Lalor Secondary College

One to One Netbook Program 2013

Information and Guidelines

Contents

LALOR SECONDARY COLLEGE CONTEXT

Lalor Secondary College endeavours to promote confident learners who are able to effectively collaborate in a digital world for all students. The school is in the process of embedding digital literacy that is relevant across all the learning areas as well as providing eLearning practices in curriculum planning and outcomes. It is envisaged that students at Lalor Secondary College will be effective global learners in multiple virtual environments.

In our '1-to-1 Netbook Program', each learner has a portable, networked netbook that can connect each learner with their teacher and other learners or experts, with real-world contexts for learning, multimedia resources, software for learning and online tools and applications.

With a connected, mobile device, learners may be able to communicate with teachers and peers about learning activities. They can respond to and keep records of feedback, including multimedia records of their learning and assessment. They have anywhere, anytime access to work in progress and evidence of their learning, as well as to personal digital spaces for ongoing reflections on learning.

A 1-to-1 environment can open up new possibilities for learning or make it easier to take advantage existing learning opportunities. Learning can be more active and student centred as they engage with learning activities and collaborate online within and beyond the school.

GUIDELINES FOR PARTICIPATION

As part of Lalor Secondary College's commitment to provide access to netbooks, all students from Years 9-12 will have access to a 1:1 student learning device (SLD). Each netbook will be imaged with the permitted school image and registered in the school database with a unique identifier against the student's identification.

➢ Each netbook will be registered on the school network for internet use.

Before a netbook can be issued to the student and taken out of the school:

➢ Parents **must** attend the information evening related to the relevant Year level
➢ Parents **must** agree to, and sign, the **Lalor Secondary College's Acceptable Use Agreement** *(Appendix 2)*
➢ Students **must** participate in an induction program to ensure they are familiar with the expectations and their responsibilities before being able to take the netbook home
➢ Parents must agree to the $20.00 per term fee for maintenance and support, infrastructure upgrades and support for netbooks, warrantee and insurance, additional software and updates and carry case.

EXPECTATIONS OF PARENTS / GUARDIANS

A parent induction program will be offered and attendance is **compulsory** before a student can take a netbook home. The induction program will cover:

➢ Educational benefits of the 1:1 netbook program
➢ Care and maintenance of the netbook
➢ Roles and responsibilities
➢ Restrictions of use
➢ Policies and procedures of participating in the program
➢ Liabilities.
➢ Timeline regarding signing and agreeing to **Lalor Secondary College's 'Acceptable Use Agreement' *(Appendix 2).***

EXPECTATIONS OF STUDENTS

The following conditions must be followed in order for the netbook to remain in good condition and also to maintain warranty:
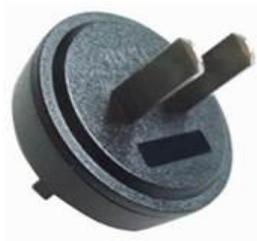
DAILY EXPECTATIONS:

➢ **It is the student's responsibility to have the netbook fully charged each day in order to use it.** (The school **will not** provide battery charging facilities)
➢ Students will need to adhere to the Lalor Secondary College's Acceptable Use Agreement *(Appendix 2)* at all times
➢ Students are expected to always store the netbook in the protective bag provided by the school
➢ Students must avoid storing the netbook in schoolbags without the protective case as pressure from the books can damage the screen and hinges
➢ Students must not store anything with the netbook cover (e.g. cords, paper or disks) as this may damage the screen
➢ Students must not overfill their schoolbag along with the netbook inside as this may cause permanent damage to the netbook itself
➢ Students must not leave their netbook in a car or in an exposed area where it can be stolen.

ON COMPLETING EDUCATION AT LALOR SECONDARY COLLEGE:

Upon ceasing their education at Lalor Secondary College, **students must return the netbook to the school in full working order**, including all accessories and components that were issued at the commencement of the program. Failure to return the netbook upon leaving will be considered theft of Government property and will be immediately referred to the police.

