



WALLACE  
HIGH SCHOOL

Wallace High School  
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Head Teacher: Scott Pennock

August 2021

Dear Parent/Carer (S1),

### **Chromebook Allocation – S1**

As part of Stirling Council's Digital Learning strategy, each secondary pupil in S1 will receive a Chromebook, from their respective school, which will allow home and school access to Google Suite. The Chromebook will be able to be used in each classroom and social area of Wallace High School and will automatically connect to the school's wireless network. A leaflet providing background to Chromebooks is attached for your information.

Pupils, in S1, will receive their Chromebooks in the next week, however, it is important to communicate to parents and carers the terms of use of the equipment and the school's expectation for use.

To allow the successful implementation of the Chromebook allocation it is important that parents/carers, along with the young person, discuss and accept the "Conditions of Use" statement, which is enclosed. It is important that all the points contained in the agreement have been noted.

I would also like to stress that Chromebooks will remain the property of Stirling Council and that pupils should always ensure care and safe keeping of the Chromebooks. Additionally, it is also important to point out that the school may recover costs from parents/carers where damage results from careless or deliberate misuse of the equipment.

If you have any questions or queries please contact the school.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Pennock'.

Scott Pennock  
Head Teacher

## Chromebook Allocation – S1 (2021/22)

### Conditions of Use

#### Context

Stirling Council's Digital Learning Strategy has made a provision of the allocation of a Chromebook for each of Stirling's young people as they enter their first year in Secondary Education (August 2020).

#### What is a Chromebook?

It's a laptop that runs on the Google Chrome operating system. The Chrome operating system is designed to work on the cloud, so that means everything—your files, your apps, even your desktop—lives online (not on your laptop) and is the same wherever you sign in. That means never misplacing your files or losing your work in progress (it's all right on the cloud). No Wi-Fi? Chromebooks also store files locally and work offline.

#### Acceptable Use Policy

Stirling Council owned Chromebooks (Chromebooks), networks, and Internet services are provided for educational purposes and research consistent with the Council's Digital Learning Strategy and curriculum.

All Council policies, school rules, and expectations concerning pupil conduct and communications apply when pupils are using Chromebooks. Pupils are also expected to comply with all specific instructions from teachers and other school staff when using the Chromebooks.

#### Prohibited Uses

Examples of unacceptable uses of Council owned Chromebooks, but are not limited to, the following:

- 1. Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;
- 2. Illegal Activities** – Using the school owned Chromebooks, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school assumes no responsibility for illegal activities of pupils while using school Chromebooks;
- 3. Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. The school assumes no responsibility for copyright violations by pupils;
- 4. Copying Software** – Copying or downloading software without the express authorisation of the IT Technician.

- 5. Misuse of Passwords/Unauthorised Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
- 6. Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school-owned Chromebooks, networks, and Internet services, including but not limited to hacking activities and creation/uploading of Chromebook viruses;

**Compensation for Losses, Costs, and/or Damages**

The pupil and their parent/carer may be held responsible for compensating the school for any losses, costs, or damages incurred by the school for inappropriate use or damage to the Chromebook.

**Pupil Security**

A pupil should not reveal his/her full name, address or telephone number or other personal information on the Internet without ensuring that safeguards are in place. Pupils should never agree to meet people they have contacted through the Internet without parent/carer permission. Pupils should inform their teacher if they access information or messages that are dangerous, inappropriate, or makes them uncomfortable in any way.

**Important Rules for Chromebooks Issued to Pupils**

1. Chromebooks are loaned to pupils as an educational tool for the purpose of completing class work or other curricular activity.
2. Prior to a Chromebook being issued, the pupil receives a briefing from school staff on safe usage and care of Chromebooks. We ask parents to consider all key points on this documentation with their child.
3. Pupils are responsible for the proper care of Chromebooks at all times, whether on or off school property.
4. Pupils should bring their Chromebook to school each day.
5. Pupils should ensure that their Chromebook is charged ready for the day (NB Pupils should use the charger provided to charge the Chromebook and not a ‘third party’ charger).
6. Chromebooks should be transported in cover/case (provided) when bringing to school and when moving from class to class.
7. Any faults [with the Chromebook] should be reported to the class teacher immediately.
8. If a Chromebook is lost or stolen, after taking the Chromebook home) this must be reported to the Pupil Support Leader immediately, normally at the start of the school day. If the loss occurs during the school day, the pupil’s next class teacher should be informed.
9. The School’s policy and rules concerning Chromebook and Internet use apply to use of Chromebooks at any time or place, on or off school property. Pupils are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff.
10. Abuse of policies or rules governing the use of Chromebooks, or any careless use of a Chromebook may result in a pupil’s Chromebook being confiscated and/or a pupil only being allowed to use the Chromebook within school. The pupil may also be subject to the disciplinary policy of the school.

11. Parent/carers are responsible for supervising their child's use of the Chromebook and Internet access when in use at home.
12. The Chromebook may only be used by the pupil to whom it is assigned.
13. Chromebooks must be returned in acceptable working order at the end of the school year or whenever requested by school staff (eg June 2022).
14. Pupils should not deface their Chromebook by writing on or adding stickers to the equipment.

**Damage to/or loss of equipment:**

The pupil is responsible for safeguarding both the Chromebook and its charger.

- If the Chromebook is lost or misplaced, parents/carers may be asked to pay for a replacement. The replacement will be organised by the school and recharged, if necessary, to the parent/carer.
- In the unlikely event that the Chromebook is damaged, the school may recover costs from parents/carers where damage results from **careless** or **deliberate** or misuse of the equipment.
- Pupils **should not write on or apply any stickers** to the Chromebook.

**What if my child leaves Wallace High School?**

In the instance where your child moves to another school outwith Stirling Council, the Chromebook will need to be returned. Failure to return the Chromebook may result in the school recovering costs from the parent/carer.