



## Balfron HS Chromebook Information & User Agreement

Pupil Name		Form Class	
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*“The appropriate and effective use of digital technology within education will give all of our learners the opportunity to improve their educational outcomes and to develop digital skills that will be vital for life, learning and work in today’s increasingly digitised world.”*

Enhancing Learning & Teaching Through the Use of Digital Technology, Scottish Government (2016)

### Our Digital Learning Vision

Our vision is for all young people to leave school with the skills to enable them to use a wide range of digital technologies in the workplace, and to thrive in a digital knowledge society. We will develop educators who confidently and routinely use technology to enhance learning and teaching, and raise attainment across all curricular areas. Key to achieving this vision is to improve learners' access to technology. One way in which we aim to achieve this is to issue all S1 pupils with a Google Chromebook, starting in August 2018.

### Chromebooks

A Google Chromebook is a device that is increasingly popular in education around the world. It is essentially a Google Chrome Browser in a small light laptop style device. This means that it is robust, very quick to

boot up, has excellent battery life, and can run Google’s G Suite for Education apps. G Suite is an online learning ecosystem that hinges around Google Classroom and Google Drive, allowing learners to collaborate on projects and tasks, and allowing teachers real-time insight into pupil progress. In addition, there is a wide range of educational apps available, allowing learners to explore new ways to solve problems and demonstrate their learning.



*“Technology will not replace great teachers, but technology in the hands of great teachers can be transformational.” George Couros*



**As a pupil, I agree to:**

- Look after my Chromebook carefully at all times and follow the control measures detailed below
- Ensure my Chromebook is not loaned to anyone else, and that nobody else is given access to my Chromebook login details
- Bring the Chromebook into school every day unless told otherwise.
- Always store my Chromebook in its supplied case when not in use, and store it in an appropriate school bag when outside my class. School bags must not be left unattended on the floor outside of class.
- Only use my Chromebook in lessons when instructed to by my teacher and close it or put it away whenever my teacher asks me to
- Only use apps on my Chromebook that my teacher has agreed I can use during the lesson
- Only use my Chromebook to record audio or video clips with the clear and explicit permission of everyone involved in the recording
- Never access or share inappropriate content on my Chromebook
- Personalisation using stickers is allowed and encouraged. No part of the screen should be obscured. No scratching, etching or permanent markings are allowed
- Not remove any security markings, or allow it to be subject to graffiti
- Check my Chromebook, its charger and cable for any signs of damage every week, especially if there are any exposed wires/broken cables, and report as required
- Return my Chromebook, its charger and cable for inspection when asked
- Immediately report any damage, loss or theft of the Chromebook or any of the associated equipment to the ICT technician, Mr Slavin, Mr Scott or a depute.
- Report any technical problems (the device is not working as it should) to the ICT technician, Mr Slavin, Mr Scott or a depute.
- Ensure that my Chromebook is charged, ready for each school day
- Ensure my Chromebook is not left charging overnight (to reduce the risk of fire)
- Not use or charge my Chromebook and associated equipment near water/liquids (to reduce my risk of electric shock and possible injury)
- Reduce or avoid the use of extension cables as much as possible when using or charging the Chromebook

**As a parent/carers, I agree to:**

- Ensure that my child cares for and respects their Chromebook, and always follows the pupil conditions of use
- Ensure that the Chromebook, its charger and cable are inspected visually on a weekly basis and any damage is reported, without delay to the ICT technician, Mr Slavin, Mr Scott or head of house depute via email to [balfronhs@glow.sch.uk](mailto:balfronhs@glow.sch.uk)
- Immediately report any loss or theft which happens outside of school to the ICT technician, Mr Slavin, Mr Scott or head of house depute.
- Ensure that the Chromebook is returned if my child leaves the school, or at any other time upon the request of a senior member of staff
- Contribute reasonably to the cost of repair or replacement in cases of damage or loss which are due to malicious or negligent action on the part of my child (see indicative prices in the table below)
- Monitor my child's use of the Chromebook on the Internet at home, to ensure that only appropriate websites are accessed

**Acceptable Use**

We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed above and contained within the risk assessment. If a pupil breaks the rules then the school reserves the right to restrict or remove their access to any school digital resource. Specifically:

- If a pupil does not co-operate with the teacher's instructions or stay on task, they may be told to put their Chromebook away for the rest of the lesson
- If a pupil accesses the Internet inappropriately, they may be blocked from accessing the Internet in school for a period of time. Parents/carers will be notified if this happens
- If a pupil persistently or seriously misuses their Chromebook, it will be removed from them by a member of the Senior Leadership Team or Pupil Support staff for a period of time. If this happens parents/carers will be invited in to help the school resolve the matter
- In extreme cases, the Chromebook may be removed permanently

## The school agrees to:

- Provide each S1 pupil with a Chromebook, access to a range of digital learning resources and training on how to use G-Suite applications
- Provide pupils with a range of learning opportunities which make use of the Chromebook, both in school and at home
- Provide parents/carers with ongoing advice to help them support their child's use of their Chromebook. The page linked below will provide a range of help and support resources.  
<https://blogs.glowscotland.org.uk/st/balfronhighschool/chromebook-support/>
- Make sure that the Chromebook is working and any repairs are dealt with as quickly as possible
- Carry out an annual inspection of the Chromebook and its charger
- Give pupils an introduction to using and caring for the Chromebook.
- Provide wireless access to the Internet across all learning areas on the school site. Provision will be made after school to allow pupils to complete homework/carry out research using the internet if required. The school will not be responsible for any costs involved, nor content accessed, when the Internet is used outside of school
- Issue questionnaires to help us in our ongoing evaluation of the project
- Manage arrangements for any payments relating to loss or damage in good faith, taking account of personal circumstances

## Appendix

Stirling Council have worked hard to source a Chromebook with the best combination of

- build quality: strong, robust and lightweight
- battery life: approx. 10 hours from a 100 minute charge time
- price: the Stirling Council Education price is very competitive

The costs below are indicative of the costs for a technician to repair and replace individual Chromebook components such as screen, keyboard and charger, or to replace a Chromebook in its entirety.

Total Loss	£180
Screen Replacement	£50
Charger Replacement	£20
Keyboard Replacement	£50



## Balfon HS Chromebook User Agreement

Pupil Name		Form Class	
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### Parent/Carer agreement

I agree to help my child look after their Chromebook at all times and I agree with the statements laid out in the Chromebook Information & User Agreement document.

Parent/Carer signature	
Relationship to pupil	
Date	

### Pupil agreement

I agree to look after my Chromebook at all times and I agree with the statements laid out in the Chromebook Information & User Agreement document.

Pupil signature	
Date	

**Your Chromebook will not be issued to you without this page being completed and returned to the school. You understand that failure to follow this agreement may result in your Chromebook being returned to the school.**

