

Policy : Chromebooks

Chromebooks at School, School Leaver Google Apps. Data Retention and Chromebook Management

Rationale:

1. School management requires a policy on which to base its procedural framework for the management of devices at school.
2. In 2013 the Board made the strategic decision that students in years 4-8 would have Google Apps for Education (GAFE) accounts.
3. Parents need to be informed about the provisioning of chromebooks for years 4-8.
4. Students attending Bombay school will collect a significant amount of digital content during their schooling. Most of this data will be stored within their Google Apps. For Education (GAFE) account.
5. The data created by students within GAFE during their time at Bombay school forms part of their student portfolio. However, GAFE is not a portfolio management solution and the school should limit its responsibility for the storage and security of this material.
6. Chromebooks that have been enrolled into the Bombay domain will need to be released using the administration console (when a student leaves) so that they can be enrolled into another institution's domain.

Purpose:

7. This document covers the schools retention and management of students' digital content stored within GAFE for students who leave Bombay school.

Process:

8. When a student is enrolled at Bombay School – parents will be made aware that the school will request that a student obtains a chromebook for years 4-8.
9. The school does not accept any other BYO devices onto its network.
10. Families who experience financial hardship are encouraged to make contact with the principal in order to work through solutions for this provisioning.
11. The school will only use chromebook devices in years 4-8 because it is the best way for the school to manage the deployment of devices at school. { Pushing Apps to devices, Connectivity to the network, safety and security.} Best evidence also indicates that a keyboard device is the best match to student needs in this year group.
12. The chromebooks are owned by the parent – but managed by the school.
13. Parents will be encourage to think of the devices as having been purchased for school use.
14. Private gmail accounts will not be permitted on the chromebooks – as they offer an avenue for misuse of the device on the school premises.
15. The school will provide the student with a GAFE account – this account will be managed by the school.
16. The school will provide ipads for use in the junior school. These devices are school owned.

17. In the fourth term of each year, the school will hold a meeting for current year 3 parents to explain the use of these devices and how they fit into the curriculum.
18. When a student leaves Bombay school their GAFE account will remain active but it will be moved to a specific organisational unit (OU) within the Bombay domain. This OU would be unique to the leaving year – an example would be “Student Archive\Leavers 2014”.
19. At the end of the calendar year all leaver accounts will be moved to this new OU. There will be no loss of functionality for the user but wireless access to the schools network will be removed. Students who leave mid-year will be moved as they leave.
20. Using the GAFE management console user activity can be monitored throughout the following year. At the end of each term in the following year a follow-up email should be sent to all active users reiterating the schools policy.
21. After 1 year the OU will be deleted removing all of the users and all of their account data.
22. As students leave their Chromebooks will need to be un-enrolled from the Bombay domain. This can be done from the GAFE administration console if the serial number of the Chromebook is known. Students will be requested to email the serial number of their device so this can be done. Alternatively students can follow the steps to “power-wash” their device and return it to the factory default state.
23. This policy will be explained to all school leavers and their parents by letter at the end of each school year. This letter will also offer advice on the ways that this data can be moved to other accounts within Google or backed up to other devices.

Formulated: December 2014 Board of Trustees

Approved:

Next Review: December 2015