

# Netbook Program

Year 8



Cranbourne Secondary College

Stawell Street, Cranbourne

03 5996 3544

**Cranbourne Secondary College**  
**Acceptable Use and NSSCF Device Agreements**

**“Getting the best for and from our students”**

## From the Principal

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Dear Parent / Guardian,

Our netbook program provides students in Year 8 with a netbook computer early Term 1, 2017. They will retain the netbook for the school year.

The netbooks will come 'pre-imaged' – that means they will come with a variety of software tools pre-installed. The software is part of the **eduSTAR** image – this means that the *Department of Education and Early Childhood Development* (DEECD) has approved this software for use in schools. Much of the software is free/open source, but there are some commercial programs such as *Encarta* and *Microsoft Office*.

The college will also provide a customised software package to assist students in their school work. A help desk for computer issues will be available and a maintenance support system will operate to support the effective operation of day to day college activities involving the netbooks. Students will be able to access resources 24/7 with this device. They will have access to a large library of educational videos that they can access at any time. To enable the college to provide these devices a fee of \$225 per annum must be paid prior to receiving the device. This will be balanced against a reduction in costs of textbooks. The fee includes warranty and insurance. Insurance claims will incur an excess of \$50. The college will support development of online resources that are accessible to students at all times.

Our technicians will manage the maintenance and functionality of the devices and they will from time to time, recall the netbooks for servicing so that the optimum performance of the equipment and software is achieved.

Students and parents will be expected to sign an **Acceptable Use Agreement**, before their son/daughter is provided with a netbook computer. This agreement has been created by the DEECD and is used by all schools that provide netbooks to their students. This must be signed by students, parents and the school before the device is issued.

Cranbourne Secondary College is committed to providing progressive teaching and learning strategies to improve student outcomes. The Netbook Project will support this commitment and give your child the ability to organise, communicate, network and create in our classrooms and beyond.

Sincerely



Ken Robinson  
Principal

“Getting the best for and from our students”

## **Cranbourne Secondary College's eLearning Vision Statement**

### eLearning @ Cranbourne Secondary College

eLearning combines the use of electronic resources with a contemporary approach to learning. The development of eLearning in this college is a stated priority in the College Strategic Plan, where technology is effectively used to enhance learning outcomes across all stages of the curriculum.

Cranbourne Secondary College is a 21st century learning community where teachers aim to incorporate appropriate eLearning strategies to enhance rich and relevant learning outcomes and engage students in contemporary, collaborative and creative opportunities.

The staff at Cranbourne Secondary College are provided with opportunities to engage in valuable Professional Development in order to achieve deeper student engagement, participation and retention through effective classroom teaching and learning. The school has distributed a netbook to all students.

Our college is committed to ensuring the best educational outcomes for every one of our students. Our eLearning plan is designed to enable our students to experience 21st century education.



George Massouris  
Assistant Principal /ICT Leader

## Education in the digital age

Netbooks give students the most important tool of the digital age – their own portable computer – so that they can connect, collaborate and create. Research and experience in Victoria and around the world shows that achieving a 1-to-1 student to computer ratio is a significant way to achieve improved educational outcomes.

## Making the most of the netbook at home

As a parent, you play a central role in your child's development. If you don't feel entirely comfortable using computers, don't worry – detailed information about how to use the device will be given to your child at school. The most important thing you can do is encourage your child to use the netbook, and show you what they're learning and how they are using it.

You won't be expected to offer technical support to your child either: centrally provided technical assistance, network and software products and services will ensure schools and students are appropriately supported. A fact sheet with tips on the safe and appropriate use of the netbook at home and at school has been included in the information pack.

## Making the most of the netbook at school

The recent pilot of netbooks in Victorian schools proved that students are more motivated and engaged in learning if they have their own netbook, because the device emphasizes and supports self-directed learning, with access to information anywhere, anytime.



The pilot also revealed a real need to establish ground rules for student netbook use. You can expect that teachers will have discussions with your child and his/her classmates to explain the expectations and responsibilities that go with having a netbook.

It's vital that students understand that the netbook is a tool which is central to their learning at school and home.

**Using the netbook inappropriately or failing to have it fully charged and at school each day will result in netbook or computer access being negotiated with your child.**

## More information

To make sure your child enjoys the full educational benefits of their netbook, we encourage you to read all the contents of this information kit. Cranbourne Secondary College will keep you informed through the school website, newsletters, email and parent information evenings. The school will also be able to give you advice on:

- the best academic uses of the netbook
- safe and responsible Internet use
- copyright, plagiarism and software licensing

You can also contact the school on: 03 5996 3544 if you need further information.

