

St Martins Lutheran College



Chromebook User Agreement & Handbook

St Martins Lutheran College is proud to offer our students Chromebook devices for use at school and, once students commence Year 8, at home. The 1:1 Chromebook Program, which provides mobile computing for students, has been designed to enhance the delivery of learning.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related receiving a Chromebook.

- Students will receive instructions from school staff on the proper use of the Chromebook.
- Students will be able to take the Chromebook home.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unlocked locker.
- Students must take precautions to prevent damage to the Chromebook; for example do not leave the Chromebook where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather. Avoid unstable surfaces or where charging may create a trip hazard.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students are to use the Chromebook in accordance with the Chromebook User Agreement & Handbook, Student ICT User Agreement and Computer Network Users Policy and to maintain the Chromebook in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by St Martins Lutheran College teachers.
- Chromebooks remain the property of St Martins until the end of the 2020 academic year. The Chromebook must be returned upon withdrawal from St Martins Lutheran College unless the family wishes to buy out the remaining balance of the Chromebook. Failure to return the Chromebook in accordance with the stated conditions will result in the commencement of debt recovery procedures.
- Since the Chromebooks are the property of St Martins Lutheran College, staff of the school have the right to review all material stored on or accessed by any Chromebook. College staff may revoke a student's Chromebook use privileges for misuse or violation of policies.

The 1:1 Chromebook initiative, which has been adopted by St Martins Lutheran College, will enhance learning for our students using 21st century skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

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1. Receiving Your Chromebook & Returning Your Chromebook

1.1 Receiving Your Chromebook

Chromebooks will be distributed at the beginning of the school year following a Chromebook Information Orientation Session as well as students completing a cyber-safety session at school. Parents and students must attend the Information Orientation Session. Before receiving a Chromebook, students and parents must sign and return a copy of the following documents:

- Student/Parent/Carer Agreement for Chromebook Use
- Chromebook Release Form

1.2 Returning Your Chromebook

Students who withdraw, are suspended or expelled, or terminate enrolment at St Martins for any reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook upon termination of enrolment, that parent will be subject to debt recovery procedures or civil liability.

The student will be responsible for any damage to the Chromebook and must return the Chromebook and accessories in a satisfactory condition. The student will be charged for any repairs that are needed. This will not exceed the replacement cost of the Chromebook.

2. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible to take their Chromebook to all classes, unless specifically instructed not to do so by their teacher. The Chromebook is the property of St Martins Lutheran College. Therefore, St Martins Lutheran College Staff have the right to check any material stored on a student's Chromebook at anytime.

2.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for ensuring the course work is completed as if they had their Chromebook present. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they will be required to return their Chromebook to the Ark Office for a period of time (up to three (3) weeks).

2.2 Chromebook Undergoing Repair

Loan Chromebooks may be issued to students when their Chromebook is being repaired. There may be a delay in getting a Chromebook should the school not have enough Chromebooks to lend to students.

2.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Only charge your Chromebook with the provided charger. Students need to charge their Chromebooks each evening. It is the students responsibility to ensure Chromebooks are adequately charged for a school day. Chargers will not be leant to students.

2.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or images will result in disciplinary actions.

2.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless requested by the teacher or permission is obtained from the teacher for instructional purposes.
- While music is allowed on the Chromebook, this will not normally be allowed to be used in the classroom.
- Internet games are not permitted on the Chromebooks.

2.6 Printing

Printing is available from the Chromebook to St Martins Lutheran College network printers.

2.7 Home Internet Access

Students are permitted to connect to home wireless networks on the Chromebooks. This will assist them to use the Chromebook while at home. If printing at home is desired then this will require the student to set up the Chromebook to suit their home network printer. NOTE: Not all printers are compatible with Chromebooks.

3. Managing Your Files & Saving Your Work

3.1 Saving Your Work

As a general rule all student work will be on the student's G-Drive (in the cloud). In cases where a student requires access to documents and they don't have internet access at home it will be necessary to ensure that the document is also saved on the Chromebook. G-Drive will allow students to access their documents on any internet connected device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

3.2 Network Connectivity

St Martins Lutheran College makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, St Martins Lutheran College will not be responsible for lost or missing data.

4. Software on Chromebooks

Software on the Chromebooks will be managed by the school. Requests for particular apps to be installed accompanied by supporting justification can be made to the IT Coordinator either directly or through a student's teacher.

5. Acceptable Use

The use of St Martins Lutheran College technology resources is a privilege, not a right. The privilege of using the technology resources provided by St Martins Lutheran College is not transferable or extendible by students to people or groups outside of St Martins Lutheran College and terminates when a student is no longer enrolled in St Martins Lutheran College. The Computer Network Users Policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this Chromebook User Agreement & Handbook, privileges may be terminated, access to the St Martins Lutheran College technology resources may be denied, and the appropriate disciplinary action

shall be applied. The Chromebook User Agreement & Handbook in conjunction with the Student ICT User Agreement and Computer Network Users Policy shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

5.2 School Responsibilities

- School will provide an email address.
- School will provide a filtered and monitored internet connection while the device is at school.
- St Martins Lutheran College reserves the right to review, monitor, and restrict information stored on or transmitted via St Martins Lutheran College owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to appropriately use the Chromebook.
- School will provide staff guidance to aid students in undertaking research and help assure student compliance of the Computer Network Users Policy.

