St Helena Secondary College

One to One Laptop Program 2019

Contents

1:1 Laptop Program

St Helena Secondary College commenced its 1:1 program in 2012, with the successful introduction of 1:1 laptops for all students in Year 7-10 and 24/7 access to laptops for Years 11 & 12. We believe that giving students immediate access to technology in a one-to-one program will help engage them in the learning process in new and creative ways. This is an exciting opportunity for our students who will become increasingly skilled at using technology to access and present information, to problem solve and to work collaboratively.

In 2019, this program will continue for new enrolments into the College.

Goals of the 1-1 Laptop Program

- Laptops will be used to facilitate learning by allowing students to:
    - access, use, create and publish digital and online information
    - develop knowledge, understanding and skills through creativity, critical thinking and problem solving
    - collaborate with others
    - communicate, in a variety of ways, their knowledge and learning experiences.
- Students use the laptops as a tool to manage their work and learning.
- Students will develop age-appropriate ICT skills and understandings, including the responsibilities of online citizenship.
- Students will accept responsibility for:
    - their personal actions when using ICT
    - the care and functionality of their laptop.

Why have we selected the Tablet PC as the 1-to-1 device option?

The Tablet PC is an innovative, new form of ICT that is particularly well suited to learning environments. It was chosen for the following benefits:

- Compact size, ease of transport and design means it can be used in almost any learning situation
- the long battery life will allow it to be used all day at school without recharging
- a device that could be a replacement for paper textbooks and alleviate the need for so many textbooks to be carried around in student bags
- a common tool for each student that would meet most of their day to day technology needs and that would help engage students in learning 24/7
- a device that would be easy to use and easy to support
- a device that will be effective over the next 5 years, supports Windows 10
- the level of interactivity and highly diverse modes of use will support innovative learning opportunities not possible with other forms of ICT.
- a touch screen device

In essence, the Tablet PC is the ideal device for anywhere, anytime learning.

Why does my child need a Tablet computer?

- Handwriting is still and important tool. VCE exams will be handwritten until the introduction of some computer based exams in 2019.
- Notetaking is a critical learning skill. Whilst many students can touch type, drawing and labelling diagrams is much easier on Tablet computer.
- Curriculum has been created and will be delivered using OneNote. We are trying to offer a multisensory learning experience.
- OneNote is the digital workbook / portfolio for students.
- The majority of the learning resources are electronic (ebooks). Worksheets such as word documents can be completed and answered handwritten and stored online

Parent Purchase Model

Families will have the choice of purchasing:

• Choice of LENOVO and MICROSOFT machines and peripherals (this will continue to updated as devices become available).

These machines will have common software programs installed. There are additional costs for extended warranty, insurance and finance if required.

Purchasing these devices can be made through http://shsc.orderportal.com.au/

Each of these machines include 3 year warranty and options for accidental damage protection (highly recommended)

Payment Options

Select the payment option that best suits your personal circumstances.

- Direct Deposit
- GE Finance
- Credit Card

Delivery – School Pick – Up

Devices ordered through the order portal, will have the school image applied and an email will be sent through confirming pick up details from school.

This enables St Helena to distribute to student's laptops, bags any additional accessories to students before the start of term one, so that orientation can run and the students can start learning straight away.

What is the advantage of purchasing through Learning with Technologies?

- Full technical support for the computer.
- As the college partner Learning with Technologies will be the port of call for all technical problems around insurance and warranty. Given this partnership the College can provide a quick turn around time for repairs and has visibility in terms of tracking.

- All warranty and insurance repairs are done onsite. The college employs a technician from Learning with Technologies who is the contact person for all repair enquiries at the College.
- Condition: Users will not be administrators of their machine. This means they cannot install and uninstall programs. All software required for Curriculum delivery is available for install through our 'software centre' internally, whilst connected to the school network.

Can I unbundle or reduce the cost by not insuring the machine or having a lesser warranty?

- Yes, however we do not recommend this option. Our experience has shown that a 3 year warranty and insurance option has been invaluable for students and families in terms of peace of mind.
- Having insurance through our partner allows for a more streamlined service and quicker repair and a free short term loan whilst your device is being repaired.
- Waiting for other insurers and warranty to asses and authorise a repair means a greater delay and less use of your machine, causing stress for your child due to the interruptions this causes.

Can I buy my own Tablet PC from a retailer?

Yes, as long as it meets the following minimum technical specifications.

- Windows 10 – Natively
- Intel Core i3 – 6th Gen or better
- 11.6" FHD 1920 x 1080 resolution, supporting multi-touch and active stylus input.
- 4GB DDR3 Memory
- a/b/g/n Wireless (2.4/5.0 GHz)
- At least 256 GB Hard Drive
- At least 7 hours battery

Additional details relating to a machine purchased independently.

- Active stylus input is the only technology that resembles actual writing with a pen on paper. Other stylus methods are designed for capacitive touch screens. THIS IS NOT THE SAME.
- The device will retain the manufacturers factory image (operating system) for the whole life cycle the device will be used at school.
- Custom or cloned windows images are not allowed. There are no exceptions under any circumstances.
- The college does not insure these devices. This is the users/families responsibility.
- It is the owner's responsibility to have an industry standard Anti-Virus software running and ensure it is up to date with definitions / AV updates. If the Anti-Virus is not up to date, or it contains a dangerous computer virus, or any of the school installed client software is removed or tampered with, automated systems will block the device from accessing the school network. After updating the Anti-Virus software and cleaning the virus students will need to bring the device to the IT helpdesk to get it reconnected.
- The IT department may require, up to 2 days, to get it configured and catalogued. This time may be less in most occurrences.
- School will record the MAC address, Serial number and install SCCM, Network IT, papercut client software, in order to manage the device and student activity. This forms part of the School's duty of care and compliance.
- School will connect the device to the Internet via school networking and printing.
- Use of personal hot spot via mobile phones is prohibited whilst at school.

- Owner is the local administrator of the device and is responsible of total device management.

It may not always be practical or possible to connect a device that is not the one specified by the school. While the school would provide some technical assistance to allow the device to be connected to the wireless network, the amount of technical support that can be provided by the school is limited. In addition, if the specific devices (device not on the LWT Portal) are imaged by the school, it may not be possible to install required software for licensing reasons and parents may need to organise their own purchase of software.

Machines that do not meet the minimum technical requirements are not accepted at the College and will not be connected on the network.

What if I can't purchase a computer?

If you cannot purchase a computer outright, there are finance options available through the portal, through GE Money. Terms and Conditions apply. Please read terms and conditions before making a purchase via finance to ensure you understand the contract you are entering into.

If finance is not an option for you, please make an appointment to speak with the Principal and Business Manager to discuss a solution with you.

Digital Textbooks

There is significant cost offset to families in Years 7-10 with our continued movement to electronic texts. This is estimated to be approximately $250 per annum. Since 2014, students at Years 7-11 will access the majority of their textbook resource needs through the purchase of Oxford Digital Resource Suite.

St Helena will be liaising with Oxford to set up each student with their online Oxford account with the titles applicable for their students within their online library. Students will be provided with login details for their Oxford account at the start of 2019 (or within a week of enrolment for late enrolments).

This will ensure that students will be able to access these resources upon receipt of the laptop and have download these resources for the start of the school year.

Technical Support

In the event of accidental damage, faults or issues with the laptop, technical support will be provided from the school.

Any issue with a machine must be presented to the IT helpdesk in the library for preliminary assessment and triage. If it can be fixed immediately (software problem), then it will be - usually machines are reimaged as a first port of call.

Data backups are your responsibility and must be done on a regular basis.

If the machine appears to have a manufacturers defect, then the repair job will be logged by our technicians for an onsite Warranty repair and parents informed. For devices not purchased via LWT, devices will need to be taken back to the place of purchase for warranty and repairs.

Accidental Laptop Damage – Insurance

If it is determined that the laptop has sustained accidental damage an insurance form must be completed and returned to the College.

Insurance claims incur either a $100 or $200 excess fee (based on the insurance option on the device you have purchased).

The process is as follows:

1. Complete the insurance claim form.
   Students may collect this from the library.
2. Present the damaged laptop with the form to an IT Technician in the library
   The College technicians process the repair request internally. This is our internal tracking system that supports communication and device location. A loan laptop can be supplied for student use.
3. Pay the excess fee directly to LWT. An invoice is sent via email. There may be circumstances where payment is required on site at school. This will be communicated if this practice needs to take place.
4. The onsite LWT technician will repair the machine.
5. The student will be notified via email that their laptop is ready for collection.

