

Background

Mauchline Primary is providing a Chromebook for your child, to be used for teaching and learning as directed by class teachers. This policy covers all aspects of the handling and use of this device. East Ayrshire's Acceptable Use Policy on internet use and access also applies.

General Guidelines

All pupils are allowed access to electronic resources unless the school is notified in writing by the parent/carer. The East Ayrshire Acceptable Use Policy on Internet Use and Access applies to Chromebook use at all times and in all locations.

Monitored Use

- All files stored on the system are the property of the school and are subject to regular review and monitoring.
- Pupils should have absolutely no expectation of privacy when using the Chromebook. Any and all activity performed on the Chromebook can be monitored.

Ownership and Care

Each device is the property of the school. Pupils will have an individually assigned and labelled Chromebook which will be theirs for the duration of academic session 2020/21 at Mauchline Primary School.

Pupils should not:

- Attempt to modify the Chromebook hardware in any way.
- Apply any stickers or decorations to the Chromebook.
- Swap Chromebook with another pupil.

Management of Chromebook Configuration

Chromebook will be managed by the school using a remote mobile management solution.

Pupils should not:

- Change any configuration settings on the Chromebook.
- Erase the Chromebook.
- Clear their browser history, except as directed to by staff.
- Disable location services
- Disable the Airwatch Agent's access to location services

The East Ayrshire Acceptable Use Policy on Internet Use and Access applies to all school-supplied equipment. Pupils are reminded that this also applies to Chromebook used in any location.

Home Use

Pupils will be allowed to take the devices home. Note that this privilege may be revoked by the school at any time.

Some notes on home use:

It would be beneficial if pupils could charge their Chromebook at home and bring to school with some charge. If this isn't possible don't worry as devices can be charged in school, pupils will need to remember to bring their charger from home as schools won't have spares.

- Pupils are allowed to connect their Chromebook to other WiFi networks but the school cannot provide any technical support in doing this unless supplied through EAC. Pupils should be aware that the same internet access restrictions will apply no matter where they use the device.

Damage

Occasionally, unexpected problems do occur with Chromebook devices that are not the fault of the user (computer crashes, software errors, etc.). The school will if possible assist pupils with having these fixed. These issues will be remedied at no cost.

"Hot Swaps"

If an Chromebook is damaged we may be able to temporarily replace it from our very small stock of spare but this is not guaranteed. We will endeavour to have an Chromebook repaired, once repaired it will be returned to the pupil. We unfortunately cannot commit to replacing unrepairable devices, they will only be replaced if we have them available.

Accidental Damage vs. Negligence

Accidents do happen, we completely understand this so please don't worry. There is a difference, however, between an accident and negligence. The Chromebook warranty will cover normal wear and tear along with any defects that may arise during normal use of the device. The circumstances of each situation involving damage or negligence will be reviewed individually.

If the Chromebook is deemed to be intentionally or negligently damaged by the pupil, the school will discuss how these costs could be met. Unfortunately, in these circumstances there may be no option to give a replacement device for home use.

Lost and Stolen Equipment

If any equipment is lost, the pupil or parent/carer must report it to the school immediately. Pupils must inform Senior Management, and a member of staff will assist them. Again we understand that things out with our control happen so please do not worry.

The circumstances of each situation involving lost equipment will be investigated individually.

Reporting Process

If any equipment is reported as stolen, a police report should be filed by the pupil/parent/carer and a copy of the report provided to the school by the pupil or parent/carer. The school will do their best in these circumstances to find a replacement device, as detailed above we only have a very small number so there may not be one available.

If there is not clear evidence of theft, or the equipment has been lost due to pupil negligence, the school will discuss how the cost of the device could be met. Unfortunately, in these circumstances there will not be the option to give a replacement device for home use.

Financial Responsibility

The Chromebook given to pupils for home use are not covered by any East Ayrshire insurance policy.

Digital-Safety

In order to support the school's Digital-Safety aims and to verify compliance with the Acceptable Use Policy on Internet Use and Access, pupil Chromebook may be subject to random spot-checks. Any inappropriate material or unauthorised configuration changes will be dealt with under this policy.

Any pupil found to have cleared their browser history will be deemed to have breached the policy.

Pupils are responsible for all content on their Chromebook including (but not restricted to) browser history, emails, documents and audio/video content. Any inappropriate material received should be reported to a teacher. If the material has not been reported, the pupil will be required to explain its presence.

If problems are encountered, pupils may be subject to the following:

- Temporary or permanent withdrawal of having a device for home use
- Temporary or permanent withdrawal of school-use privileges
- Any other disciplinary measure detailed in the Acceptable Use Policy

As a learner, I agree to:

- Bring my Chromebook into school, unless I have been told not to. If I forget to bring it into school, I accept that my teachers will expect me to work from a book and on paper.
- Only use my Chromebook to take photographs or record video footage with the clear and explicit permission of everyone involved in the recording and only when instructed to do so by a teacher.
- Not allow anyone else to use my Chromebook; I understand that I am solely responsible for any material which is accessed or generated on my Chromebook.

As a parent/carer, I agree to:

- Ensure that the Chromebook is returned to the school if my child leaves the school, or at any other time upon the request of a senior member of staff, and that a signed receipt for its return is obtained.

The school agrees to:

- Provide wireless access to the internet across the whole school site. The school will not be responsible for any costs involved, when the internet is used out of school.
- Issue questionnaires to students and parents/carers to help us in our ongoing evaluation.