Carrum Downs Secondary College
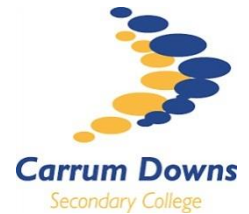
Netbook Program 2016

Carrum Downs
Secondary College

Contents

From the Principal

Dear Parent

Your child is about to participate in the federal government program: National Secondary School Computer Fund (NSSCF), which will see all students in Years 10-12 at CDSC receive a netbook with 24/7 access at no charge to families.

Contained in this booklet is a range of information that will answer many of the questions that you may have about this program.

Please do not hesitate to contact the College if you would like more information on this NSSCF program.

Mark Gow
Principal

Carrum Downs Secondary College is excited to share with our community our '21st Century Learning' strategies, through the laptop program.
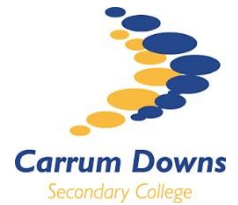
Net Book Program

Vision Statement
Each student at Carrum Downs Secondary College will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st century citizen capable of shaping our future.

21st Century Skills
Students in today's schools enter a different world than that of their parents. "21st Century Skills" are skills that build on traditional core subject areas and place higher demands on students, in areas including:

• Learning and thinking skills such as problem solving, creativity and collaboration
• Civic, cultural and global awareness
• Life skills such as ethics and leadership
• Technology, information and media literacy

"By participating in a laptop program, students learn skills that will last a lifetime. Technology by its nature tends to include problems that don't have answers in the back of the book. Learning to solve authentic problems when people are really depending on you is a true 21st Century Skill.

In the classroom, this experience can empower students to reach beyond the walls of their school and think beyond the next test. Reinforcing the belief that their voice and actions are important, necessary, and valued creates students who will go beyond a class assignment and become empowered, global citizens of the 21st Century.

What does Carrum Downs Laptop program look like?
All students in the Year 10 – 12 and the College SEP program will be able to borrow a netbook with 24/7 access. This does not require co-contribution from parents for the netbook. This program is funded through the federal government National Secondary School Computer Funds (NSSCF).

In addition to the hardware, this project provides students and families with the latest technology, software and support to enable them the opportunity to enter a new world of curriculum possibilities, encouraging engagement and involvement in their learning.

1:1 programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom.

The College will provide:
- Acer netbook (specifications below)
- Netbook case
- Edustar software (applications listed below)
- On-site technical support
- Free wireless internet at the College
- All devices 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, malicious damage, loss or theft.**
  *(Cost of replacement for damaged parts listed below)

Acer Aspire One 753 Specifications

CPU	Intel Celeron processor U3600
	(1.2 GHz, 2 MB L3 cache, DDR3 800 MHz)
Memory	4GB DDR3
Operating System	DEECD eduSTAR (Windows 7 Pro Academic
Display	11.6"" HD 1366 x 768 (WXGA) LED-backlit TFT LCD
Storage	320GB Hard Drive
Wireless	Intel 6205 A/B/G/N (2.4GHz and 5GHZ) Wireless
Network	10/100/1000 LAN
Battery	6 Cell - Up to 8 Hours Battery
Security	Kensington lock slot
	Hard Clamshell Case with Handle and Memory Foam
Input / Output	3 x USB ports
	Multi card reader
	2 built in stereo speakers
	MS-Sound compatible, Built-in microphone
	External VGA monitor port
	Headphone/microphone socket
	Bluetooth
	Webcam

eduSTAR software

The eduSTAR software program provides schools with standardised models, patterns and management practice in order to deliver an effective mix of educational software and tools to enable teachers and students to access and embrace their education and the Portal.

There are currently over 80 software applications available on the eduSTAR software list:

The broad range of applications cover:
- animation
- concept and Mind Mapping
- digital video and image creation
- drawing and painting
- interactive curricular resources
- logic and problem-solving
- 3D modelling and game-making
- presentation and multimedia tools
- sound and music making
- thinking skills
- typing skills
- web authoring tools
- writing tools

*Cost of replacement for damaged parts

Model		753
LCD SCREEN		- $95
Adapter		- $25
AC Clip	-	- $10
Battery		- $95
Keyboard		- $40
LCD Bezel		- $40
LCD Cover (black)		- $55
Upper Case (black)		- $55
Lower Case		- $40
Complete Netbook		- $500
Netbook Clamshell Case		- $20
Replacement Skin		- $12

Service fee for LWT technician to come out to do some of the repairs -$45

Anywhere, anytime learning

Making the most of the mobile computer at school
It's vital that students understand that the mobile computer is a tool which is central to their learning at school and home.

