Outram Secondary School
Device Use Policy and Technology Acceptable Use Policy

The policy outlines all goals and expectations for acceptable device use, along with the consequences for violating the policy.

The policies, procedures, and information within this document apply to all Chromebooks used at Outram Secondary by students, staff, or guests; these also apply to any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for the use of the Chromebook within their lessons.

Document for 2021 cohort

Device Use Policy

1. <u>Taking Care of Your Chromebook</u>

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Computer Lab 2 DE Office at level 5. If a Chromebook is needed in the intervening period, one will be issued to the student until her Chromebook is repaired or replaced.

General Precautions:
- No food or drink is allowed next to your Chromebook at all times.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a cupboard or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Chromebook:
The protective shell of the Chromebook will provide only basic protection from everyday use. It is not designed to prevent damage when it drops or from abusive handling. Carrying the Chromebook in a padded backpack or padded case is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:
The Chromebook screen could be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the Chromebook.
- Do not place near the Chromebook any item that could put pressure on the screen.
- Do not place in the carrying case any item that will press against the cover.
- Do not poke the screen.
- Do not place anything (e.g. pens, pencils, notebooks) on the keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You could also purchase individually packaged pre-moistened tissue for cleaning eyeglass lens to clean the screen. These are very convenient and relatively inexpensive.

2. Using Your Chromebook

At School:
The Chromebook is intended for use every day at school. In addition to teacher expectations for Chromebook use, school messages, announcements and schedules are to be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:
All students are required to take their Chromebook home to charge every night throughout the school year. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. It is recommended that students do not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Use of Audio:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Head phone or head set should be used to minimize disturbance to others.

Printing

In School: Printing functionality will be available on a limited basis at school and subject to lesson requirements. Teaching strategies will facilitate digital copies of homework.

At Home: Printing can be done using the Chromebook via a USB cable or Wi-Fi connected to a local printer. When using a cable, follow any onscreen instructions.

3. Managing Your Files and Saving Your Work
Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, since Drive saves each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on the procedures of proper file management.

4. Software on Chromebooks

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an education environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process is automatic. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by the ICT department. If required to install additional software for personal pursuit of passion, students will need to seek approval with the ICT department for the installations to be enabled

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection is to check for proper care and maintenance, and for inappropriate material carried into the school.

Procedure for Restoring the Chrome OS:
In a One-to-One environment it is impossible for the support staff to maintain a working environment for all, if they have to spend too much time fixing every glitch that arises. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

5. <u>Protecting & Storing Your Chromebook</u>

Chromebook Identification:
Chromebooks will be labelled in the manner specified by the school. Chromebooks are identified in the following ways:
- Record of serial number
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should store the Chromebooks in the common metal cabinet *<u>with the lock securely fastened</u>.* Nothing should be placed on top of the Chromebook, when stored in the cabinet. Students need to take their Chromebook home with them at the end of every school day. The Chromebook is not to be stored in the common cabinet or anywhere else at school, outside of school hours. The Chromebook should be charged fully each night at the student's home.

Storing Chromebooks during Co-Curricular Activities, PE classes or recess:
Students are responsible for securely storing their Chromebook in a common metal cabinet during the above mentioned activities.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the canteen, unlocked classrooms, library, hallways, toilet/bathrooms, buses, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the ICT office. Disciplinary action will be taken for students who leave a Chromebook in an unsupervised location.

6. Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Computer Lab 2 DE office.
- Repaired Chromebooks will end up with the original factory image. It is important that students keep their school data synced to cloud drives so documents and class projects are not lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- If the Chromebook is not covered by warranty and/or insurance, students and parents will be charged for Chromebook repairs. Parents will be billed for parts and labor incurred.

Warranty:
Warranty from defects in materials and workmanship is for the period of 3 year. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The warranty *DOES NOT* cover damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Computer Lab 2 DE office.

Device Loss:
Outram Secondary School requires that a police report be submitted in cases of theft or loss.

Chromebook Technical Support:
The Computer Lab 2 DE office is the first point of contact for the repair of the Chromebooks. Services provided by the ICT Office include:
- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates.