## Tips for safe and responsible netbook use at home

Netbooks are a powerful learning tool providing anywhere any time access to learning and information. Just like any other device that can directly connect to the Internet, it is important netbooks are used safely and responsibly at home and at school. Schools generally have Web filtering and will use the netbooks specifically for learning.

In the home with Internet access, students will generally be connected to unfiltered Internet and there will be an opportunity for the student to use netbooks for social connections and leisure activities. As a parent, you play an important role in ensuring your child has safe and positive experiences when online. Encourage your child to think and question both the information they obtain from the Internet as well as the people that they encounter. They should be advised not to accept any offers that seem too good to be true – they probably are. Being aware of how your child is using the Internet and what they use it for is important. Understanding strategies for dealing with any risks young people may face online will help equip you to better guide them in the online world.

### Top tips for parents

- Use the netbook (or any computer) in a central, communal place in the house – not a private space, like a bedroom.
- Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.
- Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space straightaway may be some first steps your child could take.
- Set time limits around netbook usage.
- Set in place agreed levels of personal information your child can share online. It is important that private information such as their name, address and images are kept just that – private.
- Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult to retrieve it.
- Reinforce stranger danger messages and encourage your child to question who they trust online as there is a chance that people may not be who they say they are. This can at times be difficult; as the concept of friends online can include people your child does not actually know but may feel that they know them after chatting over some time.
- Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.
- Make sure your child's online profile is set to private so that their personal information is kept secret.
- Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.

The [Learning On Line](http://www.learningonline.vic.gov.au) website presents the Department of Education and Early Childhood Development's advice for schools on cyber safety and the responsible use of digital technologies.  
[www.education.vic.gov.au/cybersafety](http://www.education.vic.gov.au/cybersafety)

## **How will students benefit from using netbooks?**

Research and experience show that students are more motivated and engaged in learning when they have their own computer. Netbooks promote better learning in and out of school by encouraging:

- anywhere, anytime access to learning
- independent, self-initiated learning
- students to explore and experiment with ideas and information in a way that reflects the digital age in which they live
- more family involvement in education
- collaboration between students in different schools, states and even countries.

## **What can students do with a netbook?**

Netbooks provide students with ongoing access to a digital library of innovative and interactive learning tools and educational resources. Having a netbook will change how and when your child learns. A suite of 80 educational software programs, eduSTAR.net, will come loaded onto each netbook so that it can be used for work at school and at home. Using the netbook, your child will be able to:

- use the Internet and encyclopedia software for research
- create animation, movies and 3D designs
- record and edit photographs, sound or video
- boost numeracy, literacy and science skills
- create media-rich presentations
- collaborate online with students locally, interstate or overseas.

## **Will my child be protected when using the netbook online?**

At school, students using netbooks online will be protected by cybersafe practices, a filtered environment and teacher supervision. At home, parents are strongly encouraged to supervise any Internet use and consider setting screen time limits to avoid overuse. Further cybersafety information is available at [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

## **Does my home need Internet access?**

**No.** Students will be able to access the information they need online when they're at school, and use the software loaded on the netbook at home. Even when not connected to the Internet the netbooks are still very useful tools for learning. Of course, if you have Internet access at home, and you're happy for your child to share it, you are welcome to do so.

## **Are there any rules about using the netbook?**

**You and your child have signed an acceptable use agreement with Cranbourne Secondary College.** Your child's teachers will discuss the expectations and responsibilities of using a netbook, and the college will also communicate these expectations to you.

Expectations include:

- how the netbook should be used, including what material is regarded as appropriate and inappropriate for students to access
- having the netbook at school every day
- having the netbook fully charged and ready for use at school each day
- leaving the charger at home at all times. Chargers are easily lost and attractive items for theft. Lost chargers will incur a cost to the parent/guardian
- information about the need to observe copyright laws.

**Breach of the Acceptable Use Agreement and NSSCF Device Agreement may result in the following:**

- **Reimaging of device**
- **Network access temporarily revoked**
- **Network access permanently revoked**
- **Temporary seizure of device**
- **Permanent seizure of device**
- **Consequences as outlined in the Student Engagement and Welfare Policy**
- **Inappropriate use of the netbook may result in it being seized by any member of staff.**
- **The Principal may at his discretion recall the netbook at any time.**
- **A combination of the above.**

## **Who owns the netbook?**

**The netbook remains the property of Cranbourne Secondary College until the end of the third year.**

## **What will happen if a netbook is lost, stolen or broken?**

- If the netbook is faulty it should be taken to the Netbook Centre for repair.
- If the netbook is lost or stolen, a police report and statutory declaration will be required.
- If a device is damaged and said damage is not covered by the manufacturer's warranty, an insurance claim will be made and a \$50 excess is payable.

## **A parent's guide to Netbook use at school and home**

### **What is a netbook?**

A 21st century education tool, the netbook is a small computer weighing just over 1kg that fits into a standard schoolbag.

### **What can a netbook do?**

Netbooks provide anytime, anywhere access to information and learning. Through a netbook, a student can complement learning that takes place in the classroom using software programs, referring to resources that have been downloaded onto the netbook, or working with audio, picture or video files that have been saved. Students will have broadband Internet access at school. You do not need Internet access at home for your child to use the netbook.

### **Can we personalise the netbook?**

Changes to the netbook, such as engraving, marking, painting or drawing are not be permitted as the repair process may involve the swapping of hard drives into different cases and the device remains the property of the school.

### **We already have a laptop. Can my child use that?**

Yes you can use your own laptop. There are a few points to consider though. Privately sourced computers are not covered by the school's software licensing agreements or repair contracts. While the school can provide some technical assistance to allow the device to be connected to the EduSTAR wireless network, the amount of technical support that can be provided by the school is limited. The school may not be possible to install the required software for licencing reasons and parents may need to organise their own purchase of the software.

### **How do we look after the netbook?**

**Encourage your child to store the netbook in its protective hard cover and avoid packing it at the bottom of a schoolbag where heavy books and other items may cause the screen to crack. Care should be taken to avoid dropping the netbook which may result in a cracked screen and/or damage to the casings. Spilling drinks or food on it can cause keyboard damage and/or a dead hard drive. Walking around with a netbook that is on may result in a dead hard drive. Students should avoid displaying or using their netbook in public to reduce the risk of theft or damage. Cranbourne Secondary College has processes in place to deal with deliberate damage.**

More information on the repair process, together with greater detail on costs, warranty and insurance arrangements can be obtained by contacting the College on 03 5996 3544.

**Students are responsible for backing-up their school and personal files. Students should be encouraged to frequently back up their information to a USB stick and keep it in a safe place.**

## **What can be added to a netbook?**

### **Under no circumstances can students load any software and/or R rated information onto a netbook.**

It is your child's responsibility to ensure there is enough hard drive space and memory to participate in class activities.

Downloading music, games, and videos from the Internet is prohibited except when directed by a staff member. If a game or scenario software is used by a class for academic purposes, the school will purchase licenses and install the software for student use.

Your child does not need broadband access at home to participate in the Netbook Project. Students can use their netbook to work with files and software already loaded on the computer, or saved on a USB stick, without connecting to the internet.

## **How can we ensure students don't misuse the netbooks?**

It is important that teachers, students and parents share the responsibility to ensure safe, responsible and appropriate use of the netbooks at all times.

To help reduce inappropriate use, parents and students will be asked to sign a User Agreement before being issued with a netbook. The agreement sets out your child's responsibilities in relation to taking home a school owned netbook. Cranbourne Secondary College will provide parents with information about supervised internet use, best academic uses, copyright and plagiarism.

Cranbourne Secondary College have procedures in place to ensure students use their netbooks appropriately.

Parents and students should also be aware that files stored on the netbooks or on the school's server are not private. Schools may also inspect students' netbooks from time to time to ensure appropriate use.

### **Parents have full authority to restrict the use of the netbook outside the school grounds.**

This may include:

- letting your child use the netbook in family areas rather than their bedroom
- restricting use of the netbook to certain times of the evening or weekend
- encouraging your child to share the documents and contents of the netbook with you.

## Frequently Asked Questions

### Q. How much will the netbook cost?

A. **\$225 per year over three years.** Support and Internet access is provided using Federal Government funding. You will receive an Acer netbook, netbook case, eduSTAR software, free wireless internet at school and on-site technical support.



### Q. When do I have to bring it to school?

A. You will be provided with a hard case in which to transport your netbook to and from school. **You CANNOT bring the charger to school – the netbook should be fully charged overnight.** You would be expected to bring your netbook to school every day, but it would be sensible to check your timetable – if for example you have Drama, Craft and a PE excursion in one day, you probably wouldn't use it (but check with your teachers)

### Q. Can I put my own software on the laptop?

A. **No** – but you will be able to install your home printer and Internet connection. The school is not responsible for any software that you install on the computer, or configuring home printers/home network settings etc.

