



Dear Parents/Carers,

Godolphin Junior Academy is proud to have launched the Federation Digital Strategy for all pupils.

With the Digital Strategy, the Federation wants to reduce and hopefully close the “Digital Divide” that exists between children of affluent families who have regular access to a digital device and other families who struggle to provide these for their children. This divide can have an impact on a number of factors; including educational achievement, employment opportunities and social engagement. Also, in the event of full or partial school closures, the Federation will be able to immediately provide eligible families with the technology their children would need for home learning. We will continue to teach the curriculum which will remain broad, balanced and inspiring and now enhanced by technology.

We are determined to ensure that devices are only used in lessons when there are clear educational advantages to doing so. We want the device to become a useful tool for learning and for establishing richer, more challenging, and engaging experiences. However, we are aware of the risks associated with using new technology and we have therefore provided detailed guidelines on how we will work, with your help, to manage these risks as much as possible.

Please take the time to read this document carefully, and ensure that your child is made fully aware of the issues pertaining to the responsible and acceptable use of digital technology.

This agreement will be signed by all students and their parents/carers before they are issued with a device. Any breach of these rules may result in a charge to parents/carers and it is highly likely that the use of the in-school device will be withdrawn.

Please find below the agreement we would like all students and parents/carers to read, understand and sign detailing the use and care of the Chromebook.

Please cut off and return the reply slip on the last page to the class teacher.

Chromebooks at The Godolphin Junior Academy

Rationale:

Godolphin Junior Academy students are exposed to a variety of digital and online learning opportunities in teaching and learning. Students access information, create and present their learning in multimodal ways in order to ask questions, discuss, reason, clarify and ultimately formulate their own opinions about local and global issues. They are able to communicate, work and share ideas with each other and the wider community.

How is online behaviour monitored?

Teachers and staff supervise and support students' use of digital devices, and monitor students' online activities and the websites they are accessing as they will only have access to devices in class with teachers present. Teachers will carefully select and guide children to websites and pages that they themselves have first visited to ensure its suitability. Also, internet browsing is closely monitored with school filters in place, blocking access to social media, games, streaming videos or music or other inappropriate content. Google Safesearch is ON while using a Chromebook.

Creating 'User Profiles':

While the device is managed by the school, the use of secondary personal Gmail accounts on the devices is blocked to ensure only children with a Park Federation Gmail account can access the Chromebook. The reasoning for this is that the creation of a non-school managed account on the device allows the student to 'hide' their online activities at school, allowing the installation and use of non-school approved apps and extensions, in addition to bypassing school/Department for Education security settings. Each student will be assigned a Chromebook via a numbering system to allow teachers to monitor their online activity and work.

How do we care for a Chromebook?

The responsibility for the care of the Chromebook rests with the student when they are using the device. Students will be shown how to use their device correctly and how to treat devices with care at all times. Deliberate damage to a device by a student may result in a charge for parents/carers where appropriate.

Storage - When not in use, during the school day, devices are stored securely and locked in classrooms. Chromebooks will remain in the classroom during break times. Students will not place anything on top of the closed Chromebook as it may break the screen.

Cleaning - Students are expected to take responsibility for the care of their Chromebook in relation to carrying and cleaning when in use. The Chromebook can be cleaned with a soft, lint-free cloth which will be done under the direction of an adult in class. This will encourage student responsibility towards their device. Students should avoid getting moisture in the openings and not use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

Charging - Chromebooks will remain in school overnight, during weekends and holidays to allow them to be fully charged for the students in lessons.

Labelling - Chromebooks and other accessories will be labelled with a number assigned to each student.

Caring for the screen - Students should not apply undue pressure to the screen with their finger or an object. The screen should not be twisted or bent as this will cause the screen to crack. Items should not be placed between the keyboard, screen or on top of the Chromebook.

Using the Chromebook while at School

- Devices are permitted in lessons to conduct learning activities that may include research, production of content and communication with others. They may also be used in a 'passive' manner; for the use of accessing materials and resources while working within the 'traditional' classroom environment. Please remember that access to devices and the Internet is a privilege, not a right, and that access requires responsibility. Where children are not demonstrating this responsibility, the device may be withdrawn from the student.
- Staff members have the right to look at the content stored on the device at any time and they may review files and communications to ensure that users are using the system responsibly. Users should not expect that files saved or produced within the school domain are confidential and private.

To support students' well-being, teachers are attentive to the need for students to move regularly and change position, while also promoting good posture while using devices. This is achieved through implementing a number of strategies, including:

- Regular breaks, stretching and moving
- Angling the Chromebook screen to minimise neck bending

Student Agreement

As a member of the Godolphin Junior Academy (GJA), community I will:

- not reveal personal addresses or contact numbers over the internet including my own log in to the GJA network, 'Google Apps' or any other digital device using only my username and password provided by the school
- only use learning technologies at GJA (including the internet) for learning related activities
- only use the Chromebooks when teachers instruct me to, and take care to check the credentials and reliability of any information obtained from the internet
- treat all learning technologies with respect and due care
- not attempt to modify the application or operating system software provided on my Chromebook without written permission from the class teacher
- not access or store offensive images or audio on the Chromebooks or other digital storage devices
- abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works
- not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of others

- not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teachers right away
- promptly report damage to the hardware and/or software to the class teacher and IT Support staff
- take all reasonable precautions to ensure that the Chromebook is not lost or damaged
- be supervised by my parents/carers who will monitor my use of other digital devices and internet at home, as this is not the responsibility of the school
- Unfortunately, as well as containing some incredible resources to support your learning, the Internet also contains inappropriate material and behaviour. You must report (either to your teacher, or your parent/carer) anything that you feel uncomfortable about or that you think is inappropriate.

In Lesson Use

Some teachers will use the devices in lessons more than others. This is likely to vary throughout the year as some lessons/topics may be more suited to the use of new technology than others. The use of the device in school is always at the teacher's discretion. If the teacher hasn't asked you to use the device, then it should not be open or turned on.

- the device may only be used with the permission of a member of staff
- the device may only be used for the purpose expressed by the member of staff
- sounds must be muted at all times unless permission is obtained from the teacher
- any use of the device for playing games will result in significant sanctions and may lead to the withdrawal of the Chromebook
- the use of any recording (video, photographs or audio) will only be done with the permission and under the guidance of a member of staff
- All recorded material is for school use only and must not be placed in the public domain (e.g. Facebook, YouTube etc.)
- Recording another student or a member of staff without their permission will be treated extremely seriously and may lead to the withdrawal of the Chromebook

Breaches of this agreement will be taken seriously and may result in the device being withdrawn for a period of time. If a student disobeys any of the User Terms and Conditions named in this policy, the Chromebook will be taken away, access to the technology resources may be denied, and the appropriate consequences shall be applied.

Where a student deliberately damages a device, parents/carers may be charged if deemed appropriate.

Serious violations may result in sanctions up to and including exclusion for students. When applicable, the police may be involved if inappropriate use causes any safeguarding concerns.

Student Chromebook agreement

Student name: _____

Class: _____

I have discussed this agreement with my parents/carer and understand the commitment I have made and my responsibilities, and agree to follow the rules for the use of devices at Godolphin Junior Academy.

Student signature: _____

Date: _____

Parent/Carer's signature: _____