



# Highland Council Chromebook

Parent Information Evening

Mr Ross Waldie, Depute Head Teacher  
Tain Royal Academy



# Agenda

7.30pm: Welcome, Housekeeping and Introduction

7.40pm: Why Chromebooks?

7.50pm: Schools Ready Checklist

8.00pm: G-Suite for Education/Using a Chromebook

8.15pm: What ifs.....?

8.15-30pm: Summary, Questions and Close

# Our Highland Digital Vision

This potential lies **not in the technology** itself **but in our educators**. If **used appropriately**, digital technology can act as a powerful, flexible and engaging tool for educators that can **enhance** what they already do so well; teach our children and young people.

# Even more to do....



... if you ever want to know what a teacher's mind feels like, imagine your Google Chrome web browser with 10,000 tabs open...  
**ALL. THE. TIME!**

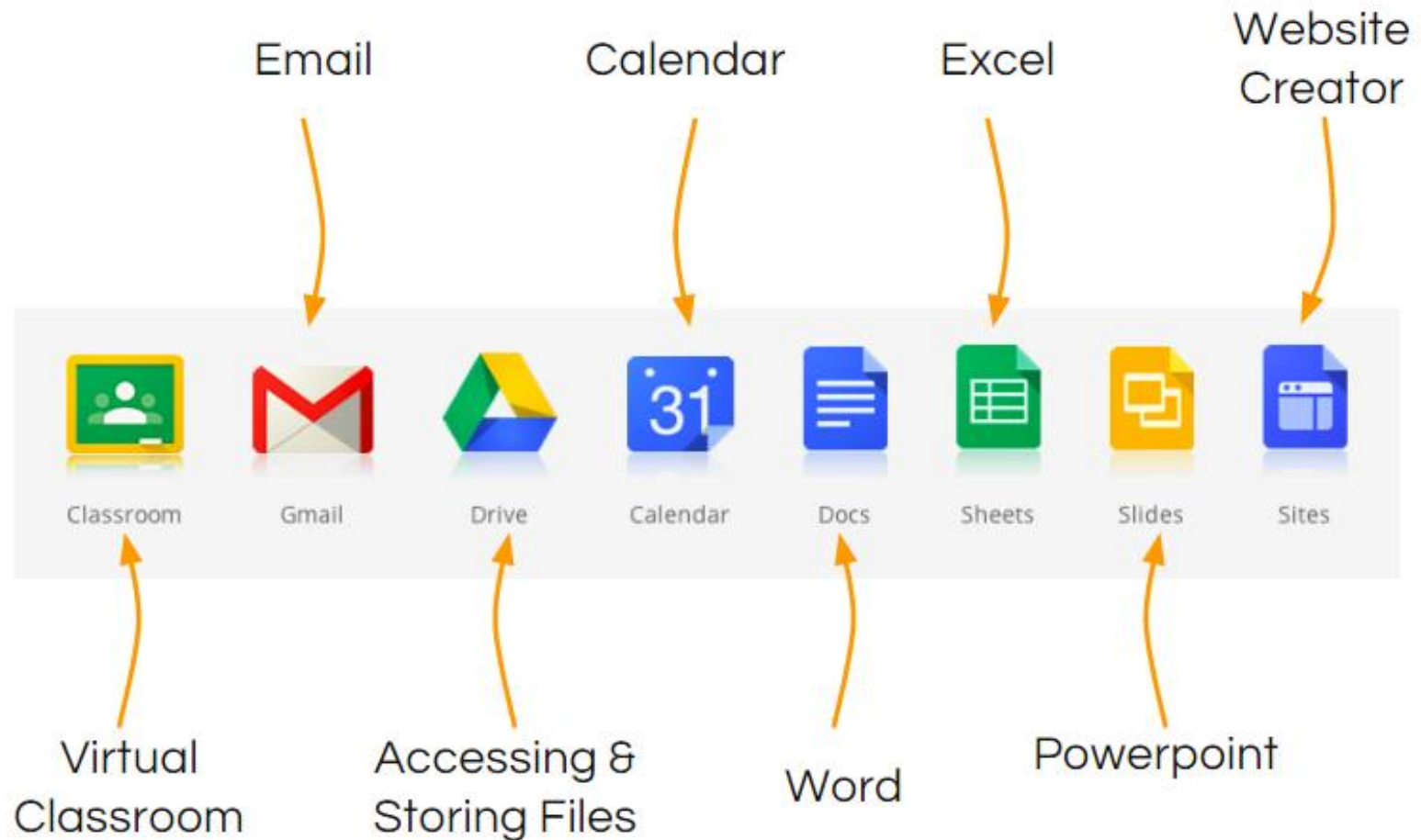
Schools Ready Checklist	TRA
Make creating a digital culture a focus for your school.	✓
Introduce a key initiative to help staff explore G Suite.	✓
Conversation is key. Discuss with staff how technology might make a difference in your school over the next 6 months, one year and three years. You may use this to create your own digital technology vision or adapt your existing vision to include better use of digital technology.	✓
Review E-Safety using the <a href="#">360 safe tool</a> .	✓
Access Chromebook documentation and share key points with colleagues: <a href="http://www.digilearnhighland.co.uk">http://www.digilearnhighland.co.uk</a>	✓
Start to engage with parents/carers and wider community.	✓
Digital Leaders access training and cascade information to colleagues.	✓
Promote sharing of good practice and support within the ASG/school.	✓
Decide how you will distribute devices when delivered.	✓
Allocate a room for delivery of devices.	✓
Do you think you are "schools ready" for Chromebook delivery?	✓

# Why Chromebooks?

- ▶ **Free access** to G Suite for Education
- ▶ Touchscreen
- ▶ 8+ hour battery life (fast charging)
- ▶ Boots up in under 7 seconds
- ▶ Lightweight
- ▶ **Unlimited** storage with Google Drive
- ▶ Secure & virus free
- ▶ Can be used offline (with no Internet)
- ▶ Can run Android Apps
- ▶ Affordable (£227 per device)
- ▶ No annual service charge



# G Suite for Education Core Tools



# Other G-Suite Apps



Docs



Sheets



Slides



Drive



Forms



Calendar



GMail



Hangouts



Sites



Keep



Google +



YouTube



Cast



Drawings



Browser



Earth



Maps



Play



# Google Drive

- ▶ Google Drive is a place to store your files. It's like an online version of My Documents.
- ▶ This is known as cloud storage
- ▶ You have **unlimited** storage
- ▶ Your files are accessible on **any device**
- ▶ Google Drive must **not be used to store sensitive pupil data** on Google Drive.



# What is Google Classroom?

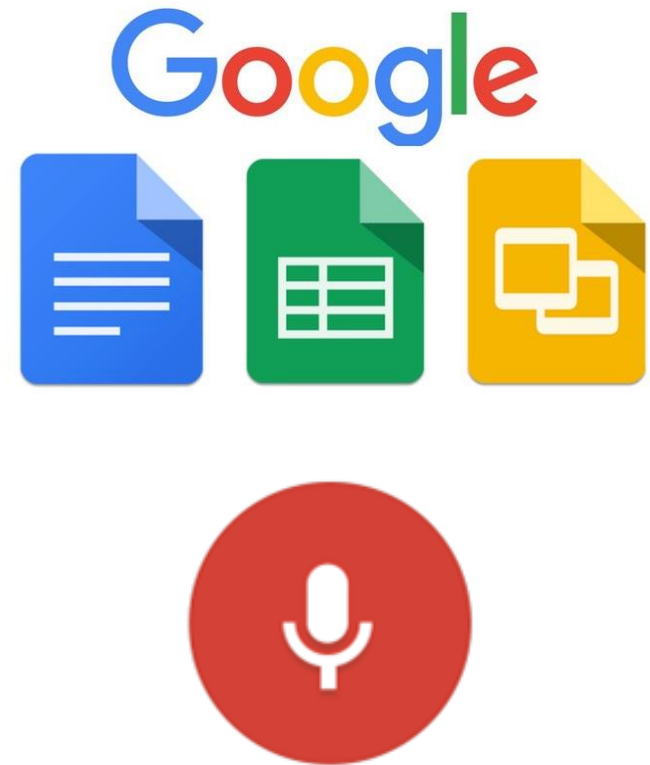
- ▶ Google Classroom brings everything together for learning
- ▶ Aims to simplify creating, distributing and grading pupil work in a paperless way



Google Classroom

# Google Docs - Demo

- ▶ Create a Google Doc
  - ▶ **Demo - voice recognition**
  - ▶ **Demo – explore tool**
  - ▶ **Demo of how to collaborate in real time**



# Marking made easy...

House Captain Speech.



Katie O'Gorman

9/10  
Done late



RETURN



Search the menus (Alt+/)



100%

Normal text

Gloria Hall...

30



Won The house cup. I would love to be  
able to do the same I've been in  
Rraigmore for 7 years including  
nursery and it would be amazing if i  
was your house captain for my last~~ts~~  
year here!

So please vote for me Kkatie to be  
your Inshes house captain! I promise  
that I won't let you down!



David Crooks  
12:46 6 Sep



Add: "r"



David Crooks  
12:46 6 Sep



Replace: "r" with "R"



David Crooks  
12:47 6 Sep



Add: "r"



David Crooks  
12:47 6 Sep



Replace: "ts" with "st"



David Crooks  
12:47 6 Sep



Comment bank



House captain



Mark

9/10



Private comments



David Crooks  
6 Sep, 12:48

Katie I really loved the layout of your speech.  
you had clear reasons you would be a great  
house captain. A great speech.

Add private comment...

CANCEL

POST



Sign out



# Google Docs



- Collaboration and Templates
- Auto Save
- Comments
- Explore Function
- Voice Typing
- Download & Upload & Convert
- Formatting

[Support and Walk Through](#)



# Support Website

[HOME](#) [NEWS](#) [TRAINING](#) [RESOURCES](#) [PARENTS & CARERS](#) [INFO](#) [CHROMEBOOK HELPDESK](#)

## Digital Learning

Keep up to date with the our digital learning and teaching strategy

### Highland E-safety Policy Template



A generic, E-safety Policy template has been created to assist schools in working towards completing the 360 Audit Tool. This policy is not designed to be a Highland 'blue-print' which requires to be used 'as is' but more that it can be adapted and modified to suit each individual school's circumstances and local needs.

As always, any feedback is most welcome.

Click below to link to the policy  
[tinyurl.com/yav64zoa](https://tinyurl.com/yav64zoa)

**[www.DigiLearnHighland.co.uk](http://www.DigiLearnHighland.co.uk)**

**Twitter - @digilearnTHC**

# Help and Support

[HOME](#) [NEWS](#) [TRAINING](#) [RESOURCES](#) [PARENTS & CARERS](#) [INFO](#) [CHROMEBOOK HELPDESK](#)

## Chromebook Helpdesk

**FAQ**

MANAGE A  
 Suite  
ACCOUNT

REPORT AN  
ISSUE

OR

MAKE A  
REQUEST

**FORUM**

# Manage an Account

What service do you require? \*

- ☐ Create a new account
- ☐ Change forename or surname
- ☐ Move account to a different school
- ☐ Reset password
- ☐ Change your forename on Google Classroom to your title
- ☐ Suspend an account
- ☐ Restore an account

NEXT



# Pupil/Parent Agreement

In partnership with the Highland Council, Tain Royal Academy ASG will provide every pupil in P6 – S6 with a Chromebook and a range of digital learning tools and resources to assist and enhance their learning at school and at home. Pupils will use their Chromebooks in school and are allowed to take their Chromebooks home.

In order for this to happen successfully and smoothly all parties involved (*pupils, parents/carers and the school*) must agree with all of the terms and conditions outlined in this agreement.

# As a pupil I ....

- Agree to the Highland Council Acceptable Use Policy which can be found [here](#);
- Understand that my Chromebook is to help me with my learning;
- Agree to look after my Chromebook carefully at all times;
- Agree to charge my Chromebook every night and bring the Chromebook into school fully charged;
- Agree to always store my Chromebook in an appropriate school bag when outside my class;
- Agree to only use my Chromebook in lessons when instructed to by my teacher and close it or put it away when my teacher says so;

# As a pupil I ....

- Agree to only use programs on my Chromebook that my teacher has agreed I can use in the lesson;
- Agree to only use my Chromebook to record audio or video clips with the clear and explicit permission of everyone involved in the recording;
- Agree to never access inappropriate content on my Chromebook;
- Agree to not removing any security markings and not putting any graffiti on my Chromebook;
- Will immediately report any damage, loss or theft to the school;
- Agree to only use the Chromebook charger supplied to charge up my Chromebook;
- Agree to report any technical problems to the school.

# As a Parent I....

- Ensure that my child cares for and respects their Chromebook;
- Allow my child access to a school account and other online tools deemed appropriate by staff;
- Immediately report any loss or theft which happens out of school, firstly to the police and then to the school;
- Ensure that the Chromebook is used solely by the pupil that the school has given it to;
- Ensure that the Chromebook is returned to the school if your child leaves the school, or at any other time upon the request of a senior member of staff;
- Monitor my child's use of the Chromebook on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed ;

# What if.....

## **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.

# What if.....

## **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.

# What if.....

## **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.

# Summary, Questions and Close





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