

STUDENT NETBOOK PROGRAM – Student’s own netbook

To ensure students at Cranbourne East Secondary College have a modern 21st century education there is an expectation that all students will have uninterrupted access to a Netbook computer in all classes and at home. Students having a Netbook computer will greatly enhance our program by:

- Better catering for individual learning - students have access to a huge range of resources and sources of information
- Allowing students to more easily pursue their own interests within a topic or subject area and to work at a level that challenges and engages them
- Giving students access to the most up to date information available

All students will need a Netbook computer – the school Pedagogy and curriculum planning is based around all students having a Netbook.

Do students still need stationery?

Although students will make use of the Netbooks in every lesson, we still need to develop student writing skills – students will not be on the Netbooks all day and while they will submit much of their work digitally, some work will still be expected to have been written. Students will write rough drafts for example even when they are submitting their final work electronically.

Will students still be expected to hand write?

Yes – all students will still complete many activities using handwriting and/or a combination of handwriting and Netbook.

How will a Netbook computer help student?

The Netbook will provide students with access to a wide variety of excellent resources. Many parents will have used Google to search for information already. Each student can access different information and follow their own interests. The College will subscribe to programs such as Encyclopedia Britannica, Spellodrome and Mathletics as well. The College wants to develop engaged, responsible and independent lifelong learners – all students having continuous access to a Netbook computer is the obvious step in this journey.

Students will use the Netbook to access our information and communications Portal (COMPASS) where they will be expected to review and upload their work. Parents/Guardians will have access to the same Portal.

Netbooks will allow students to access and collaborate in online environments, such as Google Apps and Office 365. These new online solutions allow students to work collaboratively from anywhere in the world in real time, mimicking real-life, modern, work scenarios.

What are students expected to do with the Netbooks?

Students are expected to take the Netbook home each night where they can continue work, review and reflect on the day’s work, show their Parents/Guardians what they have done at school and more.

Students must charge their Netbook overnight and bring it **fully charged** to school the next day. Students will not be able to plug their Netbook into a power point at school – they must bring it fully charged every day. When fully charged, the Netbook battery should last the whole

school day with reasonable use. This is a valuable routine for students to get into and an exercise that develops their responsibility, independence and reliability.

Who will teach the students how to use the Netbooks?

Students will use the Netbook in nearly every lesson – their teachers will show them how to organise the Netbook, how and where to save files, how to email work and much more.

The school will guide and equip students to become confident and safe digital citizens. This will be done through lessons designed to make them understand the safety implications and consequences of their online decisions.

Cranbourne East Secondary College aims to be at the forefront of education - it is vital for the school to keep pace with and embrace the technology that is available so students become true 21st century learners.

Is the school responsible for the Netbook?

No. The device is your own. Warranty and insurance agreements are between you and the vendors. Whilst not compulsory, insurance is highly recommended. Accidents do happen, and an insurance investment would most likely be cheaper in the long run for most situations.

Can I put anything else I want on the Netbook?

Simplistically, anything legal would generally be OK.

Pirated software of any type and any software that can impact network performance and the experience of others is prohibited.

Peer to peer streaming, chat software and other similar types of software, while legal themselves, are prohibited for use in the school network as they use up network resources that are supposed to be shared between everybody for school use.

Even just a few instances of this software running can degrade the experience of using the network for all users.

VPN/Proxy software of any type is strictly prohibited.

We reserve the right at any time to restrict network access at school for any user if they are found to be breaching our conditions. Network access will be restored when we are satisfied the issue has been resolved.

Where can I get more information?

Parents are invited to ring/email the school if they have any questions. There will also be parent information nights about the use of the Netbooks and how parents can help students with the Netbooks. Parents/Guardians will be informed about the dates and times of these nights.

ACCEPTABLE USE AGREEMENT

Cranbourne East Secondary College Acceptable Use Agreement for Network, Internet and the Netbook Program.

Cranbourne East 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.

Part A – School support for the safe and responsible use of digital technologies. Cranbourne East 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.

Your child has been asked to agree to use the network, internet and mobile technologies responsibly at school. Parents/guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Cranbourne East 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
- Provide a filtered internet service
- Provide access to the Department of Education and Early Childhood Development's search engine which can be used to direct students to websites that have been teacher recommended and reviewed
- 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 (eg podcasts or photos from excursions)
- Provide support to parents/guardians to understand this agreement (eg language support)
- Provide support to parents/guardians through information evenings and through the document attached to this agreement for parent to keep at home

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 other 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 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 unauthorized/pirated files, including games and movies to the school or use them on school computers

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

1. Purpose

The Netbook computer is to be used as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

- 2.1.1 The student must bring the Netbook computer fully charged to school every day. Power cords should be left at home.
- 2.1.2 Parents/guardians and students should be aware that files stored on the Netbook computer or on the school's server are not private, nor is any activity occurring on the computer.

2.2 Damage or loss of equipment

- 2.2.1 Standard warranties by the manufacturer would apply where applicable, with insurance recommended for other applicable coverage. Insurance is not mandatory, but highly recommended. These devices are your own responsibility.
- 2.2.2 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.

2.3 Substitution of equipment

- 2.3.1 When a Netbook computer is not working, the school may be able to issue a school owned device for use in class. Access to these devices is subject to availability and the reason the student's own computer is unavailable. Valid reasons would be either a warranty repair or insurance repair.

3. Standards for Netbook computer

The student is responsible for:

- 3.1.1 Taking care of the Netbook computer 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.

Please sign and return the Agreement on the next page to the College.

The Acceptable Use Agreement must be signed and provided to the school before the Netbook computer can be used at school.



CRANBOURNE EAST
SECONDARY COLLEGE



ACCEPTABLE USE AGREEMENT

This sheet must be signed, removed and returned to school.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to follow these rules. I have read the information about Office 365 and Google Apps for Education and provide permission for my child with this in mind. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name: _____

Year Level: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____