### Q. What happens if I get a virus/trojan/worm on the netbook?

A. Hopefully, the anti-virus software on your computer will ensure that any infection is controlled; however, no security software is 100% effective. If you believe you have a virus/infection on your computer you need to take the netbook to the Netbook Centre. The technicians will assess the problem and provide you with a loan computer (Daybook) if required while they try to remove the infection. If it cannot be removed, they will RE-IMAGE your netbook – this means that it will be completely wiped and a fresh copy of the operating system will be installed. For this reason, **it's really important that you back up the data on your netbook to a USB. You are responsible for backing up this information, not the technicians.**

### Q. Will there still be desktop/laptop computers at Cranbourne?

A. We will have computers available for subjects like Media, Photography and Music.

**Q. What happens if my netbook stops working?**

A. All devices and batteries are covered by a manufacturer's warranty (3 years) and Acer accidental damage, loss & theft protection insurance.

If you have a problem with your netbook, then report the issue to the Netbook Centre - technicians will assess the problem, provide you with a temporary replacement netbook, (Daybook if required) and complete the repair. If the damage has been caused by you or another party, you will be provided with a Tax Invoice for the insurance excess of \$50

If you do not pay for the damage to your netbook, or begin a payment plan within a reasonable timeframe, (2 weeks) your son/daughter will not be entitled to a replacement netbook, (Daybook) after this time.

**Q. What happens if I change schools/go to TAFE fulltime/exit school?**

A. **The netbook remains the property of Cranbourne Secondary College at all times.** If you leave Cranbourne Secondary College to go to another school / leave at the end of Year 8 etc., then you must return the netbook to the Office or Netbook Centre. Make sure you have a copy of all your essays/work/music etc. before you hand the netbook back to school.

**Q. My child's school has a program where parents pay for laptop computers or tablets. Do I have to purchase/lease the device specified by the school?**

A. No. Your school will have information about its use of laptop computers/tablets which you can ask about. It is the parents' choice whether they purchase/lease these items or not.

If you do not purchase/lease the device, the school will provide a device for your child during the times the device is required at school.

**Q. My child already has a laptop computer/tablet. Can he/she use this at school instead of purchasing the one(s) the school is specifying?**

A. Yes, your school will have information on the types of devices that can connect to the school network.

Generally, if you already have a device at home that is similar and suitable you may be able to use it at school. The school must allow your child to use their own device. However, parents should be aware that it will not always be practical or possible to connect a device that is not the one specified by the school.

While the school should provide some technical assistance to allow the device to be connected to the EduSTAR wireless network, the amount of technical support that can be provided by the school is limited.

The other consideration is that it may not be possible to install required software for licencing reasons and parents may need to organise their own purchase of the software.

**Q. I would like to purchase/lease the laptop computer offered by the school but it is too expensive. What can I do?**

A. All schools offering programs where parents pay for the costs of their child's device will ensure they have support options available for parents who may have difficulties paying for the devices. These options should include offering payment plans and subsidised devices.

If you are experiencing difficulties in providing or paying the school to provide the digital device, you are encouraged to make an appointment with the Business Manager or other nominated senior staff member to discuss assistance the school can provide.

All information you provide will be treated in the strictest confidence.

**Q. If I choose not to purchase or provide the laptop computer specified by the school for my child, will they miss out at school?**

A. If parents choose not to purchase/lease the device, the school will provide a device for the child during the times the device is required at school.

# Checklist for parents

**Ask questions about what your child is doing and learn together. You don't need to be an expert in technology to help your child learn.**

- Remind your child to store the netbook in its protective hard cover.
- Don't put heavy items on top of the netbook in the schoolbag as the screen may crack.
- Remind your child to carry the netbook inside their schoolbag when travelling to and from school.
- To prevent theft or damage students should not use or display their netbook in public.
- Return the netbook to the Netbook Centre if it needs repairing.
- You must use the approved repairer to keep the warranty on the netbook valid.
- If you believe someone has damaged your child's netbook on purpose, report it to the school as soon as possible. You may also need to report it to the police.
- No R Rated software, music, games or video can be loaded onto the netbook.
- Encourage your child to save their work regularly to a USB as backup.
- Teachers, students and parents share responsibility for safe and appropriate use of the netbooks.
- At home you may consider:
  - allowing netbook use in family areas, in preference to bedrooms
  - restricting netbook use to certain times of the day
  - reviewing documents and the contents of the netbook.

