RATIONALE

Central to the core values of the College is the challenge we set to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships, which produces engaged, robust citizens and lifelong learners capable of shaping our future. Our Vision at Daylesford Secondary College is to “AIM HIGH”, united as one school that provides endless opportunities for learning, personal growth, and achievement to one’s greatest potential.

Our moral purpose is to foster a school community of curious, knowledgeable, skilful and responsible citizens. We must nurture and develop individual talents, capacity, and motivation, to enhance learning, achievement and contribution both globally and within our local community.

- The College 1:1 Program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the College are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizens capable of shaping our future.

IMPLEMENTATION

1. Ownership Model:

- The Netbook is to be owned by the College.
- A refundable ‘Bond’ of $100.00 will be paid in exchange for 24/7 student access to their netbook.
- If students leave for any reason they will return the netbook to the college in full working order, including all accessories and components.
- The netbook will be used by one student only. Students will have their netbook (upon receipt of the paid bond), for the period of the first day of the school year until the last applicable day of the school year.
- Students are solely responsible for the care, security and maintenance of their netbook. In the event a netbook is returned on the last day of the school year (applicable to that student) and is deemed damaged in anyway, the $100.00 Bond will not be refunded to the student/parent.

2. Guidelines for participation

Prior to netbooks being issued to students:

- Each netbook must be imaged with the permitted school image for each year level and registered in the school database with a unique identifier against the student’s ID.
- Parents and students must attend an information event and agree in writing to the terms and conditions of the program as per Appendix 1- “Senior Student 1:1 Netbook Program Contract Agreement”
3. Role of Parents

A parent induction program will be offered, running for 30-60 minutes. This will be mandatory if a student is to participate in this program.

The induction program will cover:
- educational benefits of the 1:1 program
- care and maintenance of the netbook
- roles, responsibilities, restrictions and liabilities
- policies and procedures for participating in the school’s 1:1 program
- Acceptable Use agreements- Student Contract of Use.

4. Insurance

- If a netbook is lost or stolen, parents will be required to contact the netbook coordinator within the school and complete the appropriate form.
- If a netbook is stolen, parents will be required to obtain a police report. They should then contact the netbook coordinator and complete the appropriate form and supply this accompanied by the police report.
- The netbook coordinator will lodge appropriate insurance documentation and notify the parents of progress.
  In exceptional circumstances a loan netbook may be provided to students.
- The excess for an insurance claim is $100.

5. Loan/replacement

Loan netbooks may be provided (depending on availability) to students if their netbook has been submitted for repair under warranty conditions. Loan netbooks will not be provided for non-warranty repairs and/or loss or theft, unless under exceptional circumstances.

6. Caring for netbooks

The following conditions must be adhered to in order to maintain warranty:
- Always store the netbook in the protective HARD cover provided
- Avoid storing it in your backpack without the protective HARD cover – pressure from books can damage the screen and hinges
- Do not store anything additional to the netbook within the netbook sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your netbook within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on the netbook can cause permanent damage to the screen and other components)
- Do not grab or squeeze the netbook. (This can also damage the screen and other components)
- Never leave your netbook in a car or in an exposed area where it can be stolen
- Never leave your netbook in unsupervised areas during the school day. They are to be securely locked in a classroom or in a school locker. Netbooks left unsecured may be confiscated to avoid exposure to theft
- See Appendix 1 for Guidelines for Students on Caring for their netbook.

7. Appearance and personalization

- As netbooks are the property of the school they are not to be altered or personalised in any way that is irreversible.

8. Software licensing

- Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.
- Netbooks are “locked-down” and students can’t install software. If they wish to install educational software they must bring original CD’s etc and technical support will install.
9. Internet usage

- Use of netbooks by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents are also to familiarize themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.
- Resources for parents and teachers are available at:

  Working with the Web
  Net Alert

10. Users and security

- Students must use a username and password to access their netbook, to protect information in incidents of loss or theft.

11. Virus protection

Viruses have the potential to severely damage and disrupt operations within the school and DEECD’s computer networks. Whilst students can connect to the internet from home, they should take all steps to protect the school and DEECD’s computer network from virus attacks.

The netbooks have Symantec antivirus software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be upgraded from the network.

Students are recommended to:
- Protect their netbooks from virus attacks by scanning for viruses at least weekly. Symantec virus definitions 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. Carry out the scan before returning to the school and connecting to the school network.
- Not to open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the internet. Save the files to the netbook hard disk and run the virus scanner on the file before opening them.
- Delete chain and junk emails. Do not forward or reply to any of these.

12. Non-school applications and files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the netbook. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their netbook while at school where given express permission by a 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.

13. Web 2.0 applications

Students must abide by the school’s User Agreement whenever the school equipment or services are involved. This includes the netbook regardless of location. Students who breech any of the User Agreement risk losing their netbook privilege and Bond.

- Students must keep themselves and friends safe by not giving 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 bullying/harassment.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student is an essential requirement from all students.
14. Technical support/Repairs
   - Warranty
   - Non Warranty - $10 plus parts

The College will provide limited technical support to maintain the core function of the Netbook i.e. to enhance student teaching and learning at school. Any problems should be immediately reported to the classroom teacher who will notify the school Netbook coordinator. Students may be charged where technical support is required to remove viruses downloaded from outside of the school network.

15. Power supply management
   - All netbooks are to be fully charged at the commencement of every day.

16. Backup/recovery

   Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or internet-based backup to regularly backup important work.