Technology Acceptable Use Policy

1. ## General Guidelines
   - Students have access to forms of media and communication which are in support of education and research and of the education goals and objectives at Outram Secondary School. Access to media and communication beyond these specific uses is not supported or allowed.
   - Students are responsible for the ethical and educational use of the technology resources.
   - Access to the Outram Secondary School's technology resources is a privilege and not a right. Every employee, student, and/or parent is required to abide by the rules of the School's Acceptable Use Policy. Violation of these rules results in the loss of privileges and may incur other disciplinary action.
   - Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgement as to what is acceptable in any undefined instance that may arise.
   - Transmission of any material that is in violation of any school rule or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
   - Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, is considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.
   - All users of the technology resources and/or school network must sign the school's Acceptable Use Policy and abide by the rules defined in the Acceptable Use Policy. This is in addition to the rules and policies that this document (Outram Secondary School's Chromebook Policy) contains.

2. ## Privacy and Safety
   - Do not go into any chat room other than those set up by your teacher or mandated in other distance education courses.
   - Do not open, use, or change computer files that do not belong to you.
   - Do not reveal your full name, phone number, home address, NRIC, passwords, or passwords of other people.
   - Remember that network storage is not guaranteed to be private or confidential. The Administration reserves the right to inspect your files at any time and will take the necessary steps if the files are in violation of the school's Acceptable Use Policy.
   - If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the Principal immediately so that such sites are blocked from further access. This is not merely a request. It is a responsibility.

3. **Legal Propriety**
   - All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the school's ICT administrator if you are in compliance with the law.
   - Plagiarism is a violation of the Outram Secondary School's discipline code. 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.

4. **Email**

Students in need of email access for academic reasons are only allowed the email access through an address assigned by the school. This email access is through a Google Gmail system managed by Outram Secondary School. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
   - Always use appropriate language.
   - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
   - Do not send mass e-mails, chain letters, or spam.
   - Private chatting during class without permission is NOT allowed.
   - Email is subject to inspection at any time by the school Administration.

5. **Consequences**
   - The student or staff member whose name a system account and/or computer hardware is issued is responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Technology Acceptable Use Policy results in disciplinary action as outlined in the discipline code and/or other school policies for the user unless there is proof that another is responsible.
   - Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with the Singapore authorities in any investigation concerning or relating to violations of computer crime laws.

Outram Secondary School Rules on Learning Devices

Use of Learning Devices:
- Only learning devices can be used during curriculum time in the classroom (e.g. Chromebooks/ laptops/tablets). Obtain permission from your teacher to put these devices into your lockers when you leave class.
- Use of learning devices for watching shows/using social media/ listening to music/ personal use is allowed only *before and after curriculum hours.*
- Learning devices should be safely kept away and not left unattended.
- Violation of the use of learning devices will result in the confiscation of the device for a minimum of three schooling days.
- Charging of learning devices in school is not allowed.
- All school learning devices (e.g. computers in Library and computer laboratories) should only be used for school work.
- Failure to safe-keep or misuse of the learning device will result in confiscation of the item. Disciplinary action will be taken against the student.

Outram Secondary School
Chromebook Policy Handbook Sign-Off and Student Pledge

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repair.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will comply with the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in the event of theft /loss or damage caused by fire.
- I will be responsible for all damages or loss caused by neglect or abuse.

Student's Name:_____

Student's Signature:_____

Parent's Name: _____

Parent's Signature:_____

Date:_____

Outram Secondary School Technology Acceptable Use Agreement

Student Agreement
Rules and regulations are necessary to allow me to take advantage of the technology opportunities in school. In order to use technology resources, I agree to abide by Outram Secondary School Technology Acceptable Use Policy Guidelines as stated in this document.

Student Signature:_____ Date:_____

Parent/Guardian Agreement
In consideration of the privileges and opportunities afforded in the use of Outram Secondary School technology and computer resources, I hereby release Outram Secondary School from all claims of any nature and arising from my daughter's/ ward's use or inability to use the Outram Secondary School technology and computer resources.

Parent Signature:_____ Date:_____

Adapted from Computer Misuse Act (Cap 50A, revised 2007).