COST OF REPLACEMENT: LOST OR DAMAGED PARTS (PLEASE NOTE, PRICES MAY VARY FROM TIME OF PRINTING)

Part Name: AC Clip   **Cost:** $32.00 ex

Part Name: AC Adaptor   **Cost:** $31.00 ex

Part Name: Keyboard   **Cost:** $36.67 ex

Part Name: LCD Cover   **Cost:** $50.00 ex

Part Name: LCD Screen   **Cost:** $139.00 ex

Part Name: Lower Case   **Cost:** $36.67 ex

Part Name: Upper Case   **Cost:** $50.00 ex

Part Name: LCD Bezel   **Cost:** $36.67 ex

Part Name: Protective Carry Case   **Cost:** $25.00 ex

Part Name: 6 Cell Battery   **Cost:** $87.00 ex

Part Name: Replacement Unit
Acer Travelmate B113, 11.6"   **Cost:** $568.00 ex

All prices exclude GST.

Prices may change at anytime

OPTIONAL PERIPHERALS

Lalor Secondary College will not provide students with any additional peripherals, aside from protective bag for the netbook; however students may purchase peripherals outside of the program. Program support and warranty will NOT apply to peripherals.
It is **strongly recommended** students backup data stored on the netbooks on a USB Thumb Drive.

Optional peripherals may include:

➢ USB storage devices **(recommended for back up of data)**
➢ Additional batteries
➢ USB mouse

PERSONALISATION

As the Netbooks remain the property of Lalor Secondary College (at all times they) must not be personalised in any way that is irreversible. The Netbooks have been acquired by the school and it is expected that they are returned in original condition.

SOFTWARE / DEPARTMENT OF EDUCATION PROGRAMS

The software and programs pre-loaded on the netbook are subject to licence conditions and copyright. They must not be distributed or deleted. Any software or media installed on the netbooks must not infringe copyright laws and must not include crude or explicit language or images, as this will contravene Lalor Secondary College's Acceptable Use Agreement and may result in confiscation of the netbook.

Students will not:

➢ Will not download and install unauthorised programs, including games, malicious software, hacking tools, etc.
➢ Delete, add or alter any configuration files.
➢ Copy any copyrighted software to or from the netbook, or duplicate software.
➢ Deliberately introduce any virus or program that reduces system security or effectiveness.

Further Information

➢ Each netbook will be loaded with a Department of Education approved Software and image configured for use on the school network. A copy of that image will be stored on the school's server to enable the netbook to be restored to the original image at any time by school technical staff.
➢ The image has been developed by in consultation with teachers. Throughout the school year, an image update may be scheduled to allow for the inclusion of new applications and software updates on the netbook.
➢ Lalor Secondary College's image is composed of a variety of software packages as part of the standard operating environment. These include operating system software, anti-virus software, standard Windows and Microsoft software and curriculum-specific software licensed to the school.

SECURITY / VIRUS PROTECTION

Viruses have the potential to severely damage and disrupt operations within the school and DEECD's computer networks. As students have the right to only add DEECD approved software to their devices and connect to the internet from home, they should take all steps to protect the school and DEECD's computer network from virus attacks.

The student netbooks have Symantec Endpoint Protection software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be automatically updated from the network. Students are advised to:

➢ Protect their devices from virus attacks by scanning for viruses at least weekly. Symantec virus definition updates are managed automatically by the school network.
➢ Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source (e.g. USB stick, external hard disk or iPod).
➢ Not open any files attached to suspicious or unknown emails.
➢ Exercise caution when downloading files from the internet.
➢ Delete chain and junk emails. Do not forward or reply to any of these.
➢ Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database.
➢ Be aware that USB Thumb Drives and similar devices may carry viruses such as Trojans, Key loggers etc

Under no circumstance may a student remove Symantec Endpoint Protection from their device or disable it.

NON SCHOOL APPLICATIONS AND FILES/INTERNET POLICY

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright and license obligations are met.

Downloading music, games and videos from the internet during school hours is prohibited except where directed by a staff member. Students are **not** permitted to listen to digital music and/or participate in games on their device while at school except where permission has been given by the classroom teacher for an educational purpose.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

INTERNET / ACCEPTABLE USE POLICY

The Lalor Secondary College Internet / Acceptable Use Policy *(Appendix 3)* will apply in all circumstances.

Students must abide by the schools Acceptable Use Policy whenever the school's equipment or services are involved. This includes the netbook, regardless of location.

The Acceptable Use Policy contains specific requirements to ensure student safety.

➢ Students must keep themselves and friends safe by not handing out personal details, including full names, telephone numbers, addresses, images and passwords
➢ Students should be respectful in how they talk to and work with others online, and never participate in online/cyber bullying
➢ Students should use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.