**If you don't have broadband at home your child can participate by:**

- accessing relevant learning software working with files saved to their USB stick.
- Ask your school for information about appropriate use, copyright and health and safety.
- Encourage your child to explore and enjoy the learning opportunities that using a netbook offers.



# Cranbourne Secondary College

Acceptable Use of the College Network, Internet,  
and Digital Technologies Agreement

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National Secondary School Computer Fund  
(NSSCF) Device Agreement

The NSSCF Project is for the period from 2012—November 2015.  
All devices under this project must be returned at the end of the student's school year.



# **Cranbourne Secondary College Acceptable Use Agreement for Internet and Digital Technologies (Including the NSSCF)**

The Cranbourne Secondary College network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students are given full access to the network with an individual account. Students will also have college-administered individual electronic mail and Internet access. Any such facilities must be regarded as privileges and may be withdrawn for misuse of the resources.

Cranbourne Secondary College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

Our digital technologies are provided primarily for the educational benefit of students and the professional development of staff. Any behavior that interferes with these primary objectives will be considered an infringement of the Acceptable Use Agreement.

## **Part A - School support for the safe and responsible use of digital technologies**

Cranbourne Secondary College uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

You and your child have been asked to agree to use the Internet and digital technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Cranbourne Secondary College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet (Student Engagement Policy, Bullying Policy)
- provide a filtered Internet service
- provide access and model appropriate use within the Department of Education and Early Childhood Development's state-wide, secure learning environment.
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/guardians to understand this agreement
- provide support to parents/guardians through information evenings and through the document attached to this agreement for parents/guardians to keep at home
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology.



# Cranbourne Secondary College Acceptable Use Agreement for Internet and Digital Technologies (Including the NSSCF)

## Part B - Student Agreement

### When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet for educational purposes as priority over other recreational uses and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs/files, including games, to the school or run them on school computers
- seek written permission from the Principal before uploading images, sound recordings, or video taken at Cranbourne Secondary College, or of any person in Cranbourne Secondary College uniform, onto any site.



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

- keep the device turned off during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

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

Requirements for parents/guardians and students accessing portable devices purchased with commonwealth government funding for (Digital Education Revolution Project (DER) and the National Secondary School Computer Funds (NSSCF)

The Digital Education Revolution Project (DER) and the National Secondary School Computer Funds (NSSCF) – VIC program aims to improve student learning experiences both in and out of the classroom. Cranbourne Secondary College is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

**It is important that you read and understand the rules and requirements outlined in the DER and NSSCF Policy on pages 14-19 of this manual, the Acceptable Use Agreement must then be signed and provided to the school before the device will be issued or used.**



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## **Family information to support the understanding of the Acceptable Use Agreement for Internet and Digital Technologies including those funded by the NSSCF.**

### **Advice to support the safe and responsible use of digital technologies 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 and chat.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images and videos for students to view. Not all content is presented as a space.

### **About the agreement:**

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school on: 03 5996 3544 to clarify or receive additional information.

### **Be a safe, responsible and ethical user whenever and wherever I use it.**

The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the Internet and digital technologies at school.

### **Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).**

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. 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. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages

or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

### **Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.**

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

#### **Students are advised to report an incident if:**

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

### **Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.**

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

### **Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.**

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and Blogs. This can put them at risk of being approached, groomed 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
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

### **Use the Internet at school for educational purposes and use the equipment properly**

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' however; even just looking at a page on the Internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or mobile technologies for their learning.



**Use social networking sites for educational purposes and only as directed by teachers.** Web 2.0 tools and social networking spaces allow students to be contributors to the web and 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. It is important for students to understand that working in a collaborative space as part of a learning task, has a very

different purpose to using a social networking space to link up with friends in their own time.

**Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).**

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. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. 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. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

**Think critically about other users' intellectual property and how I use content posted on the Internet, not simply copy and paste information from websites.**

Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.

- **DO NOT interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.**
- **DO NOT reveal my password to anyone except the system administrator or classroom teachers.**
- **DO NOT bring or download programs, including games, to the school or run them on school computers.**
- **DO NOT deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images.)**

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 technologies which bypass filters, will have their Internet access reviewed and their parents/guardians will be immediately informed.

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. 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 school equipment and student work at risk.

**To this end, when using my digital device as a phone, I will:**

- Keep my phone off during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes, arranged with the teacher.

- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).
- Seek written permission from the Principal before uploading any image, sound or recording taken at Cranbourne Secondary College or any image of anyone in the college uniform.