5.3 Student Responsibilities

- Students will use the Chromebook in a responsible and ethical manner.
- Students will obey general school rules concerning behaviour and communication that apply to Chromebook use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via St Martins Lutheran College designated Internet system is at your own risk. St Martins Lutheran College specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help St Martins Lutheran College protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive any email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration.
- Students who withdraw, are suspended or expelled, or enrolment is terminated from St Martins Lutheran College for any reason must return their individual school Chromebook on the date of termination.

5.4 Student Activities That Are Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing St Martins Lutheran College policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet based computer games.
- Changing of Chromebook settings (exceptions include personal setting such as font size, brightness, etc.)
- Downloading/using apps or websites that violate the Chromebook User Agreement & Handbook, Student ICT User Agreement and Computer Network Users Policy.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Inappropriate use of instant messaging.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism, (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) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the Chromebook camera to take and/or distribute inappropriate or unethical material.
- Bypassing the St Martins Lutheran College internet connection in any way.

5.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and keeping them in good working order. Students will be responsible for damage to their Chromebooks.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers applied by St Martins Lutheran College may be applied to the Chromebook.
- Chromebooks that malfunction or are damaged must be reported to the IT Department. The college will assist the student in organising repairs due to malfunction. Chromebooks that have been intentionally damaged from student misuse or neglect will need to be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally or be responsible for full replacement cost.
- Chromebooks that are stolen or lost must be reported immediately to St Martins Lutheran College.

5.6 Legal Propriety

- Users of the Chromebook are to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating thus is a violation of the St Martins Lutheran College Student guidelines. Students are to give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution and/or disciplinary action by the College.

5.7 Student Discipline

If a student violates any part of the Chromebook User Agreement & Handbook, Student ICT User Agreement or Computer Network Users Policy, he or she will be subject to consequences as listed.

6. Protecting & Storing Your Chromebook

6.1 Chromebook Identification

Student Chromebooks will be labelled in the manner specified by the school. Chromebooks can be identified by the serial number on the back of the Chromebook or in settings.

6.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their locked locker or kept with the student. If for any reason the student can't secure their locker it should be left at the Ark Office. Nothing should be placed on top of the Chromebook when stored in student lockers. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the Ark Office.

Do NOT leave your Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat may damage the unit itself and extreme cold may cause severe screen damage.

6.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, computer lab, unlocked classrooms and lockers, and hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. If a Chromebook is found in an unsupervised area, it will be taken to the Ark Office. Violations may result in loss of Chromebook privileges and/or other privileges.

7. Damage or Loss

Students should report any damage or loss to the IT Department which will determine necessary action. All Chromebooks are covered by a warranty which covers manufacturer's defects. The warranty does not cover loss, negligence and abuse. For example, carelessly dropping the Chromebook, throwing the Chromebook or using it as a shield would be considered examples of neglect and abuse. If loss, negligence or abuse of the Chromebook occurs the students family will be responsible for the full cost of repairs.

8. Key People

Damian Bradley (Head of Secondary)
Peter Duffett (IT Coordinator)
Shayne Jellesma (Computer Systems Manager)
Ben Mattila (IT Trainee)

Student/Parent/Carer Agreement for Chromebook Use

TERMS AND CONDITIONS

- I will use my Chromebook in ways that are appropriate, meet St Martins Lutheran College expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumours, gossip, or engage in activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of St Martins Lutheran College.
- I will follow the policies outlined in the Chromebook User Agreement & Handbook, Student ICT User Agreement and Computer Network Users Policy while at school, as well as outside the school day.
- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not use the Chromebook camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
- I will not deface the serial number on my Chromebook.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of St Martins Lutheran College.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords in good working condition.

Students who withdraw, are suspended or expelled, or terminate enrolment at St Martins Lutheran College for any reason must return their individual school Chromebook on the date of exit.



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Grow in Christ | Growing the Future

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Chromebook Release Form

STUDENT CHROMEBOOK RELEASE AGREEMENT

I have read the St Martins Lutheran College Chromebook User Agreement & Handbook.
I agree to comply with the Chromebook User Agreement & Handbook and the Computer Network Users Policy.
I understand that I may lose my Chromebook privileges as a result of inappropriate behaviour and will be financially responsible for any damage or loss of my Chromebook.

Student Signature:

Student Name:

Date:

PARENT/CARER CHROMEBOOK RELEASE AGREEMENT

I have read the St Martins Lutheran College Chromebook User Agreement & Handbook.
I understand the procedures and requirements to which my student must comply, including the Computer Network Users Policy.
I accept responsibility for any damage or neglect that may result from my student using the Chromebook, which may result in monetary charges.
I understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behaviour, damage, neglect, or loss to the Chromebook.

Parent/Carer Signature:

Parent/Carer Name:

Date:

OFFICE USE

Chromebook Serial Number		
Date Issued:	Year Level:	Date returned (if app):