As the netbooks issued to students are the property of the school, the school reserves the right to randomly check and scan any student's netbook for any instances that contravene the school's policy. Students who are deemed to have contravened the school's policy will forfeit their right to a netbook for a time determined by the relevant Student Manager, in consultation with the IT Curriculum Leader and the Principal and Assistant Principals.

POWER SUPPLY & MANAGEMENT

It is the student's responsibility to ensure that the netbook is always charged and ready for use when required. The student is encouraged to plug the netbook in at home each night to charge it. Lalor Secondary College will not supply students with extra batteries for the netbook; however, it is strongly recommended that students purchase one to ensure that the netbook is always ready for use when the classroom teacher deems it necessary. *(See 'Cost of Replacement Parts)*.

BACK UP AND RECOVERY

Students are encouraged to save all data under their profile on the netbook. The user profile folder will contain folders such as pictures, documents, videos and downloads. Students can also create folders under their user profile folder. Saving to this location saves data on the netbook which enables the data to be accessed from both home and school.

The H: drive also known as a home drive has a 2 GB (2,000 MB) storage limit. If students require additional space a request can be made to the school IT Manager. Students must be able to demonstrate a genuine need and must not have data not related to their education/ILP within the drive for the request to be approved.

Data stored outside of the H: drive such as in Documents, Pictures, Music and on the Desktop is the student's responsibility and must be backed up manually by the student. The H: drive is only accessible from the school network.

Students are responsible for backing up their data on the netbooks. The school does not take any responsibility for data on the netbook. Students should backup to an external hard drive or USB memory key when possible.

CARING FOR THE NETBOOK

Packing away the Netbook
➢ Store the netbook bottom down
➢ Don't wrap the cord too tightly around the power adapter as this might damage the cord

Handing your device
➢ Try to avoid moving the netbook around when it is switched on. Before switching on, gently place the netbook on a stable surface and then switch on
➢ Always be careful even when the netbook is still in the bag , always place the protective cover gently down
➢ Be careful when putting the netbook down (e.g. in the car) so that no other items are on top of it and nothing will roll onto the Netbook
➢ Netbooks should always be switched off before being put into the protective cover

Operating conditions
➢ Don't place objects near the top of the Netbook and never carry it around while it is turned on
➢ Avoid exposing the netbook to direct sunlight or sources of heat such as desk lamps
➢ Avoid exposing the netbook to dust, dirt, rain, liquids or moisture
➢ Avoid exposing the netbook to heavy shock or vibration

LCD screen
➢ LCD screens are delicate – they don't like being poked, prodded, pushed or slammed
➢ Never pick up the netbook by its screen
➢ Don't slam the screen closed
➢ Be gentle when putting the netbook down

To clean your LCD screen
➢ Switch off the netbook
➢ Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
➢ Do not directly apply water or cleaner to the screen
➢ Avoid applying pressure to the screen

AC adaptor

➤ Connect the adaptor only to the netbook – do not use it for any other device
➤ Do not step on the power cord or place heavy objects on top of it. Keep the cord away from heavy traffic areas
➤ When unplugging the power cord, pull on the plug itself rather than the cord
➤ Do not wrap the cord tightly around the adaptor box
➤ Be aware of power savings that come from running the netbook efficiently from battery after being fully charged. This can amount to a significant amount per year

Keyboard

➤ Gently brush the keyboard with a soft bristled paint brush or similar to remove dirt
➤ If any key tops are missing or keys are in a damaged state, take the netbook to the netbook Manager to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard

Case cleaning

➤ Spray cleaner on to cloth to moisten, but do not spray the netbook directly. Rub gently and use a non-abrasive cloth

For further information, refer to 'Frequently Asked Questions' *(Appendix 3)*

APPENDIX 1:

PART A

The school's support for responsible and ethical use of technology

Lalor Secondary College uses the Internet as a teaching and learning tool. We see the Internet and the Notebooks as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and netbooks responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Lalor Secondary College we:

➢ Have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.
➢ Have protocols that promote safe use of the Internet
➢ Provide a filtered Internet service
➢ Provide supervision and direction in Internet activities and when using notebooks for learning
➢ Utilise mobile technologies for educational purpose. e.g. photos from excursions
➢ Work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet

PART B

Advice for Parents

Please keep this as a resource to use at home.

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online.