**When using a digital device as a camera I will:**

- Only take photos and record sound or video arranged with the teacher when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- Seek written permission from the Principal before uploading any image, sound or recording taken at Cranbourne Secondary College or any image of anyone in the college uniform.

Mobile phones and digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be fully **informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception. A sample consent form for requesting permission is available on the DEECD website. Consent can be withdrawn at any time.



(<http://www.education.vic.gov.au/management/elearningsupportservices/www/formstemp.htm#H2N10064>)

**This section outlines the contractual requirements of the Federal government’s Digital Education Revolution Project, which funded the device being used by your child.**

## **This copy of the agreement can be kept at home.**

The Digital Education Revolution – VIC program aims to improve student learning experiences both in and out of the classroom. Cranbourne Secondary College is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology. The acceptable use agreement must be signed and provided to the school before the device will be issued.

### **1. Purpose**

The digital device is to be provided as a tool to assist student learning both at school and at home.

### **2. Equipment**

#### **2.1 Ownership**

2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.

2.1.2 The school retains ownership of the device until the student completes Year 09. At this time (if all the fee’s have been paid) ownership of the device will transfer to the Parent.

2.1.3 Parents/guardians and students should be aware that files stored on the device or on the school’s server are not private.

2.1.4 If the student leaves the school prior to completing Year 9 or moves to another Government or non-Government school, interstate or overseas, the device must be returned to the school.

#### **2.2 Damage or loss of equipment**

2.2.1 All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised “personalisation” of the device such as scribing, adding stickers etc.

2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school.

2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/guardian and provided to the school.

2.2.5 If a device is damaged or lost the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.

2.2.6 Students will be required to replace lost or damaged chargers.

2.2.7 If a device is damaged and said damage is not covered by the manufacturer’s warranty or any of the school’s insurance arrangements, the Principal of the school may determine that the student must pay to the school the costs of repairing the damage or, if necessary, the costs of replacing the device.

#### **2.3 Substitution of equipment**

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer’s warranty.

2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.

### **3. Standards for device**

The student is responsible for:

- 3.1.1 Taking care of digital devices in accordance with school guidelines.
- 3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home.
- 3.1.3 Backing up data securely.
- 3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

#### **Scenarios for teacher/parent/guardian/student discussion:**

##### **What can you do?**

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends." It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.

##### **Key Discussion Questions for parents to ask**

At home we recommend you make some time to find out how your child is using the Ultranet and the Internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not? Research shows that students are reluctant to report issues and put at risk their Internet/phone access.

**Encourage your child to set their space to ‘private’ if they use a social networking site like MySpace, Bebo or Facebook (they are then in control of who can contact them and access their information).**

**Ensure that all internet activities occur in a shared place – not your child’s bedroom.**

**Negotiate appropriate times for online activities and use of mobile phones.**

**Consider the use of “safe search filters” freely available as settings on Google, Bing etc.**



If you have any concerns about this agreement contact

**Cranbourne Secondary College on 03 5996 3544**

For further support with online issues students can call Kids Helpline on 1800 551 800. Parents/guardians call Parentline 13 22 89 or visit <http://www.cybersmart.gov.au/report.aspx>



BREACH OF THE

## **Acceptable Use Agreement & NSSCF Device Agreement**

MAY RESULT IN THE FOLLOWING:

- Reimaging of device
- Network access temporarily revoked
- Network access permanently revoked
- Temporary seizure of device
- Permanent seizure of device
- Consequences as outlined in the Student Engagement and Welfare Policy
- Detention
- Suspension from the college
- Payment to repair/replace damaged item/s
- Criminal charges laid with the Police
- A combination of the above

## This is a copy of the document once co-signed that is retained by Cranbourne Secondary College

Before you may use computer facilities at Cranbourne Secondary College, **your child and you** must sign this contract which binds you to the following conditions. If you break any of the conditions, appropriate penalties will be applied.

I acknowledge and agree to follow the rules and requirements of the Acceptable Use Agreement and NSSCF Device Agreement. I understand that my access to the Internet and digital technology at Cranbourne Secondary College will be renegotiated if I do not act responsibly.

I have read the Cranbourne Secondary College Acceptable Use Agreement carefully and 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 digital technology access privileges being suspended or revoked.

*I have read and agree to the contractual requirements of the Federal Government's Digital Education Revolution Project, including use and care of the device/netbook. The use of the device/netbook may be withdrawn at the discretion of the Principal at any time*

Student Name \_\_\_\_\_

Year Level \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent email address \_\_\_\_\_



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