1 to 1 Netbook Program
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THE DROUIN SECONDARY COLLEGE 1 TO 1 NETBOOK PROGRAM

The College will be implementing it’s 1 to 1 Netbook Program over the next three years. This will mean your child will have permanent access to a portable computer (both at school and home) during their years at DSC.

The National Secondary School Computer Fund is a key component of the Australian Government’s $2.2 billion Digital Education Revolution initiative.

The Australian Government is investing $2.1 billion through the Fund, to provide for new or upgraded information and communications technology (ICT) for secondary schools. The aim of the Fund is to achieve a 1 to 1 computer to student ratio for all Australian students in Levels 9 to 12 by 31 December 2011.

In order to meet the goals of the Federal program and achieve a 1 to 1 computer to student ratio for all students, the College has decided to add its own funding to that provided through the Fund. Starting in 2011, students receive a first netbook in level 7 which they keep for three years then a second netbook in level 10 for the next three years.

The netbooks are small, light and portable so that students will easily be able to carry them to and from school in their bags. This will improve the connection between the learning students do at home and the learning they do at school.

Netbooks will give students anywhere, anytime access to a wide and diverse range of educational software, innovative digital resources and interactive learning tools. Students will be able to use the netbook in classes at school but also at home.

Each netbook will come loaded with over 80 software applications, covering everything from word processing, to music-making, to designing in 3D.

Information communication and technology (ICT) has enormous potential to expand what students are currently doing in their classrooms. ICT provides anytime, anywhere access to digital resources which link with, and add interest to, planned classroom activities.

As part of the project, the school’s wireless internet has been upgraded to support student access to online resources and 21st century communications.
OWNERSHIP OF THE DEVICES

The Netbooks provided to the students will be owned by the school, and parents will be required to make a financial contribution across the life of the program, in exchange for 24/7 access. The costs are detailed below.

COSTS

The cost in the first year is $200 if joining in year 7 or 8 then $50 for each following year. Students joining the program in years 9-12 pay $50 per year.

All students will receive a second Netbook in Level 10, except students that join the program in Level 9.

When students leave the College, they will be required to return the device to the school in full working order, including all accessories and components.

PRIVATELY OWNED DEVICES

To ensure quality of service to all students and safety and security of our network, privately-owned devices will not be connected to the school network.
NETBOOK SPECIFICATIONS 2013

As part of an annual review process, the College determines the minimum requirements for any Netbooks purchased for school use. The 2013 model has not yet been chosen.

SOFTWARE LICENSING

Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.

OPTIONAL PERIPHERALS

The school will not provide or specifically recommend any additional peripherals as part of the 1-to-1 program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals.

Peripherals may include:

- USB backup devices
- Additional batteries
- External DVD drives

INSURANCE

If a device is lost or stolen, parents are asked to contact the program coordinator within the school and complete the appropriate form.

If a device is stolen, parents will be required to obtain a police report. They should then contact the program coordinator and complete the appropriate form and supply this accompanied by the police report.

The 1-to-1 program coordinator will lodge appropriate insurance documentation and notify the parents of progress.

In the first instance of any loss, theft or damage a replacement device will be provided to the student after payment of a second $100 Digital Book Charge.

In the second instance of any loss, theft or damage, parents will be liable for the cost of replacing the device in total, approximately $600.

There is also an expectation that students will treat the equipment with respect and care. **Negligent use of the Netbook that results in any damage will require payment of a second Digital Book Charge, or in extreme cases require full replacement of the damaged goods.**
**LOAN/REPLACEMENT NETBOOKS**

Loan devices will be available to students if their device has been submitted for repair under warranty conditions. These will only be available for use at school and must be returned at the end of the day.

**GUIDELINES FOR PARTICIPATION**

Prior to devices being issued to students:

- Each device will be imaged with the permitted school image for each year level and registered in the school database with a unique identifier against the student’s ID
- Parents are strongly encouraged to attend an information event and must agree in writing to the terms and conditions of the program
- Students will participate in an induction to ensure they are familiar with their roles and responsibilities and aware of safe and ethical use of the Netbooks

**ROLE OF PARENTS**

A parent induction program will be offered in December 2010, running for approximately 60 minutes. This is recommended for parents if your child is to participate in this program.

The induction programs will cover:

- Educational benefits of 1-to-1 learning
- Care and maintenance
- Roles and responsibilities
- Policies and procedures for participating in the school’s 1-to-1 program
- Liabilities
- Acceptable use agreements
USING THE NETBOOK – ADVICE FOR STUDENTS

User guide booklets are provided with Netbooks and it is advisable to read this carefully and apply the information in it, particularly the section on battery charging, battery care and power saving tips.

CARING FOR 1-1 DEVICES

The following conditions must be adhered to in order to maintain warranty:

PACKING AWAY YOUR DEVICE

- Store your device bottom down.
- Don’t wrap the cord too tightly around the power adaptor because this might damage the cord.

