POLICY – INTERNET USAGE

1. STATEMENT OF BELIEF:
Discriminate and effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Aims:
• To improve student learning outcomes by increasing access to worldwide information.
• To develop skills in discriminate and appropriate internet and computer usage.

2. IMPLEMENTATION:
• Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
• All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
• Students will be held responsible for all activity that occurs under their log-in and password.
• Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the school’s Student Code of Conduct.
• An internet coordinator will be appointed, who will liaise with staff and the technical support technician to manage all e-mail access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.
• The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
• Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
• Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
• Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
• Privacy of students, parents, staff and other users must be recognised and respected at all times. Student’s will only identify themselves on the internet by their first name and last initial.
• Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
• The school will provide appropriate professional development and support for all staff.

Student Agreement: See Attached Appendix 1

3. EVALUATION:
This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle.
Dear Parents,

Drouin Secondary College is very proud of its 1 to 1 ICT Program. In this Program, your child will have permanent access to a portable computer device (both at school and home) for their 6 years at the College. Students receive their first computer in Year 7 which they keep for three years, then a second device in Year 10 to be used for the following three years.

The computers will be small, light and portable, so that students can easily carry them to and from school in the computer bags that are supplied. Their purpose is to improve the connection between the learning students do at home and the learning they do at school, with 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 computer in classes at school but also at home. Each computer 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.

The computers provided to the students will be owned by the school, and parents will be required to make an overall contribution of approximately $500 across the life of the six year program, in exchange for 24/7 access. The costs for 2014 are detailed below:

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<tr>
<th>Level 7</th>
<th>Level 8</th>
<th>Level 9</th>
<th>Level 10</th>
<th>Level 11</th>
<th>Level 12</th>
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<tbody>
<tr>
<td>Charge $250</td>
<td>Charge $70</td>
<td>Charge $70</td>
<td>Charge $70</td>
<td>Charge $70</td>
<td>Charge $70</td>
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<tr>
<td>New computer</td>
<td>New computer</td>
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When students leave the College, they will be required to return the computer to the school in full working order, including all accessories, bag and components.

**Insurance**

The computers come with a three-year warranty that covers manufacturers’ faults and limited insurance for loss, theft and damage. In the first instance of any loss, theft or damage a replacement computer will be provided to the student after payment of a $100 Insurance Excess Fee. In the second instance of any loss, theft or damage, parents will be liable for the total cost of replacing the computer, approximately $650.

There is also an expectation that students will treat the equipment with respect and care. Negligent use of the computer that results in any damage will require payment of repair costs, or in extreme cases require full replacement of the damaged goods. Students are expected to carry the computer device to and from school, as well as during the school day from class to class, in the bag supplied. This is non-negotiable and we would appreciate parent support on this matter.

**Payment of the Digital Book Charge**

The Digital Book Charge of $250 is an essential contribution to your child’s netbook at Year 7.

Families who pay the Year 7 fees or contact the school and enter into a payment plan before Monday December 2nd 2013 will receive their computer in Week 2 of the 2014 school year. Students who have not paid by this date may not receive their computer in the initial rollout. Any family who does not pay the Digital Book Charge will not receive a
POLICY – INTERNET USAGE

Appendix 1

personal computer for 24/7 access. Families that need financial support should contact Josie O’Connor our Business Manager at the College on 03 5625 1002.

Acceptable Use Agreement
Parents and students are required to read the College’s Acceptable Use Agreement, sign the attached form and return it to the College. The extensive Acceptable Use Agreement is available on the College Website www.drouinsec.vic.edu.au.

Parent Information Evening at the 2013 Orientation Day – Tuesday 10th December 2013
A Parent Information Evening will be held in the Auditorium at the College on Tuesday 10th December 2013, which is part of the Year 7 2014 Orientation Day Program. A short presentation will be made to parents and students, covering the following aspects of the College’s 1 to 1 ICT Program:

- Educational benefits of 1-to-1 ICT Learning
- Care and maintenance
- Roles and responsibilities
- Policies and procedures for participating in the school’s 1-to-1 ICT Learning Program
- Liabilities
- Acceptable use agreements

We would encourage all new parents to our College attend this Evening Program.

If you have any further questions, please don’t hesitate to contact me. Looking forward to seeing you at the 2013 Orientation Day Parent Information Evening.

Teresa Fanning
Curriculum Leader – ICT & Pedagogy
Languages Coordinator
Fanning.teresa.t@edumail.vic.gov.au

Please read and sign the following, and return it to the College along with the Digital Book Charge of $250 by 2/12/13.

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DROUIN SECONDARY COLLEGE USER ACCEPTANCE

STUDENT AGREEMENT:

I have read this document and in particular the Acceptable Use Agreement for Ultranet, Internet and Digital Technologies and agree to abide by it in the use of my Netbook, other computer systems available through Drouin Secondary College and the Electronic Communication Systems.

Signed (Student): __________________________ Name (Print): _______________________

PARENT/GUARDIAN AGREEMENT:

- I have read and understand all elements of this program and agree for my child __________________________ to be involved in the Netbook Program.
- I agree to pay all costs involved in the program and meet all of the required conditions of the Netbook Program.
- I have read the Acceptable Use Agreement for Ultranet, Internet and Digital Technologies for Drouin Secondary College, and give permission for __________________________ to use the Electronic Communication Systems in compliance with the Acceptable Use Agreement for Ultranet, Internet and Digital Technologies.

Signed: __________________________ Date: __________________________

Name (Please print): __________________________