Mindarie Senior College
2016 Notebook Usage Policy
Information for Parents
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1 INTRODUCTION

The integration of notebook computers and supporting information technology equipment into the classroom represents an exciting era at Mindarie Senior College. The project provides a wealth of rich educational resources and tools, that when used effectively, can deliver very positive teaching and learning outcomes. However, if the implementation of this new technology is not properly controlled there are certain pitfalls that students may encounter.

The Department of Education supports students in the appropriate and safe use of their notebooks. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

This document is specifically aimed at parents and students who are involved in the Mindarie Senior College Notebooks for Students Project and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their notebooks and avoid any problems.

2 DESCRIPTION AND PURPOSE OF THE PROJECT

The objective of the project is to implement a range of innovations that explore and exploit the latest in educational technology.

State and Federal government initiatives have enabled the introduction of a nationwide project which will see significant numbers of notebook computers in the College.

In this document you will receive a Home Usage Permission Letter to sign and return to the Front Office at the College.

The notebook program will be running on a year by year basis, with Year 12 students being given a notebook at the beginning of each year.

Students must return the notebooks to the College prior to terminating enrolment (ie leaving the College).

3 RESPONSIBILITIES

3.1 The Role of Students

Students must use their notebook computers and the College computer network responsibly. Communications on the information networks are often public and general College rules for student behaviour, conduct and standards will apply.

When using their notebook and accessing College information resources students must follow the policy and guidelines detailed in this document.

Students who fail to honour this Code of Conduct may forfeit use of their notebook computer and access to the Internet and/or College network.
3.2 The Role of Parents or Guardians

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other College policies to their children. They are also required to monitor their child’s use of the notebook, especially at home, including access to media and information sources.

3.3 The Role of Teaching Staff

College teaching staff will monitor appropriate care of the notebooks and use of the notebooks in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their notebooks in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

3.4 The Role of the College

The College commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the notebooks and relevant curriculum facilities for staff and students.

The College also has a responsibility to ratify information published on the internet by students, or the College, under the College’s name, ensuring it meets legal requirements and community standards in relation to copyright and safety.

4 AUTHORISATION AND RULES FOR HOME USE

Students will be permitted to take their notebooks home to complete assignments. This will be subject to approval by Parents/Guardians as indicated on the Home Usage Permission Letter (Appendix A) and also by student compliance with the usage conditions outlined in this document.

Home usage will be granted subject to adherence to the following rules:

1. Students must bring their notebook to College each day. It must be fully charged.
2. The Students must have their notebook inside their protective sleeve and inside their College bag when travelling to and from College.
3. Students are responsible for the safe storage and care of their notebook AT ALL TIMES. For example Notebooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at friends’ houses.
4. The notebooks are College property, hence the College Network Agreement applies at ALL times.
5. Students must return the notebooks to the College prior to terminating enrolment.

Since home use brings with it a risk of accidental damage or theft of the notebook outside of the College, the Department has arranged insurance for the notebooks. However this
insurance only covers the notebooks for use as outlined in this document and accompanying Home Usage Permission Letter. The notebooks must be treated with great care.

If an insurance claim is partially or wholly rejected by the insurer due to non compliance with the guidelines, the College may seek to recover the cost associated with the loss or damage from parents or guardians.

5 GUIDELINES FOR PROPER CARE OF NOTEBOOK

5.1 Security and Storage

When the notebook is being used away from College, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the notebooks can become a target for theft.

When the notebook is at home please ensure that normal accepted domestic security practices are followed. This would include locking the windows and doors in the home when the dwelling is unattended.

5.2 Transport and Handling Procedures

Students will be required to purchase a protective sleeve in order to take home the notebook. These sleeves have sufficient padding to protect the notebook from normal treatment. The MacBook Accessory Charge of $30 will cover the cost of the keyboard cover, extra support and resources for the notebook.

When transporting the notebook, students are to make sure that it is in the sleeve and in their College bag which must be securely closed. Students must carry their notebook inside the sleeve and place this inside their College bag when leaving the College. Students must never remove the notebook from its sleeve and place it directly into their College bag.

Students will not be able to take a notebook without a protective sleeve.

5.3 Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to notebook use:

- Keep the upper arms relaxed at the side of the body
- Bend the elbows to around 90 degrees
- Keep the wrists straight
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with special needs will be catered for according to Department of Education guidelines.