HANDLING YOUR DEVICE

- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and then switch on.
- You still need to be careful with your device while it is in the bag. Always place protective cover gently down.
- Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device.
- Devices should be switched off before being put into the protective cover.

OPERATING CONDITIONS

- Don’t place objects on top of your device and never carry it around while it is turned on.
- Avoid exposing your device to direct sunlight or sources of heat such as desk lamps.
- Avoid exposing your device to dust, dirt, rain, liquids or moisture.
- Avoid exposing your device to heavy shock or vibration.

LCD SCREEN

- LCD screens are delicate – they don’t like being poked, prodded, pushed or slammed.
- Never pick up your device by its screen.
• Don’t slam the screen closed.
• Be gentle when putting your device down.

**TO CLEAN YOUR LCD SCREEN**

• Switch off your device.
• Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
• Do not directly apply water or cleaner to the screen.
• Avoid applying pressure to the screen.

**AC ADAPTOR**

• Connect your adaptor only to your device.
• Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
• When unplugging the power cord, pull on the plug itself rather than the cord.
• Do not wrap your cord tightly around the adaptor box.
• Be aware of the power savings that come from running your device effectively from battery after being fully charged. This can amount to a significant amount per year.

**KEYBOARD**

• Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
• If any key tops are missing or keys are in a damaged state, take your device to technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

**CASE CLEANING**

• Use a non-abrasive cloth.
• Spray cleaner on to cloth to moisten, but do not spray the device directly. Rub gently.
APPEARANCE AND PERSONALIZATION

As devices are the property of the school they are not to be altered or personalised in any way that is irreversible.

USERS AND SECURITY

Students are recommended to use a username and password to access their device, to protect information in incidents of loss or theft.

VIRUS PROTECTION

Viruses have the potential to severely damage and disrupt operations within the school and DEECD’s computer networks. As students have the right to add to the software on their devices and connect to the internet from home, they should take all steps to protect the school and DEECD’s computer network from virus attacks.

The devices have Symantec antivirus software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be upgraded from the network.

Students are recommended to:

- Protect their devices from virus attacks by scanning for viruses at least weekly. Symantec virus definitions updates are managed automatically by the school network.
- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network.
- Not to open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them.
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer’s database. They can also consume a large amount of disk space on the server, which slows computer networks.
EVERYDAY USE

The Netbook must be brought to school every day. The only exceptions to this will be when major events in the life of the school, such as swimming and athletics carnivals.

- Your locker is provided for your Netbook to ensure safe storage. Nothing should be placed on top of the Netbook at any time.
- The Netbook must be locked away in your locker when not required in class (e.g. Phys. Ed., recess, lunchtime, etc.). It should never be left unattended.
- Students are generally expected to take home their Netbook at night. If they cannot do so, then the Netbook must be secured in their locker.
- Homework commitments are to be taken into consideration when deciding to leave or take the Netbook home.
- Any student who finds an unattended Netbook should take it to the nearest teacher or staff room. The teacher will take the Netbook to I.T. Services and the owner of the Netbook must collect it in person from I.T. Services.
- The Netbook is an expensive and complex learning tool. Thus a constant awareness of security is important, especially when travelling to and from school.

IN THE CLASSROOM

- When the teacher is talking directly to the entire class, it is an expectation that you will close the lid of your Netbook so that you can devote your full attention to your teacher. Closing the lid will not harm the screen.
- At the end of the lesson do not shut down your Netbook or disconnect the power until instructed to do so by your teacher.

BEHAVIOUR

- Students should not interfere with another person's Netbook, removable media, computer bag, power and network cable or power supply and other peripherals.
- If such an occurrence causes damage to a person's equipment, the person who damaged the equipment will be deemed responsible for any costs incurred in the repair of the equipment.
- The Netbook is an educational tool. It is expected that students will always use it in a responsible and appropriate manner. If undesirable material (games, pornographic, anarchic or violent) is found on a Netbook, the Classroom Teacher or Year Level Coordinator will take appropriate action. This will be regarded as a serious matter. Consequences will vary according to the particular situation, but could involve suspension and under extreme circumstances, could affect a student's enrolment.
- Any illegal games, illegally downloaded music, movies, pornographic or sexually explicit material is expressly forbidden. If any forbidden or illegal material is found, the School reserves the right to remove it and/or confiscate any media and if necessary re-install the School software. Any costs incurred will be borne by the user.
FILE MANAGEMENT

Managing your Folders in the Windows environment is a very important skill. If you manage your work efficiently you will always be organised and well prepared.

Setting up your folders properly from the beginning is vital. The procedure for this will be explained to all students and must be followed at all times.

Students are not permitted to create files or folders with the intention of sharing their contents either on or off the School's network.

NON SCHOOL APPLICATIONS AND FILES

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the device. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their device while at school where given express permission by a teacher for an educational purpose.

It is the student’s responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

INTERNET USAGE

Use of devices by students is governed by the Acceptable Use Agreement for Ultranet, Internet and Digital Technologies that students and parents agree to for use of ICT within the school. Parents are also to familiarize themselves with the Acceptable Use Agreement for Ultranet, Internet and Digital Technologies to further support their adherence outside of the school environment.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Resources for parents and teachers are available at:

WEB 2.0 APPLICATIONS

Students must abide by the school’s User Agreement whenever the school equipment or services are involved.