Network and Software Image issues with Laptop

Students experiencing any software issues with their laptop (ie. lack of network connectivity, problems with computer programs, etc) need to take their laptop to the IT Helpdesk in the library .

Here, one of our IT Technicians will evaluate the problem and rectify the issues or refer it on for specialist assistance if required.

ALL laptop enquires must go through the IT Laptop coordinator Mr Kit Esplanada

Kit Esplanada

Notebook Program Manager
kite@lwt.com.au
ph: 9438 8550 Ext 208

Laptop Responsibility

How well our students use the device and the online resources will help set the standard and tradition for other Year levels at St Helena Secondary College to use mobile computing devices. The following expectations are aimed at ensuring the safe keeping and best use of laptops.

Students will be responsible for ensuring that:

1. They are ready to learn

- The Laptop is fully charged at the start of the day and brought to class- Power cords left at home
- Adhering to the school's Acceptable Use Agreement when using the machine.

2. They take care and responsibility for the device

At School: Make sure that your laptop is either in your possession or locked away in a secure area (locker) at all times during recess and lunchtime. Your locker must be secured with a sturdy lock.

Do Not:

- Leave your laptop unattended for even a short period of time
- Share your password with anyone.
- Leave your laptop logged on when not in use.
- Place it near an external window. Exposure to view from outside may tempt would-be thieves
- Leave your laptop in a vehicle, even if the laptop is out of sight and the vehicle is locked.

At Home: Find a safe place to store your laptop so that it is inaccessible by small children and difficult to locate in the event of a burglary. Ensure basic household security measures are followed at all times, such as locking doors and windows.

Do Not:

- Leave your laptop in view of outsiders even while using it.
- Leave your laptop accessories lying around. They advertise the presence of a computer device.

Transit: When travelling in the car or on public transport; avoid being seen when storing your laptop into the car or taking it out. Lock your laptop in the boot and camouflage it. Ensure the laptop is placed inside its protective case. On public transport keep your laptop in its protective case, inside your school bag and keep the school bag with you at all times.

3. They maintain their computer, data and provision for software

- Taking care of digital devices in accordance with school guidelines
- Backing up data regularly and securely
- Maintaining settings for virus protection, spam and filtering that have been set as a education departmental standard.
- Maintain and run the Colleges classroom monitoring software at all times during school
- Content inappropriate for school is not accessed or shown to others while at school
- When the laptop is not on campus, **parents / carers** will need to support their children in the device's use and care.
- Encourage your child to keep their laptop in its protective case. Don't put heavy books on top of the laptop when it is in the schoolbag or on a desk.
- You don't need good computer skills to help your child learn to use their laptop. Your interest and encouragement are more important than computer literacy.
- Remind your child to recharge their laptop overnight to ensure it is ready for each school day.
- Supervise use at home by ensuring laptops are used in family areas rather than bedrooms.
- Supervise the use of the internet and consider setting screen time limits to avoid overuse.
- Talk to your school if any issues arise.

Staff

As is the case in all facets of life at school, our staff will endeavour to support students in their development of responsible behaviour and actions. Staff will be involved in a professional learning project and we expect that, over time, Laptop PC use in class will increase and diversify. A range of resources are available for teachers to use to highlight safe and responsible use of the internet as part of their learning and teaching program, see www.education.vic.gov.au/cybersafety.

Acceptable Use of Technology Agreement

This **Acceptable Use of Technology Agreement** is a document which must be read and signed to acknowledge full understanding of appropriate use of technology at St Helena. The document is directed at all St Helena community members with access to technology provided by the College, or using technology with reference to the College or members of its community.

The **Guidelines for the Use of Technology** is a document containing practical advice based on current information, DEECD policies and guidelines and experience at St Helena.

These documents apply to all community members in the same way. The return of this signed agreement is a condition of use of the College's ICT resources.

What do you have to do?

Please discuss this agreement with your child and help them understand the implications of the Agreement and the Guidelines. We ask that you and your child both sign the Agreement and return it to the General Office.

St Helena Secondary College
Acceptable Use of Technology Policy

Policy

The mission of St Helena Secondary College is the ongoing development of a learning community of students, staff and parents committed to a culture of excellence based on mutual respect. Our technology programs, particularly those involving computers, provide students, teachers and educational support staff with powerful tools that expand learning opportunities.