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

Commonly asked questions

What will happen if a mobile computer is lost, stolen or broken?
All devices 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, malicious damage, loss or theft**. Any problems with the device must be reported immediately to the ICT staff at the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc. 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.

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.
Students will be required to replace lost or damaged chargers.
If a device is damaged and the damage is not covered by the manufacturer's warranty, the student must pay the costs of repairing the damage to the school or if necessary the costs of replacing the device.

Will there still be desktop computers at CDSC?
CDSC will continue to invest into its ICT program through the provision of some specialised desktops throughout the College.

All Year 7, 8 and 9 students who do not participate in this program will have full access to a range of netbooks and desktops in the college.

Advice to support the safe and responsible use of digital technologies at home

At school the internet is 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 videos for students to view. Not all content is presented as a space.

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. These actions also contribute to the hurt and distress of others.

Talk to a teacher or parent when feeling 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.

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 privacy rights 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 to 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.

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 parent/carers 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. 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.

Tips for parents

1. Use the mobile computer (or any computer) in a central, communal place in the house - not a private space like a bedroom.

2. Spend time with your child asking them to show you the sites they use online. Make this a regular, ongoing conversation.

3. 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.

4. Set time limits around mobile computer usage.

5. Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, and images are kept just that – private.

6. 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.

7. 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.

8. 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.

9. Make sure your child's online profile is set to private so that their personal information is kept secret.

10   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 cyberbullying, is because they believe they will
      lose access to their online technology and communities.

The Learning on Line website presents the Department of Education and Early
Childhood Development's advice for schools on cybersafety and the responsible use of
digital technologies.
www.education.vic.gov.au/cybersafety

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 to clarify or receive additional information.

Acceptable Use Agreement

Carrum Downs Secondary College Acceptable Use Agreement for Portal, internet and the Laptop Netbook program

Carrum Downs 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/carers 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. Carrum Downs Secondary College uses the Portal, 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 Portal, internet and mobile 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 Carrum Downs 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 (e.g. podcasts or photos from excursions)
  ➢ provide support to parents/carers to understand this agreement (e.g. language support)
  ➢ provide support to parents/carers 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 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 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, including games, to the school or run them on school computers.

When I use my netbook, phone any other mobile device I agree to:
- keep the device on silent 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/carers and students accessing portable devices purchased with commonwealth government funding for (Digital Education Revolution /National Secondary School Computer Funds (NSSCF)

The Digital Education Revolution – VIC program aims to improve student learning experiences both in and out of the classroom. Carrum Downs Secondary College is allowing students to borrow a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

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 **The student must bring the portable devices fully charged to school every day**. Power cords must be left at home.

2.1.2 The school retains ownership of the device.

2.1.3 Parents/carers 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 12 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 The warranty covers manufacturer's defects and normal use of the device. *It does not cover negligence, abuse, malicious damage, loss or theft.*

2.2.2 Any problems must be reported immediately to the ICT staff at 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 All repairs must be carried out or organised by the College ICT department.

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 the damage is not covered by the manufacturer's warranty, the student must pay the costs of repairing the damage to the school or if necessary the costs of replacing the device.** (see attached list page 5).

2.2.8 If a device is not produced on request the student may be lose the flexibility to take it home and will have to leave it at school at the time.

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 Security of the device at all times.

- Not allowing others to use their allocated device.

- Taking the device home every night (not leaving it at school overnight).

- Not leaving the device in the Class room unattended.

- Securing the device in a locked locker when at school and not being used.

- Maintain the college skin on the device

3.1.5 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

3.1.6 Making the device available for audit on request.

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

The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

This policy was endorsed by the College Council in June, 2016

Acceptable Use Agreement

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

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

I have read the 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 mobile technology access privileges being suspended or revoked.

Student Name:_____

Year Level: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date:_____

Office only:
Netbook serial number:_____