

Tips for Parents and Carers

Children and young people are living in an increasing digital world; they just do not simply 'go online'. The tips below can help in discussing with your child how to keep safe.

- Keep talking. Lead the way by introducing safety the way you would about any other safety topic. It can be as simple as discussing what to do with a family photo.
- Be a good role model; contribute to safer online communities by encouraging responsible use and good use of technology.
- Be prepared to talk about violent, self-generated images or sexualised content - it's what concerns them.
- Ask them what a 'friend' is, what does this mean to them?
- Make sure they know who they can speak to if they see or hear anything that concerns them.
- Keep reminding your children to 'think before they post', whether it is something about themselves, an image, a video clip, an update or a 'like' it is going to be out with their control as soon as it's posted.
- Ask them to think about password safety, what would happen if someone had all their passwords?!
- Ask them to challenge, be critical, and question what they see online.
- It is never too late to report.
- Remind them **NEVER** to meet up with anyone offline they have met online.

For more info on e-safety visit the [Think u Know](#) or [Childnet](#) websites. For [Foster or Adoptive Parents or Carers](#) there is specialist advice available. If you wish to report a website that concerns you, you can do this at www.iwf.org.uk. The Highland E-Safety Website also contains further information www.highlandesafety.wordpress.com

If you are concerned about a child - tell someone what your concerns are – speak to a teacher, a doctor, a social worker, a police officer or school nurse.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any graffiti, writing, drawing, or stickers.
- Vents should not be covered.
- Chromebooks should never be left in an unsupervised area.
- **Students are responsible for bringing the device completely charged for use each school day.**

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

- **Case/sleeve use is encouraged.**

Screen Care

- The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- When cleaning the screen use a soft, dry microfiber cloth or anti-static cloth.

How can I protect a Chromebook?

- There are a variety of cases available. There are some plastic hard cases and many neoprene options available.
- Pupils taking devices home are expected to keep the device in a protective bag at all times when transporting.
- Parents can purchase covers for the Chromebooks should they wish to. The dimensions of the Chromebook are: height: 20.75 mm (0.82"), width: 303.8 mm (11.96"), depth: 207.9 mm (8.18"), weight: 1.44 kg (3.17 lbs).

Wallpaper and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are not acceptable.
- Take care to protect your password and do not share it with others.

Managing and Saving Your Work

- G-Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms. All items will be saved automatically and stored online in the Google Drive environment.
- With a Wi-Fi connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.

Chromebook at School

- Chromebooks are intended for use at school each day.
- In school, it is at the discretion of the teacher when a device should be used.

Is the Internet filtered on the Chromebooks?

- Yes. Filtering of certain categories takes place as is the case on devices currently used within schools. The Chromebooks will be monitored and filtered at home but parents should consider installing filtering on the home Internet connection as well.