5.4 General Care of the Notebook Computer

The notebook computers are not owned by students but are on loan from the College. This requires students to maintain the notebooks in good condition and to return them to the College when required.
In order to achieve this, students must follow some simple guidelines. Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Vandalise equipment
- Mark or deface any equipment (eg Writing on, engraving or attaching stickers)
- Eat or drink near the notebook
- Attempt to repair equipment
- Unplug cables or equipment unless directed by teachers
- Remove any covers or panels
- Disassemble any part of the notebook
- Disable the operation of the notebook
- Insert anything other than College CDs or DVDs into the CD player

In addition, students must immediately report any malfunction or damage to the notebook to the IT Manager – Mr David Ross. Procedures for repair and re-imaging will be given to students prior to the distribution of the notebooks.

5.5 Report of Loss or Damage

The notebooks are covered for warranty repairs and insurance cover against loss and damage for the duration of the program. However, insurance claims will only be honoured for loss or damage if reasonable care has been exercised by students.

In circumstances where deliberate damage or theft has occurred, then the incident will be required to be reported to the Police and action may be taken by the Department against the perpetrators or their parents/guardians to recover costs for repair to, or replacement of the notebook.

Any loss or damage which occurs to the notebook must be reported to the College as soon as possible. If this occurs within the College, during College hours, the student must report the incident to the IT Manager (Mr David Ross) immediately.

If loss or damage or theft occurs outside College hours, either the student, or their parent/guardian must report the incident to the College as soon as possible. In cases of theft outside College hours, the student or parent/guardian must also report the incident to the Police. The police incident report number must also be communicated to the College for insurance claim purposes.

6 DATA MANAGEMENT

Saving or back-up of data is the student’s responsibility. To backup their work it is recommend that students purchase a USB flash drive or preferably, an external hard drive.

If a notebook needs virtual repair, students will need to see the ICT technicians where they may re-image their machine. Naturally re-imaging the notebook will lose all data. Full procedures for virtual recovery will be published at a later date.

Staff will not accept data loss as an excuse for not handing in work on time.
7 PRINTING

Technical staff will provide access to network printers. Printing will be supervised by the teacher in charge of the learning area in which the student wishes to print materials. Students must arrange for this to be conducted during class time or at another time convenient for the classroom teacher.

Students should minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing. Students should not load paper into printers without permission.

Students are not expected to print out work from the notebook at home. All printing from the notebook should be carried out at College.

8 VIRUS PROTECTION

The notebooks are configured with anti-virus software which regularly and automatically checks for viruses on the notebook. On the detection of a virus or the suspicion of a viral infection, the student must inform the T&E Manager, Mr Gavin Crosthwaite, or the IT Manager Mr David Ross.

9 ACCEPTABLE USE POLICIES

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the Department of Education System and are bound by Department of Education rules of use.

Computer operating systems and other software have been set up to maximise the usefulness of the notebook computers. Students are prohibited from:

- Bringing or downloading unauthorised programs, including games, to the College or run them on College computers. Online internet games are banned.
- Deleting, adding or altering any configuration files.
- Break software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute College software. Illegal software from other sources is not to be copied or installed on the College equipment.
- Deliberately introduce any virus or program that reduces system security or effectiveness.
- Attempting to log into the network with any user name or password that is not their own, or change any other person’s password.
- Revealing their network password to anyone except the system administrator. Students are responsible for everything done using their accounts and everything on their notebooks. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause College rules to be broken.
- Using or possessing any program designed to reduce network security.
- Enter any other person’s file directory or do anything whatsoever to any other person’s files.
- Attempting to alter any person’s access rights; or
- Storing the following types of files in their home directory, without permission from their teacher:
Program files
Compressed files
Picture files, unless they are required by a course
Obscene material – pictures or text
Obscene filenames
Insulting material
Password-protected files
Copyrighted material.

9.1 Access Security

It is a condition of entry to the Notebooks for Students Project that students agree to the monitoring of all activities including their files, e-mail and Internet accesses.

Monitoring and Logging

A log of all access to the internet including e-mail will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of e-mail remains within the guidelines described in this document.

9.2 Internet usage

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way.

Because the Internet is an unsupervised environment, the College has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene College rules or rules imposed by parents/guardians.

The College is aware that definitions of ‘offensive’ and ‘inappropriate’ will vary considerably between cultures and individuals. The College is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

It is the responsibility of the College to:

- provide training on the use of the Internet and make that training available to everyone authorised to use the College’s internet link
- take action to block the further display of offensive or inappropriate material that has appeared on the internet links.

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or ‘revenge’ activities

Students must:

- Follow College guidelines and procedures when preparing materials for publication on the web
• Not use material from other web sites unless they have permission from the person who created the material. If unsure, they should check with their teacher.

• Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off the notebook and notify a teacher. They should not show the site to their friends first.

9.2.1   Cybersafety

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online. Parents are encouraged to check the following sites online for further useful information: