

# TASIS England Middle School Chromebook Policy

## 1. General Information

The student's Chromebook must be returned along with the charger and case at the end of the school year or if the student should leave TASIS before the end of the year. The student is responsible for any damage to or loss of the equipment (please see section 6, Responsibilities, for further information).

Students must make sure that their Chromebooks are charged and in good working order, and they must bring them to school every day. Please see section 5, Support, for further information.

Students should not leave their Chromebooks unsupervised and out in the open. Chromebooks should be kept in cases or backpacks when not in use, and students should store them in their lockers or designated storage areas outside of class time.

Teachers at their discretion may choose not to have students use their Chromebooks on certain days or may ask students to close them and put them away for certain assignments. Teachers have the right to inspect students' Chromebooks at any time.

## 2. Student Gaming Policy

Please note that gaming includes unauthorized playing of non-academic video games, using chat, text or IM applications, watching videos, and/or visiting websites that are not specifically authorized by a teacher. Educational games may only be played if they are included in a homework assignment by a specific teacher.

If a student is caught gaming, his or her Chromebook may be taken away for the following two periods. In addition, the student will need to meet with the Head or Assistant Head of Middle School and a conduct comment will be written as well. Second and third offenses will warrant more serious disciplinary action such as detention or loss of Chromebook.

## 3. Managing Assignments and Files

Students will be shown by their teachers how to use the school's learning platform to check their academic calendars, submit assignments, and see current grades. Students will be expected to use the learning platform daily to keep up with their assigned work.

Students will have access to their Google drive through their email account. They will be shown how to use Google drive to store files and resources. Keeping files in Google drive will ensure that students will not lose their work if something goes wrong with their Chromebooks.

Students should not remove school-supplied software on the Chromebooks. They will be allowed to download personal software programs that have been approved by the Middle School administration. Students who add personal software programs to the Chromebooks without authorisation will be in violation of this policy and subject to disciplinary sanction.

## 4. Home Internet Access

Students are allowed to set up access to home wireless networks on their Chromebooks as well as access to a wired, wireless, or cloud printer.

## 5. Support

Students whose Chromebooks are not working can bring them to the IT support centre. If our service team cannot get the Chromebook working within a few minutes, the student will be issued a "loaner." Once the original Chromebook has been repaired, students will need to return their loaner in an unchanged condition.

## 6. Responsibilities

TASIS England is responsible to provide software and network systems that will support students' learning. TASIS England will repair students' Chromebooks if it is possible.

Parents should ensure that their home Internet systems provide safe and secure access for their children. Parents are liable for the cost of repairs to or replacement of Chromebooks if the school determines that the equipment was subject to avoidable damage by their child. Parents are liable for any avoidable damage to or loss of loaned Chromebooks.

Students are responsible to maintain their Chromebooks in good working order, to bring them to school every day, and to use them responsibly. Students who fail to bring their Chromebooks to school, or who leave their Chromebooks unsupervised and out in the open, or who use them irresponsibly will face a disciplinary sanction. Students who violate the Responsible Use Policy or the Online Guidelines and Expectations will face further disciplinary action.

Responsible Use Policy

<http://england.tasis.com/page.cfm?p=2774>

Online Guidelines and Expectations

<http://england.tasis.com/page.cfm?p=2775>