At St Helena, community members may also apply the variety of available technologies for appropriate personal use outside the classroom, although their primary purpose is to support learning.

With these opportunities comes responsibility for all members of our community to interact with technologies in a way that is consistent with St Helena's values of Respect (for self, others and the College), Responsibility and Personal Best. All members of the St Helena community are expected to show respect and sound judgment whenever they interact with technologies. Any actions which conflict with our core values – particularly those which harass, denigrate or defame other people – are a breach of this **Policy.**

The Acceptable Use of Technology Policy aligns with, and references, other relevant college policies (Acceptable use of Mobile Device Policy, Social Networking Policy, Acceptable Device for 1-to-1 Program Policy) and it is expected that parents and students have read these policies carefully.

Who and what does this Agreement Policy apply to?

In this Agreement, the term "user" or "community member" refers to any person (including students, teachers, educational support staff and visitors) who access the College network or use technologies provided by the College. The Agreement also applies to the use of any technology connected to the school network.

I agree that, whenever I use technologies as a student of the St Helena community:

1. I will follow published St Helena guidelines for the responsible use of technologies.
2. I will give due consideration to the dignity, feelings, and wellbeing of others in all of my electronic communications.
3. I understand that the transmission or possession of offensive, inappropriate or objectionable material, including material infringing racial, sexual discrimination and harassment policies is against the law and accordingly I will not transmit or possess such material.
4. I will talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
5. I will protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

6. I will not bring or download unauthorized software programs to the College or run them on College computers.
7. I am responsible for all actions taken using my user account.
8. I understand that my network account (user name and password) identifies me and that all communications (both internal and external) may be monitored.
9. I understand that the College reserves the right to modify or erase any or all data/software that is contained on any device that accesses the College network.
10. I will ensure my username and password are secure and I will change my password regularly.
11. I will not fraudulently use another person's user name or password.
12. I will not damage computer equipment or furniture and will use the resources with due care.
13. I will not plagiarise content by illegally copying text without referencing the source.
14. If I accidentally encounter inappropriate, dangerous or illegal material I will immediately turn off the screen and notify a supervising teacher without disclosing the material to any other student.
15. I will not attempt to access or monitor information on any of the College's servers or any other person's computer without express permission to do so.
16. I will not attempt to gain Administrator access to any device that has access to the College network without express permission from the Assistant Principal or IT Administrators.
17. I will abide by St Helena's *Mutual Respect Policy* as it applies to technologies and I understand that all cyber-bullying (such as that involving mobile phones, PDAs, email, online chat, social networks, blogs and websites) constitute a serious breach of this agreement.
18. I will not film, photograph or otherwise record a member of the St Helena community, whether student, staff, parent or visitor, without written permission unless I have been authorized to do so as part of a properly conducted St Helena program, including through the use of devices that are not connected to our school network.
19. I will not share, publish or post film, photographs or other recordings without written permission from those depicted and/or their legal guardians, including images or videos obtained from devices that are not connected to our school network.
20. I will not create, copy or post a virus or malware/spyware, or attempt to damage the network in any way.
21. I will not use the St Helena network for any commercial purpose without express permission to do so.
22. I will not violate copyright laws.
23. I will not use the Internet for gambling or illegal activities.
24. At school, I will only access the Internet via the St Helena network, unless as otherwise authorised by a classroom teacher, for the purpose of curriculum implementation.
25. I acknowledge that available technologies may be used for appropriate personal use outside the classroom but that their primary purpose is to support learning. As such, I will not use the available technologies to play games.
26. I will not use a mobile phone, iPod or any other portable electronic device in the classroom or take such a device into the classroom so that it is visible or audible, without the explicit permission of my teacher.
27. I will only accept or make mobile telephone calls and messages outside of class times.
28. No individual may use the College internet facilities and ICT resources unless the Acceptable Use Agreement (related to this policy) has been signed and returned to the school. The Acceptable Use Agreements also apply to the use of privately owned ICT devices on the school site or at any school related activity, regardless of its location.
29. Use of the internet and ICT resources by staff, students and other approved users at St Helena Secondary College is to be limited to educational, professional development, and personal usage appropriate in the school environment.