Bullying, stranger danger, gossip, telling the wrong people personal information about you have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" issues. They are real and can harm and hurt.

At home we recommend you:

➢ Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
➢ Ask them to give you a tour of their 'space' if they are using a chat site, allows them to publish photos, play games etc
➢ Always get them to set the space to 'Private' if they use a social networking site like Face Book, MySpace, etc. They are then in control of who contacts them and who accesses their information. They can block out anyone at anytime. Be aware of Terms and Conditions of many sites that require participants to be 13 years or over.
➢ Have the computer with Internet access in a shared place in the house – **not your child's bedroom.**
➢ Negotiate appropriate times for your child's online activities and use of mobile phones.
➢ **Ask questions when your child shows you what they are doing**; how does it work and how do you set it up? Can you block out people? Who else is sharing this space or game - did you know them before or "meet" them online? What do you know about them? Why is this so enjoyable – what makes it fun?
➢ Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
➢ What are you doing to protect yourself or your friends from these potential dangers?
➢ When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

➢ They might get the blame for any incident
➢ They don't think adults "get" their online stuff – it is for students only.
➢ They might put at risk their own access to technology by either: Admitting to a mistake or highlighting a situation that might lead a parent to ban their access. (Even to protect them)

PART C

Support Information for Parents around the Agreement

When I use technology, both at school and at home I have responsibilities and rules to follow.

Lalor Secondary College sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who "do the right thing" by themselves and others online, particularly when "no one is watching".

Safe and ethical behaviour online is explicitly taught at our school and we request that it is supported at home.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, inappropriate language, publishing inappropriate images etc

Behave in a way outlined in the schools' Code of Conduct

Lalor Secondary College's' Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believes are important for all of the students at your school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like Face Book, MySpace, blogs, etc.

We recommend that they:

> Don't use their own name, but develop an online name and use avatars where available
> Don't share personal details including images of themselves or their friends online
> Password protect any spaces or accounts they have and never share that password
> Don't allow anyone they don't know to join their chat or collaborative space. Use the block feature
> Are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) **Once it is published they have lost control of it**.

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

> Being online can make students feel that they are anonymous (however online interactions can be traced)
> The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
> Often the online environment has very few adults
> Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
> Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as "free." Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs, including games, to school or run them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

Not go looking for rude or offensive sites

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed with the option of suspension of use for a period of time.

APPENDIX 2:

Lalor Secondary College's Acceptable Use Agreement

APPENDIX 3:

Lalor Secondary College Computer and Internet Use Agreement

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ACCEPTABLE USE OF COMPUTER HARDWARE AND SOFTWARE POLICY, 2013

RATIONALE

Lalor Secondary College is committed to enhancing the learning of students through the use of learning technologies. To this end the College continuously upgrades its curriculum computer network throughout the school.

The policy of 'acceptable use' for all computer hardware and software is to ensure that the facilities provide maximum opportunities for educational use by all students.

This policy also covers rules for the acceptable use of the Internet for research, communication and educational purposes.

All students will be required to sign the Acceptable Usage Agreement at the start of the school year, and/or upon enrolment.

Students taking formal classes in Information Technology will maintain a copy of this Agreement in their notebook.

College Rules for Use of Hardware and Software	College Internet Rules
1. All users must log on under their own user name and password. 2. All users must log off using the set procedures. 3. Students are not to pass on their own or another person's password. 4. All hardware is to be used for school work only. 5. Hardware must not be tampered with. 6. Students must not tamper with the system setup, add or delete software. 7. No food or drink is to be brought into any computer lab. (This includes chewing gum). 8. Only a standard USB drive is permitted. (No Mp3, iPod, mobile phone or camera). 9. Students are only to use USB ports located at the front of the computer	1. All users must abide by the generally accepted rules of network etiquette. 2. Students must have their ID card to access library computers. 3. The Internet is to be used for school work only. 4. Access to inappropriate material is prohibited. If students inadvertently come across a site that displays inappropriate material they must tell a member of staff immediately. 5. Students must not use other students' internet accounts.

ACCEPTABLE USAGE AGREEMENT

Name: ……………………………………………………………….. Home Group: ………….

I agree to work by the rules as set down in this policy. I understand that if I do not follow these rules I may lose the privilege of using school computers and netbooks, following relevant discipline procedures.

………………………………………………….. ………………………………….

