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Your Ref:  
Our Ref:  
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Dear Parent/Guardian,

### **WICK HIGH SCHOOL CHROMEBOOKS**

Highland Council are issuing Chromebooks to all school pupils in Highland. Every pupil in S1 to S6 will receive a Chromebook. Pupils will be able to use their Chromebooks in school and will be allowed to take their Chromebooks home.

In order for this to happen successfully both pupils and parents/carers need to be involved. Please find enclosed:

1. A Chromebook Agreement that must be signed by both the pupil and yourself. Pupils will not receive their Chromebooks until this has been returned signed. Please note that pupils must also have a school bag to carry their Chromebook in.
2. The Chromebook Replacement Device Policy
3. A Parent/Carer help sheet.

In addition, you can find the Parent/Carer Advice Guide on our website [www.wickhighschool.org](http://www.wickhighschool.org). If you would like a paper copy of this please contact the school.

There will be a Parent Information Evening held in the new year. Please see the school website for updates.

Yours sincerely,

C BENNETT  
Depute Rector

In such cases where a device is lost, stolen or damaged this policy will dictate how it is to be replaced and where funding for the replacement will be sourced. In addition, this policy sets out what should happen with existing Chromebooks in schools.

### **Theft, Loss and Damage Replacements**

Chromebooks are being issued to all schools within the Highlands. Primary 1 to Primary 5 will receive a device allocation model of 1 device per 5 pupils. Primary 6 to Secondary 6 will receive a 1:1 device allocation model; 1 device per pupil. These devices are funded centrally by the Highland Council and all schools will be supplied with a device allocation as per the model set out above. If a replacement device is required, the following will apply:

#### **Theft**

In the case of theft a device will be supplied by the council to ensure the student can continue with minimal interruption. The theft must be registered with the police in the first instance and then with the school if the theft occurs out with the school. The school must report the loss to the Digital Learning Project Team who will disable the device from the Google Admin Console. A replacement device can be arranged by contacting the Chromebook Helpdesk and will be provided & funded centrally.

#### **Loss**

If a pupil loses a device, it must be registered with the police in the first instance and then with the school if the loss occurs out with the school. The school must report the loss to the Digital Learning Project Team who will disable the device from the Google Admin Console and display contact instructions on the lock screen to assist with the return of the device. The school should assist the pupil to track and retrieve the device; however, if this is not possible, a replacement device can be arranged by contacting the Chromebook Helpdesk and will be provided & funded centrally.

#### **Damage**

The initial Chromebook rollout involves issuing a Dell 3189 device. These devices are supplied with an enhanced 3 year on-site warranty and any damage should be reported to Dell using the details supplied to schools to determine if the device can be repaired. If the device can be repaired, this should be the preferred option. If the school suspects that a device is intentionally damaged, the school can choose to discuss with the parents/carers the best way to proceed. A replacement device can be arranged by contacting the Chromebook Helpdesk and will be provided & funded centrally.

### **Chromebooks Currently in Schools (Not part of the Chromebook Rollout)**

Secondary Schools that have Chromebook devices prior to the commencement of the Chromebook rollout in their school will allow the Project Team to arrange collection of these devices upon delivery of the new rollout devices. These will be used as replacements across the Highland estate. Alternatively, schools can keep these devices and receive fewer of the new rollout devices equal to the number of devices currently in the school. Devices purchased using PEF can remain in the school.

## Tips for Parents and Carers

Children and young people are living in an increasing digital world; they just do not simply 'go online'. The tips below can help in discussing with your child how to keep safe.

- Keep talking. Lead the way by introducing safety the way you would about any other safety topic. It can be as simple as discussing what to do with a family photo.
- Be a good role model; contribute to safer online communities by encouraging responsible use and good use of technology.
- Be prepared to talk about violent, self-generated images or sexualised content - it's what concerns them.
- Ask them what a 'friend' is, what does this mean to them?
- Make sure they know who they can speak to if they see or hear anything that concerns them.
- Keep reminding your children to 'think before they post', whether it is something about themselves, an image, a video clip, an update or a 'like' it is going to be out with their control as soon as it's posted.
- Ask them to think about password safety, what would happen if someone had all their passwords?!
- Ask them to challenge, be critical, and question what they see online.
- It is never too late to report.
- Remind them **NEVER** to meet up with anyone offline they have met online.

For more info on e-safety visit the [Think u Know](#) or [Childnet](#) websites. For [Foster or Adoptive Parents or Carers](#) there is specialist advice available. If you wish to report a website that concerns you, you can do this at [www.iwf.org.uk](http://www.iwf.org.uk). The Highland E-Safety Website also contains further information [www.highlandesafety.wordpress.com](http://www.highlandesafety.wordpress.com)

If you are concerned about a child - tell someone what your concerns are – speak to a teacher, a doctor, a social worker, a police officer or school nurse.

### General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any graffiti, writing, drawing, or stickers.
- Vents should not be covered.
- Chromebooks should never be left in an unsupervised area.
- **Students are responsible for bringing the device completely charged for use each school day.**

### Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

- **Case/sleeve use is encouraged.**

## **Screen Care**

- The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- When cleaning the screen use a soft, dry microfiber cloth or anti-static cloth.

## **How can I protect a Chromebook?**

- There are a variety of cases available. There are some plastic hard cases and many neoprene options available.
- Pupils taking devices home are expected to keep the device in a protective bag at all times when transporting.
- Parents can purchase covers for the Chromebooks should they wish to. The dimensions of the Chromebook are: height: 20.75 mm (0.82"), width: 303.8 mm (11.96"), depth: 207.9 mm (8.18"), weight: 1.44 kg (3.17 lbs).

## **Wallpaper and Password**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are not acceptable.
- Take care to protect your password and do not share it with others.

## **Managing and Saving Your Work**

- G-Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms. All items will be saved automatically and stored online in the Google Drive environment.
- With a Wi-Fi connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.

## **Chromebook at School**

- Chromebooks are intended for use at school each day.
- In school, it is at the discretion of the teacher when a device should be used.

## **Is the Internet filtered on the Chromebooks?**

- Yes. Filtering of certain categories takes place as is the case on devices currently used within schools. The Chromebooks will be monitored and filtered at home but parents should consider installing filtering on the home Internet connection as well.