30. The College has the right to monitor and review activities of all users. This includes personal emails sent and received on the College computer/s and/or network facilities at all times.
31. The College has the right to audit material on ICT resources material on equipment that is owned or leased by the College at any time. The College may also confiscate privately owned ICT devices/equipment used on the College site or at any school related activity if there is reasonable belief that the Acceptable Use Agreement has been breached.
32. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
33. The safety of students is of paramount priority. Any apparent breach of The Acceptable Use Policy will be taken seriously and handled by the relevant Mini School. If illegal material or activities are suspected, the matter may need to be reported to the police.
34. Students should avoid any action that has the potential to damage any part of the ICT infrastructure. These actions include, but are not limited to, illegally hacking into a computer system, launching or distributing viruses or other damaging software, physically damaging or altering hardware or software, or publishing information known to be untrue and potentially harmful to the College or an individual or individuals.
35. Written expression on a social networking site (such as YouTube, Twitter, Flicker, Facebook, Snapchat etc) should never cause harm or threaten to be harmful to any one person or group of people. Students may not use a social networking site for the purpose of harassing or defaming another member of the College community, or for bringing the name of the College into disrepute.
36. Students uploading any text or image to a social networking site should consider if they are willing or comfortable to have it displayed in a public forum, such as a student assembly. If not, they should not upload the material.
37. Students will not store personal information in the Office 365 space and understand how personal information will be collected, used, disclosed and managed.
38. Students need to be mindful of copyright laws when publishing images or text. Publishing of such material requires proper citation and permission from the author and/or subject.
39. Staff members will not allow any current students access to their personal social networking site. All settings should be set to 'private'.
40. Staff and students need to recognise that moderators/owners of social networking pages are responsible for the content of that page.
41. The College name and logo should not be published on personal networking pages of staff or students.
42. The College believes the privacy of students and staff is paramount and will take appropriate action against individuals who use social networking sites or other ICT resources inappropriately.

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

Sanctions/Consequences of unacceptable/inappropriate use

- *Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by our appropriate policies.*

- *Students using mobile devices to bully or target other students or staff will face disciplinary action as sanctioned by our policies.*

- *Any student who uses their device or is found to represent the college in a deliberately defamatory or threating manner may face disciplinary action as identified by the appropriate Mini School.*

- *Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.*

- *Failure to heed the rules set out in St Helena Secondary College Acceptable Use Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.*

- *The college reserves the right to ban the use of mobile phones and other mobile devices during recess/lunch, with short term or long-term effect, if deemed necessary.*

- *As part of our escalating consequences policy, mobile devices that are inappropriately used during class time will be confiscated and given to the mini school office for parents to collect.*

Evaluation

This policy will be reviewed as part of the College's review cycle when new information is provided by DEECD.

Last reviewed: March 2018

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

I accept that:
Breaching this Agreement (or any involvement in such a breach) may result in my access to technology resources at St Helena being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in disciplinary action by the College.

I have read the Acceptable Use of Technology Agreement carefully and I understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked

Student Name: Form:

Student Signature:

Parent Signature:

Date:

If you have any concerns about this Agreement, please contact the college on 9438 8500. Further support with online issues can be found at http://www.cybersmart.gov.au/report.aspx.

Responsible and Ethical Use of Technology

St Helena Secondary College uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology 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 St Helena 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 mobile technologies for learning
- utilise mobile technologies for educational purpose. e.g. Podcasts, 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

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 Myspace or Facebook– 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)

What has your child agreed to and why?

Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends in spaces like Facebook, or Myspace, blogs etc. but in doing so they can make themselves more vulnerable to being approached or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording

Using the Internet in line with school's student code of conduct

Using appropriate language when talking to and working with others online and never write or participate in hate mail.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it

Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as "free" but just looking at a page on the Internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment.

Using social networking sites for educational purposes and only as directed by teachers

Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing work students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping away from rude or offensive sites.

In school settings, Internet Service Providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their Internet access reviewed and their parents will be immediately informed.

Following copyright procedures

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a freebee 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.

Evaluating and using content on the Internet carefully

Not everything on the Internet is true, accurate or unbiased. The school is working to teach 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.

Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details.

Seeking teacher assistance

The Internet has some flashy and tricky ways to lead users into some 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.

We also want the whole school community to keep their Internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe.
If you have any concerns about this agreement or Internet Safety in general.
Contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176. or visit http://www.netalert.gov.au/

Support information for parents around the Agreement
http://www.cybersmart.gov.au/Parents/Guide%20to%20online%20safety/Guide%20to%20online%20safety.aspx

---