   Students will be able to backup critical education-related data to the school server. Any personal files should be backed up on a USB.

17. Additional student consumption

   Students participating in the 1:1 program will be allowed a 20 per cent increase in download and print quotas without additional charge. Once this additional download limit is reached students may be charged extra, or have their privileges restricted to educational research only.

18. PRIVATELY OWNED LAPTOPS/NOTEBOOKS

   - Privately owned machines may be used rather than entering into a contract with the schools 1:1 machine. All policy requirements remain relevant for those students who are using a privately owned device.
   - A cost of $10.00 will be charge for Network set-up and Tech support remains the responsibly of the student/parent.

EVALUATION

   - This policy will be reviewed as part of the school’s regular review cycle.

Ratified by School Council                   Date: Term 4 2011
Signed                                     Principal: Tiffany Holt
                                             School Council President: Lorraine Hayes
                                             Review Date: Term 4 2012
ACCEPTABLE USE CONTRACT
USER AGREEMENT

This User Agreement is to be signed by both the student and parent.

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

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology. I will support others by being respectful in how I talk to and work with them, and I will never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the College’s Behaviour Guidelines when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images, and by protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an ‘online name’ and avatar when sharing my work online.
- remember that the content on the web is someone’s property and ask my teacher/parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I will not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable
  - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school are being threatened

When I use my mobile phone, iPod or other mobile device at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc.

This Acceptable Use Contract also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name: ................................................................. Student Signature: .................................................................

Parent Permission- I agree to allow my child to use the Internet at school. I have discussed potential problems and responsible use of the Internet with him/her addressed in the Advice to Parents Brochure attached. I will contact the school if there is anything here that I do not understand or if there is a situation which concerns me.

Parent/Guardian Signature : ................................................................. Date: .................................................................
CONTRACT- Refundable “BOND” Agreement

1 USE Arrangements

(a) Daylesford Secondary College shall loan the netbook to the student during the period of the first day of the school year and the last applicable day of the school year. The date of return will be notified during the year. The student shall pay a refundable BOND of $100.00. Students will not be given a 24/7 Netbook until the BOND has been received by the College. The BOND will not be refunded should the Netbook be deemed to be damaged in any way at the end of the loan period.

(b) The BOND does not include any consumables such as paper, ink or toner that may be required to be used with the netbook.

2 Termination

(a) This agreement comes to an end and the netbook is to be returned to the college should:
   (i) The student leave Daylesford Secondary College prior to the end of the loan period.
   (ii) Significant damage occurs to the machine during the loan period.
   (iii) The student breeches any part of the Use Agreement Contract.

3 The Netbook

(a) The Student will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by the school

5 Insurance

The netbook is subject to the warranty policy of the supplier.

For loss and non warranty repair:

(i) An excess of $100 will apply, payable by parents for the loan period.

(ii) A loss notification must be accompanied by an appropriate police report.

Loan Arrangements

I have read the above information about loaning arrangements for the use of a netbook.

I understand and agree with the terms and conditions of this lease.

Parent/Guardian Signature: .......................................................... ...........................................

Student Signature:...........................................................................................................

Date: ....../....../.......
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. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself 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 site which allows them to chat, publish photos, play games etc
- always get them to set the space to “Private” if they use a social networking site like Facebook, Myspace, Bebo, Pixo etc – They are then in control of who contacts them and can accesses their information. They can block out anyone at anytime.
- 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)

Support information for parents around the loan agreement.

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

Daylesford 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 the request is support 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, publishing inappropriate images etc.
Behave in a way outlined in our Whole School Behaviour Guidelines

The College’s Behaviour Guidelines outlines basic behaviour expectations of students and also the desired behaviours and values our school community believe are important for all of the students at our 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 Facebook, MySpace, blogs, Club Penguin 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 alterations 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 the school or run them on school computers

The college 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 and netbook access will be reviewed.

Using the Internet / mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.
Remembering the content on the web as someone else’s property and asking teacher to help get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.
By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the internet is true, accurate or unbiased.
The college is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet.
Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. “Tell me about wombats” might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don’t line online etc...

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.
If you have any concerns about this agreement or internet safety, please contact the college or call visit [http://www.cybersmartkids.com.au/for-parents_tips.htm](http://www.cybersmartkids.com.au/for-parents_tips.htm)
Caring for your Netbook

Packing away your netbook
• Store your netbook bottom down
• Don’t wrap the cord too tightly around the power adaptor because this might damage the cord.

Handling your netbook
• Try to avoid moving your netbook around when it is on. Before switching on, gently place your netbook on a stable surface and then switch on
• You still need to be careful with your netbook while it is in the bag. Always place protective cover gently down
• Be careful when putting the netbook in the car that no other items are on top of it and nothing will roll onto the netbook
• Netbooks should be switched off before being put into the protective cover.

Operating conditions
• Don’t place objects on top of your netbook and never carry it around while it is turned on
• Avoid exposing your netbook to direct sunlight or sources of heat such as desk lamps
• Avoid exposing your netbook to dust, dirt, rain, liquids or moisture
• Avoid exposing your 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 your netbook by its screen
• Don’t slam the screen closed
• Be gentle when putting your netbook down.

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

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

Keyboard
• Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt
• If any key tops are missing or keys are in a damaged state, take your netbook to technicians 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
• Use a non-abrasive cloth
• Spray cleaner on to cloth to moisten, but do not spray the netbook directly. Rub gently.