(Student Signature) *(Date)*

APPENDIX 4:

Frequently Asked Questions

We hope that the responses provided below and the additional information answers any initial questions you may have had. If you have any other specific questions please email your inquiry to: netbooks@lalorsc.vic.edu.au.

We are sure that your child's educational experience will be greatly enhanced by this initiative as part of the Federal Government's Educational Revolution – and as part of Lalor Secondary College's continuing pursuit, and adherence to, best practice.

Will my child be expected to bring the netbook to school every day?	**Yes –** In most classes teachers will be using pedagogy that uses digital technology. Likewise students will be expected to use the netbook to complete increasing elements of the curriculum – digital technology needs to be seen as an essential tool in the classroom. As it is difficult to provide enough charging points throughout the College. We have selected a model with a long battery life that should last the full day. It is important students bring a fully charged netbook to the College each day. In the event students forget their netbook, the College does not have back-up resources. Students in this situation will have to forego the use of the netbook for the day, which will put them at some disadvantage.
Is there a secure area where my child can leave their netbook during sport, recess/lunch or assembly?	**Yes –** Students are responsible for securing their netbooks during recess/lunch in their lockers.
Will my child be using the netbook every lesson, every day?	**No –** Use of the netbooks will be at the teacher's discretion depending on the suitability of use for the task at hand.
Will there be a help desk for students to access technical support?	**Yes –** the ICT helpdesk is located in the school ICT office. Students can access the helpdesk for all 1:1 issues.
Will a replacement netbook be available for students if theirs is taken for repair?	**Yes –** Students can borrow one from the Resource Centre in the event of delay in repair. Using the borrowed netbook, students can still access their network school files as they are copied to the server from their last logon to the network (files saved to the computer will need to be backed up by the student). **Borrowed netbooks must not leave the College**.
What is the expected repair time period?	The negotiated service agreement with the computer company dictates repair times. This time period is usually around 72 hours however repair times will depend on the job complexity and the current workload of the computer service provider.
If my child loses their netbook, will they therefore lose all their work?	The student is responsible for backing up all school work. Each student has a network space to do so. Also students may choose to back up to a portable usb or hard drive.
If my child loses their netbook, will it be replaced?	The student is responsible for ensuring the security of their netbook. Should they lose it, the guardian/parent may be required to present a statutory declaration to this effect in order to arrange possible replacement.
Can my child hand back their netbook after one year and receive a new model for the following year?	**No –** The model selected for that year will stay with that group of students until they have completed Year 12.

What features influence the choice of the netbook device?	The school has considered a variety of factors. Performance, weight, price, usability, processor, battery life, service and warranty were all considerations in the choice of the laptop.
What features are available to the school when netbooks are purchased through the Government contract?	All netbooks purchased through the Government contract automatically come with a minimum 3 year onsite full service or replacement warranty, including one year warranty for batteries. Parents must note that the warranty does not cover accidental damage and therefore in such cases, there will be replacement and repair costs incurred to the parent.
Is wireless or wired connectivity to the network available at the school?	The school has 100% wireless coverage across the site.
Will an internet filter be in place?	**Yes** – all computers are subject to as per normal Lalor Secondary College internet filtering. However when the device is used outside school internet filtering doesn't apply.
Can my child install their own computer games and other personal software?	**Yes**. Students can install software that is for educational use and doesn't break the 'Acceptable Use Agreement *(Appendix 3)*
What material is deemed inappropriate?	The laptop is for educational use only. If you are unsure of the appropriateness of any material please contact the school on netbooks@lalorsc.vic.edu.au.
What software is pre-installed on the laptop?	The netbook will use a Windows operating system. It will also feature Microsoft Office 2010 (Word, Excel, OneNote etc), Adobe Creative Suite 5 (Photoshop).
Will the IT Department assist me with home internet settings and connectivity problems?	**No** – Unfortunately, due to the number of possible inquiries the ICT department is unable to assist with individual enquiries.
What happens if my child's netbook is stolen?	The insurance policy will cover you against theft and accidental damage of the laptop. It is a requirement that a report is made to the police and that this report is presented to the netbook Manager in order for a possible replacement to be arranged.
What happens if the netbook is accidentally damaged?	If accidental damage occurs to a netbook, the student needs to report this immediately to the netbook Manager, whereupon a resolution is sought – the student may be liable for payment of any repairs to damage.