



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

Purpose

The purpose of this policy is to outline the 1:1 Chromebook program, and the responsibilities of students, parents/carers and Coatesville Primary School.

Scope

This policy applies to all students and parents/carers participating in the voluntary program at Coatesville Primary School.

Definitions

1:1 - 1-to-1 – one device per student

BYOD - Bring Your Own Device

The Department - Department of Education and Training

IT - Information Technologies

JB Hi-Fi - JB Hi-Fi education solutions

Policy

Vision for 1:1 Chromebook Program

To provide our students with rich and engaging learning experiences that harness the power of learning technologies.

Personal Devices at Coatesville Primary School

Coatesville Primary School operates a voluntary 1:1 Chromebook Program for Grades 4 - 6.

It is a voluntary BYOD program, in which students bring in their own Chromebook which is purchased directly by parents/carers.

For a Chromebook to be eligible for enrolment in the program it must:

- be no older than 6 months upon the student's first day participating in the BYOD program; and
- be a branded Chromebook using Chrome OS.

1:1 Chromebook Program Policy

Ratified by School Council on 27 August 2024

In order to be enrolled in the Google Management Suite, proof of purchase must be provided to the IT team at the time of enrollment, along with a signed copy of the Acceptable Use Agreement.

Participating students must bring their device to school each day:

- in a protective case;
- fully charged upon arrival at school;
- clearly named; and
- without inappropriate stickers or graffiti.

Charging will not be available at school for personal Chromebooks, unless there are exceptional circumstances (e.g. warranty issue with battery).

Devices must be returned home with the student each day (unless held by the IT Department for service or warranty issues).

Any peripheral device accessories (e.g. headphones, mouse) must be clearly named and in working order.

All Chromebooks will be enrolled by Coatesville Primary School's IT technicians into the Google Management Suite upon entry into the program.

When a student exits the program, IT technicians will be required to remove the Google Management Suite and restore the device to factory settings.

Students and parents will be responsible for ensuring any locally stored information is backed up regularly.

Students are required to use their Department created account during school hours.

Purchasing device

Coatesville Primary School's School Council has approved the use of JB-HiFi Education Solutions (JB Hi-Fi) as the school's preferred Chromebook supplier. JB Hi-Fi provide a portal in which to purchase Chromebooks, as well as multiple options of insurance and warranty.

Once purchased, the device is owned by the individual purchaser.

Delivery and/or store pick-up is provided through JB Hi-Fi.

Parents/carers are recommended to purchase a Chromebook meeting the requirements through the Parent Portal of JB Hi-Fi.

Parents/carers may choose to purchase a Chromebook from an alternative supplier, however the Chromebook must meet the requirements.

Coatesville Primary School is committed to ensuring students have equitable access to electronic devices and can fully participate in technology-enabled learning. Where parents/carers opt-out of participating in the voluntary 1:1 Chromebook program, Coatesville Primary School will provide timetabled access to Chromebooks with the required capabilities to complete planned learning tasks, when necessary.

School Support

Please note that our school does not have insurance to cover accidental damage and/or theft of students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

The school's IT Technicians will offer timely technical support to all eligible Chromebooks. Issues that require warranty support will be logged with JB Hi-Fi support. For issues that require an insurance claim, parents/carers will be notified and required to follow up with their provider.

Local warranty and/or insurance support is limited to those Chromebooks purchased through the JB Hi-Fi Parent Portal.

For safety reasons, any cracked screens that may occur will be required to have protective tape applied by Coatesville Primary School technicians in a timely manner. This tape is to remain in place until the screen is fixed/replaced by the device owner.

Due to the nature of Chromebook support, they may be required to be factory reset while being repaired. We recommend that parents and students regularly 'back-up' any locally stored files or only save to the student's Google Drive.

Student behavioural expectations

When using their Chromebook, students are expected to behave in a way that is consistent with Coatesville Primary School's Statement of Values, [Student Wellbeing and Engagement Policy](#), [Digital Learning Policy](#), and [Bullying Prevention and Response Policy](#).

'Personal home accounts' are the sole responsibility of the owner, this includes, but is not limited to:

- app installations and purchases;
- internet usage at home; and
- social media.

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Student device use when outside of school hours (Monday - Friday 8:45am - 3:30pm) is solely a shared responsibility between the student and their parent/carer.

Further Information and Resources

Digital Learning policy

Acceptable use agreement

Communication

This policy will be communicated to our school community in the following ways:

- Provided to all Gr3 parents in an information pack
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Hard copy available from school administration upon request

Evaluation

This policy will be reviewed every year as part of the school's regular policy review cycle.

Policy Review and Approval

Policy last reviewed	July 2024
Consultation	Policy Subcommittee Community through Communicator School Council
Approved by	Principal - 27/8/24 School Council - 27/8/24
Next scheduled review date	2026