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Responsibility: Digital Strategy Leads

DAME ALLAN'S SCHOOLS

PUPIL GUIDANCE FOR THE USE OF CHROMEBOOKS AND ELECTRONIC MEDIA

This guide summarises some of the key points from the Dame Allan's Schools Acceptable Use Policy pertaining to your Chromebooks and for the use of electronic media but should be read in conjunction with the following documents:

1. The Whole Schools' Policy on the Acceptable use of Electronic Devices and Information Technology Systems
2. The guidance provided in pupils' planners relating to Electronic Media
3. The ICT Acceptable Use Agreement in pupils' planners
4. The Schools' Pupil and Parent Social Network Guidance

This guidance should also be read in conjunction with the Child Protection and Safeguarding Policy.

GUIDANCE FOR PUPILS IN YEARS 1-6 (DAJS)

Your form teacher will allocate a number to you at the start of the year. Numbers will be based on your register order and are then linked to the specific chromebook device that you should use. Each Chromebook is clearly numbered to identify each device. These stickers should not be removed or obscured. Please let your Form Teacher or an IT technician know as soon as possible if it has been removed or damaged.

When collecting or returning the Chromebook to the trolley:

- line up sensibly to take your turn to return your device;
- remove or return your device neatly onto the correctly numbered shelf;
- make sure that the correct numbered charger is plugged in carefully into the left hand side.

The Chromebook, and especially the screen, can be damaged if too much force or pressure is applied from the outside. To protect our Chromebooks:

- do not sit or lean on them
- use two hands to carry your Chromebook at all times
- do not place any heavy items on your Chromebook
- never place your water bottle on the table next to your Chromebook in class;
- only carry the Chromebook with the lid shut and with the screen covered by the keyboard
- only take out the stylus pen when instructed to do so by your teacher
- when using the stylus pen, do not press too hard on the screen and ensure that the pen is inserted back into the Chromebook once you've finished using it
- you must not write on, engrave, or in any other way deface or mark your Chromebook or make any attempt to modify or replace parts of your Chromebook

Your Google user account is for your use only and you should never allow anyone else to use it.

Chromebooks use Google Drive cloud storage to store all of your work. This happens automatically and it means you can access your work from any computer or device that has internet access.

You must not change any Chromebook settings, other than those provided within your user account (e.g. font size, keyboard settings, and screen brightness) or try to install any unauthorised software onto your Chromebook.

You need to follow the Schools' Acceptable Use Policy wherever you are using your Chromebook.

In particular, you should not use our Chromebooks or any of the Google services provided by the School to store, share or transmit personal documents, files or information that is not directly related to the School,

You must not use the camera or microphone to record any photographs, audio or video without getting a teacher's permission first. This includes anywhere in the school, not just the classroom. Recording audio, video or photographs using your Chromebook should only be done for the purposes of your schoolwork, if your teacher has instructed you to do so.

GUIDANCE FOR PUPILS IN YEARS 7-11

You must bring your fully charged Chromebook to school each day. You should not bring your charger into school unless instructed to do so by an IT technician.

You must follow the Schools' Acceptable Use Policy whether you are using it at home or in school. You should only use your Chromebook and Google account for activities and documents that are directly related to the Schools.

Chromebooks can be used during lesson or tutor time with the express permission of a supervising teacher.

Pupils in Year 7 or 8 may only use their Chromebook whilst supervised. This can be in lessons, form rooms, the library and the catch-up room. No other devices may be used during the school day, and you should not let anyone else use your Chromebook or user account.

In Years 9-11, Chromebooks can be used over breaks unsupervised for predominantly academic purposes only. No other devices may be used during the school day, and you should not let anyone else use your Chromebook or user account.

Chromebooks must be stored securely. The Schools are not responsible for any loss or damage caused to them. Let an IT technician know as soon as possible if there is any damage or if the sticker identifying your Chromebook becomes unreadable.

To protect your Chromebook:

- do not sit or lean on it
- do not place any heavy items on your Chromebook
- do not over-pack your bag
- never store or carry your Chromebook in a bag containing food or liquid
- only carry the chromebook with the lid shut with the screen covered by the keyboard
- do not carry your Chromebook in the rain; make sure it is in an appropriate bag

Inappropriate use of any device will result in the pupil having to hand the device in at reception for the remainder of the school day (or possibly longer depending on the misuse).

After school, personal devices may be used in the dining hall:

1. Any games played on personal devices must be certified at the correct level for the user.
2. Social networking sites and online messaging systems must not be accessed.

Devices must not be used to load any software or other files onto the school network.

Phone calls are not to be made – in the case of an emergency, use the phone at reception.

If pupils are caught using the camera function on their device without the express permission of a member of staff, they will be liable to suspension from school. These rules apply equally to any other form of image recording device. Pupils photographing or videoing each other anywhere in school is prohibited.

Photographing members of teaching or any other staff without their expressed consent is an extremely serious offence, and the person taking the photograph will be met with the most serious of sanctions. Even authorised images of staff may not be uploaded or copied to other devices or sites and must be destroyed/deleted as soon as possible after the authorised use.

Under the explicit instruction of a teacher, pupils can use AI tools to generate data and content or to enhance learning. This use should be using the Securly Chat feature. In no circumstances should AI be used for cheating or plagiarism. More guidance can be found in the Whole School AI Policy.

GUIDANCE FOR SIXTH FORM

You must bring your fully charged Chromebook to School each day. You should not bring your charger into school unless instructed to do so by an IT technician.

You must follow the Schools' Acceptable Use Policy whether you are using it at home or in school. You should only use your Chromebook and Google account for activities and documents that are directly related to the Schools.

Chromebooks can be used during lesson or tutor time with the express permission of a supervising teacher.

Chromebooks must be stored securely. The Schools are not responsible for any loss or damage caused to them. Let an IT technician know as soon as possible if there is any damage or if the sticker identifying your Chromebook becomes unreadable.

Chromebooks may be used as required in the Queen's Building, but you should not let anyone else use your Chromebook or user account. Sixth Form students may use personal devices during the school day but only in the group work area and garden of the Queen's Building.

Inappropriate use of any device will result in the student having to hand the device in at reception for the remainder of the school day (or possibly longer depending on the misuse).

Devices must not be used to load any software or other files onto the school network.

Phone calls are not to be made outside of the Queen's Building – in the case of an emergency, use the phone at reception.

- If students are caught using the camera function on their device, they will be liable to suspension from school. These rules apply equally to any other form of image recording device. Students photographing or videoing each other anywhere in school is prohibited.
- Photographing members of teaching or any other staff without their expressed consent is an extremely serious offence, and the person taking the photograph will be met with the most serious of sanctions. Even authorised images of staff may not be uploaded or copied to other devices or sites and must be destroyed/deleted as soon as possible after the authorised use.