking care of their Chromebook and keeping them clean. Regularly and gently wiping the Chromebook, including the screen and keys with a clean cloth will ensure that hygiene is maintained. Cleaning agents should not be used.



them
and

Lost, stolen or damaged Chromebooks

If a Chromebook is lost, stolen or damaged the student must immediately report it to the school. The student may be interviewed regarding the incident so the school can determine action. The school may require written evidence of loss, damage or theft, such as a police report or a statutory declaration.

Canberra public schools do not have to repair or replace any Chromebook that is stolen, lost or damaged.

Stolen or lost Chromebooks will be remotely disabled so that no one can use them.

Loss or theft out of school

If loss or theft occurs outside of school, parents/guardians should inform the Police Immediately. The Police Event Number should be provided to the School when the student reports the incident to the school.



Most common examples of damage

Below are examples of instances leading to damage to Chromebooks:

- 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 and damage to plastic casing caused by the Chromebook accidentally falling off a table.
- broken screens from the Chromebook being placed on the floor where they have been kicked or stood on.

Repair turnaround

Canberra public schools will not always repair any damaged Chromebook.



Repair is dependent on the extent of the problem, the age of the Chromebook or how the Chromebook was damaged. If a school elects to repair a Chromebook, students may be loaned a school Chromebook whilst waiting for repair. of a Chromebook is dependent on the extent of the problem. Students will be loaned a school Chromebook whilst waiting for repair.