



1:1 Chromebooks
Procedures & Information
2021/2022
Student/Parent Handbook

King's College

1:1 Chromebooks Implementation

Chromebook Procedures and Information for Students and Parents

The mission of the 1:1 program in King's College is to help propel our personalised learning initiatives and establish the foundation for a seamless program that supports individualised teaching in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student in the Senior School for use at school and at home. This ensures that students can access educational resources throughout the school day. Every student will have a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

King's College prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after school. King's College is implementing the 1:1 device initiative to further personalise the way each student uses time, receives support to master essential skills, and deepens understanding of content.

Our overall vision is that every student in the Senior School should be able to access a digital device on a 1:1 basis both at school and at home with proper safety.

We have been testing Chromebooks during the last academic year and they have proven to be a valuable learning tool.

According to Google's own description, "The Chromebook is a new computer from Google for getting stuff done in and out of the classroom. It's simple and secure, and has access to the web and apps built-in so students and teachers can work and learn right out of the box." While the devices are often mistaken for laptops because of their appearance, Google ads, "They run Chrome OS, an operating system that has multiple layers of security, built-in cloud storage, and the most popular Google products for education built-in." The Chromebooks require minimal support and are lightweight and fast.

King's College understands that these are difficult times and we would like to help all families with the acquisition of every student Chromebook. As a school we will be able to offer these devices to use at home and at school at a heavily subsidised price.

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Chromebook vs iPads in the Seniors

1. Chromebooks are more capable

Using the internet on a Chromebook is an experience similar to the browsing experience on a laptop, and just about any site that you navigate to will be usable. (You can open websites using Flash). A Chromebook has an app store built in like iPads. The apps for Chromebook are web-based, but especially when it comes to productivity apps, the same app is often easier to use with a keyboard and a trackpad than with the iPad's touch screen. (Additionally, if you have an Android phone or tablet already, a Chromebook is an easy choice, since the devices use your Google account to stay synced.)

2. Chromebooks are also more shareable

Chromebooks are a better choice when sharing the device with other people. When setting up a new iPad, the Apple ID is associated with it, and there's no way to set up multiple accounts. Anyone who uses the iPad will have full access to the data and apps. With a Chromebook, it is necessary to sign in with a Google account each time to launch the device and the data and settings will all remain separate.

3. For many tasks, a keyboard is a necessity

A Chromebook has a keyboard and an iPad doesn't. There are many tasks, from sending emails to writing a document, when having a keyboard is a major plus and it is more easily accomplished on an actual computer than on a tablet. (Even typing in a URL to navigate to a site can be a difficult when relying on a touchscreen keyboard instead of a physical keyboard and a mouse.)

4. Chromebooks are easier to maintain

With a Chromebook, almost nothing is stored locally, so there is no time needed to maintain a clean device. The Chromebook automatically checks for and installs updates each time it starts

5. Security without complexity

Chromebooks are designed from the ground up with security in mind. They are safe from viruses and malware. Chromebooks use the principle of "defence in depth" to provide multiple layers of protection. Every time the Chromebook boots up, it does a self-check to make sure your system hasn't been tampered with. Chromebooks also automatically download updates to get the latest security fixes to keep you safe.

6. Why iPads in Primary

King's Group has invested in almost 1000 iPads to be implemented in Primary across the schools. This fantastic opportunity is bringing many advantages, allowing communication, interaction, visual and mental stimulation. iPads can support seamless learning, allowing students to easily switch learning contexts from formal to informal and to take control of their own learning. The touch screen device motivates and engages students, keeping them interested in content for longer, and allowing group interaction providing learning in ways that were not possible before.

Use of Technology

All students in Years 7 - 13 will have access to Google Chromebooks for educational use in school and home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, and/or legal action as stated in students' Code of Conduct.

Additionally, King's College administrative staff and management retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the King's College Acceptable Use of Technology Policy.

Ownership

The Chromebooks will be property of the students, but the school will manage them with the Google Management licenses paid by the school. Parents are responsible for any repairs.

What if my child already has a Chromebook?

With the agreement of the parents, students who own a Chromebook already will be able to bring it to the school but the school will have to manage and monitor the device allowing only the pupil account to login in their device. The battery must last at least 10 hours.

Rights and Responsibilities

Responsibility for Electronic Data

Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the King's College technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of "defence in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The school utilises an Internet content filter. All Chromebooks will have all Internet activity protected and monitored by the school while on premises. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. The school will provide a filtering service at home included in the yearly Technology Fee.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.
- Google Classroom: a blended learning platform for schools that aim to simplify creating, distributing and grading assignments in a paperless way.

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

Each student and Chromebook will be registered in the Google Management Console.

Repairing/Replacing Your Chromebook

Vendor Warranty

- Chromebooks will include a two year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty **does not** warrant against damage caused by misuse, abuse, or accidents.

If you need to repair your Chromebook you can visit the following [LINK](#)

Educational Use

Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Policy.

Using Your Chromebook At School

students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Logging into a Chromebook

- students will log into their Chromebooks using their school issued Google Apps for Education account.
- students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving your digital work with a Chromebook

- The majority of students' work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- If a student continues to forget to charge their device, it will be considered a disciplinary matter.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- students should have their own personal set of headphones for sanitary reasons.

Printing

- students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Mirroring

- students are not allowed to mirror their Chromebook screens to the school projectors without approval from the teacher.

Chromebooks being repaired

- Loan Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may not be taken home, unless permitted by the school.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. students are bound by the King's College Acceptable Use of Technology Policy and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home will face disciplinary action.

Chromebook Care

Taking Care of Your Chromebook

students are responsible for the general care of the Chromebook they have been issued by the school. students should never leave their Chromebooks unattended except locked in their locker.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, dining room, toilets, computer labs, library, unlocked classrooms, hallways or buses. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the school which the student attends.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- Avoid bending the charger's cord at sharp angles
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat

- Always place your Chromebook on a flat, stable surface
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.

Gravity - The enemy of a Chromebook

- Don't drop them. This can break the hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.

Liquids

- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

The Screen

- Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil.
- If you open the screen beyond its hinge limitation it will break and be very costly to repair. It is not designed to open to a flat position.
- Do not pick it up by the screen.
- Don't place items on top of your Chromebook as the weight can cause damage to the screen.
- Always keep magnetic devices away from your Chromebook.

Keep it clean

- Don't use your Chromebook while you eat. Make sure your hands are clean when

using your Chromebook.

- To clean, shutdown your Chromebook, disconnect the power adapter and network cable, and remove the battery (if applicable). Use a damp, soft, lint- free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

Proper way to carry your Chromebook

- Be sure to use both hands if you are moving your Chromebook.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.
- The Chromebook must travel from and to home in the protection sleeve that will be provided with the device.

Authorised users

- The school Chromebook is assigned to you for your use alone. Remember you are responsible for any damage or misuse.

Keep your Chromebook secure

- Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using a Chromebook cart, once you have finished using it place the Chromebook back into the assigned slot.

Stay out of the inside

- Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to the Teacher or IT person on your school.