EMPOWER INSTITUTE CHROMEBOOK POLICY

1. POLICY STATEMENT

The Empower Institute (“EI”) Chromebook program will enable students to access technology on campus and at home in ways that they never have before. EI believe that this tool will allow students to excel at their studies, whilst using the latest in technology and innovation.

2. PURPOSE

The Chromebook comes equipped with Google apps for Education and allows students to access the EI state of the art on-line learning platform, eZone, from anywhere with wireless internet access. The Chromebook is a learning tool on loan to EI students who are engaged and completing the milestones in their course. In order to distribute these learning tools to students, EI have devised the following policy to outline the distribution and use of the EI Chromebooks.

3. PROCEDURE

The Chromebook belongs to Empower Institute, and is on loan to the student until the student completes and graduates their enrolled course of study.

Chromebooks are distributed to students on the following basis:

- **Enrol**
  - Enrol in a course with Empower Institute

- **Read Policy**
  - Read the Chromebook policy
  - Sign to say you agree with the policy

- **Study**
  - Commit a minimum 15 hrs/week to your study
  - Pass your first census date

- **Chromebook Loan**
  - Chromebook loaned to you upon passing first census date
  - Complete Chromebook training session

- **Free Chromebook**
  - Complete your qualification
  - Graduate to keep your Chromebook
4. **WHAT HAPPENS IF THE CHROMEBOOK IS LOST OR DAMAGED**

This is an expensive tool loaned to the student for the duration of their course.

- The student takes responsibility for looking after the Chromebook
- If the Chromebook is lost or stolen, the student must report to the Campus Manager immediately, who will remotely lock and trace the Chromebook
- Empower Institute is not responsible for replacing lost or stolen Chromebooks

5. **CHROMEBOOK APPS AGREEMENT**

The Chromebook is equipped with Google Apps for Education and belongs to EI. The Chromebook is on loan to the student until the end of the program, when the student completes and graduates their enrolled course of study. While the student is allowed to install their own apps on the Chromebook, please note the following:

- The Chromebook supplied by EI is the main access tool to your learning platform.
- The Chromebook is not to be used for the access/downloading/transport of inappropriate or illegal content.

6. **STUDENT CHROMEBOOK GUIDELINES AND RESPONSIBILITIES**

- Only appropriately licensed software is to be stored on the Chromebook
- Non educational software or data should not inhibit the use of the Chromebook as a learning tool
- EI reserves the right to carry out software, hardware and data inspections of Chromebooks at anytime
- Each student is responsible for keeping their Chromebook secure
- Students are not to remove any identification labels from their Chromebook until it becomes their property
- Students are responsible for the backup of all their own data
- Students will be given full wifi access while on campus
- Students will be trained on how to support and maintain their Chromebook
- In the event of a software malfunction students should contact EI for assistance

7. **LOSS, THEFT AND REPAIRS**

- All instances of loss, damage or theft must be reported to EI as soon as possible
- In the event of a hardware malfunction a report must be made to EI as soon as possible for warranty repair to be organised
- Any repairs outside of warranty are the responsibility of the student
- EI does not have any responsibility for any lost or stolen equipment
8. **CAMPUS USAGE**

- Student Chromebooks should be brought to campus each day that the student is scheduled to be there
- The Chromebook is required for access to course material on eZone

9. **OWNERSHIP**

- Empower Institute remains the owner of the Chromebook and all accessories, until successful student graduation
- Students have use of the Chromebook whilst they are enrolled as a student at EI
- Students will be awarded ownership of their Chromebook upon successful graduation of their course
- If the student stops attending or progressing in their course, or leaves EI prior to completion of the course, the Chromebook and accessories are to be returned to the EI in good working order

10. **ONE CHROMEBOOK PER STUDENT**

- Students who complete a dual diploma are not entitled to a second Chromebook upon completion and graduation of the second diploma

11. **PUBLICATION**

This Chromebook Policy will be made available to students and persons seeking to enrol with EI through the Student Handbook and publication on the EI website [www.empower.edu.au](http://www.empower.edu.au)