This includes the device regardless of location.

The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- Students should be respectful in how they talk to and work with others online, and never participate in online bullying.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

TECHNICAL SUPPORT

Technical support is available from the I.T. Services team during school hours only. Any technical issues that occur out of school hours will have to wait until a school day to be dealt with.

POWER SUPPLY MANAGEMENT

It is the responsibility of each student to bring the Netbook to school each day with a fully charged battery.

- Limited power and network outlets are available in most classrooms. If you need to use these outlets, do so with the comfort and security of others in mind making sure that the cords are carefully laid out to avoid tripping.
- When using an outlet, make sure that the power and network cords are arranged to minimise the risk of someone tripping or the Netbook being pulled off a desk.
- Softly fold the power lead, power supply lead and network cable into a gentle loop when storing it in your bag. Winding it into a tight coil will rapidly lead to damage.
- Make sure that the power supply box is also safely stored in the appropriate place in your bag.
SAVING/BACKUP/RECOVERY

Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or internet-based backup to regularly backup important work.

Student work will be periodically backed up on the school server during the school day.

- All schoolwork must be saved into the appropriate School folder. The procedure for this will be covered in the introductory series of workshops when you receive your Netbook.
- The auto save function can be set on most applications to save your work at regular intervals such as every 5 or 10 minutes.
- The School network allows 100mb of disk space per student and this space must only be used for school work.
- The management of the Netbook is the student's responsibility. If the recommended procedures are followed, all students should have back-up copies of their work. Therefore, hardware or software failure will not prevent the student from submitting work on time.

The computer crashing is not an acceptable reason for late work.

ADDITIONAL STUDENT CONSUMPTION - PRINTING

- Students participating in the 1-to-1 program will not necessarily experience an increase in printing requirements. Often, teachers will require electronic submission of work.
- All work to be submitted by the student is subject to negotiation between the teacher and the student with regard to the format that it is handed in, i.e. CD Rom, via network, email or hard copy.
- Printers are located around the college for student use before school, during recess, at lunchtime and after school.
- Place any waste paper in the appropriate bin for recycling.
- Any adjustments, faults, or special printing requirements should be referred to IT Services immediately.
- Printer settings are to only be adjusted by staff members of the School.
STUDENT ELECTRONIC COMMUNICATION POLICY

DROUIN SECONDARY COLLEGE

ACCEPTABLE USE AGREEMENT FOR ULTRANET, INTERNET AND DIGITAL TECHNOLOGIES

Drouin Secondary College believes the teaching of cyber safe 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

Drouin Secondary College uses the Ultranet, 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 Ultranet, 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 Drouin 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 Connect
- 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
- Work with students to outline and reinforce the expected behaviours in the Ultranet*.

* The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students and be able to access learning activities both at school and at home. The Ultranet will be active at Drouin Secondary College from 2010 onwards.
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 mobile phone, iPod or 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.

The Digital Education Revolution– VIC program aims to improve student learning experiences both in and out of the classroom. Drouin 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 or used.
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.
2.1.2 The school retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the school.
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 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/carer 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.

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.

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FAMILY INFORMATION TO SUPPORT THE UNDERSTANDING OF THE ACCEPTABLE USE AGREEMENT FOR ULTRANET, INTERNET AND DIGITAL TECHNOLOGIES INCLUDING THOSE FUNDED BY THE DER.

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 videos for students to view. Not all content is presented as a space.

The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students from their class/school both at school and at home. The Ultranet will be active at Drouin Secondary College from [school to insert date] The Ultranet is designed as a learning space, accessible at home. It will not stop or replace access to the internet for your child.

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.

The Ultranet provides learning spaces that are moderated by teachers. Moderations track comments and control who can use the spaces and tools. The spaces on the internet are different. The control of these is often with the site or space owners. Ultranet users are able to report incidents and have content removed.

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 Ultranet, the internet and digital technologies at school. The Ultranet and some portable technologies provided by the Department of Education and Early Childhood Development are available in students’ homes.

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.

The Ultranet environment is controlled so that only the school community is able to see information. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space.

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.

The Ultranet is designed as a learning space and the tasks set within it are clearly educational. At a home with internet, students will be able to access their Ultranet learning space. They will also have access to the rest of the internet. If your child is spending hours online ‘doing their homework,’ it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

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.

The Ultranet is established as a learning space for students. To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

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.

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 classroom teachers.

Not bring or download programs without permission, including games, to the school or run them on school computers.

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 fool proof. 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. 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 on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).

When using a digital device as a camera I will:

- Only take photos and record sound or video 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.

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/formstemps.htm#H2N10064)
2.3.1 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. Drouin 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 12. At this time ownership of the device will be determined by the school.
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 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 must be provided to the school.
2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/carer 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 the 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 or ideas for making the agreement better contact the College.

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