

Chromebook

Information for pupils and their caregivers

A Chromebook, which is an important work tool in school, is handed out to the pupils

Pupils are going to work with ICT and media in a new way at school. One of the focus areas in the quality plan [Stavangerskolen mot 2025 \(Stavanger schools towards 2025\)](#) is digital competency.

Together with safe adults the pupils are going to experience freedom, responsibility, development and management in their encounter with digital tools.

All the pupils will get a [Google Workspace Account](#) adapted to the school. In that connection we must process personal data, which you can read more about under our [privacy statement](#). We have inserted an internet filter that follows the pupil users whether they are at school or at home. The filter blocks out most of what there is in the way of pornography, hate speech and harmful pages.

All the same, it is important that adults take an interest and follow how the children use the screen.

Caregivers and the pupil are responsible for the latter's Google Workspace Account and what is stored there.

The pupil's Chromebook belongs to the City of Stavanger and the pupil has it on loan until he/she leaves the school or moves to another municipality. Therefore, it is the parents' and pupils' responsibility to look after it and to hand it back in the same condition it was in when they received it.

Pupils at levels 5-10 are allowed to take the machine home with them. The Chromebook is kept at school for first and second-level pupils. In dialogue with parents/FAU (the Parent Council's Working Committee), pupils at the third and fourth levels are permitted gradually to take the Chromebook home with them to work on school work that has to be done. Those pupils who have the machine at home with them are permitted to do so even during the school's various holidays (including the summer holidays). Machines that are taken home after school hours and during holidays are not covered by the school's insurance policies.

The regulations governing the rules for order and conduct in Stavanger schools Section 7 state that *"Parents may be held liable for damage, vandalism or loss of the school's property and equipment, cf The Damages Act"*. The above section also covers the pupil's Chromebook and whether the pupil is liable for damages is decided in each specific case following a concrete assessment.

Please note the following points regarding home usage:

- The pupils must charge the Chromebook at home and take it with them to school fully charged. Do not charge the Chromebook in places where it might be covered by clothes, bedlinen or pillows or cushions – such as by the bed or on the sofa – and never while you are asleep.
- Basically the charger is not to be taken along to school.
- When the pupils put their Chromebooks in their satchels, make sure it is closed, switched off completely and placed in the protection cover.
- Do not eat food or drink together with the Chromebook.
- Parents are responsible for what the pupils get access to on the web outside school hours.
- The Chromebook is not to be used by brothers and sisters, parents or others.
It is the pupil him- or herself that is borrowing this work tool from the City of Stavanger.

The Fire Department's general advice for charged equipment:

- Do not use your computer in bed
- End the charge when the battery is fully charged. Chargeable batteries are not meant to be charged for hours more than what is necessary and will be ruined over time. At worst this may lead to a fire developing.
- It is important that chargeable equipment is only charged under supervision.
- It is recommended that electrical appliances are switched off completely when not in use. Avoid leaving the appliances on stand-by.

If the machine is stolen/lost please notify the school's ICT supervisor/principal as soon as possible. They will then notify the IT department so that the unit can be deactivated. A stolen/lost Chromebook may not be used by third parties when it is deactivated by the IT department.

The machine must not be "decorated" on the outside or the inside with e.g. stickers and there is to be no technical intervention in the Chromebook.

It is important for the City of Stavanger to make it plain to pupils and caregivers that using ICT carries major responsibility.

You can read more about the Stavanger school's ICT rules [here](#).

Good luck with your new work tool!

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