1-1 Computer Program 2015
Updated January 2015

Important calendar dates:

- Parent information evenings at Gleneagles Secondary College
  - Year 7 (2015) on Mon 6th October from 7pm – 8.30pm (Shed)
  - Year 11 & 12 (2015) on Tues 7th October from 7pm – 8.30pm (Library)
  - Year 10 (2015) on Wed 8th October from 7pm-8.30pm (Shed)

- Parent Portal
  - Opens: Mon 6th October – 5pm
  - Closes: Fri 17th October – 5pm for 16/17th December collection
  - OR Fri 31st October – 5pm for 21st January collection only

- Scheduled pickup from Gleneagles
  - Tues 16th Dec (A-K) or Weds 17th Dec (L-Z): 4pm – 7pm
  - OR Weds 21st Jan (same day as booklist collection) 2pm – 6pm
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1) **Background of the 1-1 computer program**

Gleneagles Secondary College is committed to providing students with rich and engaging learning experiences that harness the power of learning technologies in 2015 and beyond. Advances in technology have provided new opportunities to connect, to show understanding, to think creatively, to problem solve and to work collaboratively. We believe that students accessing technology through a 1-1 program will positively engage your child in these learning opportunities and support improved learning outcomes.

Gleneagles started a 1-1 netbook program in 2011 with federal funding grants which enabled the successful introduction of netbook computers for each student in Years 10-12 from 2011 to 2014. Unfortunately, these federal government funds are no longer available to provide nil-cost to family computer access.

Since September 2013 the Gleneagles ICT committee and E-learning committee have been investigating possible solutions that meet the diverse needs of our school community and enabling rich learning experiences for students. We have researched many schools, consulted with Department of Education IT experts and investigated the merits and limitations of various 1-1 models.

We have researched what is currently considered to be best practice in education and developed a vision to enhance student learning at Gleneagles. Findings and recommendations were presented to school council on 4th August. On 15th September the Gleneagles school council ratified the decision for the 1-1 program, the recommended vendor to supply devices (EduNet), the specific device recommendations and the implementation plan.

Earlier this year Gleneagles was accepted into the *New Pedagogies for Deep Learning* project which is a worldwide research project carried out over 3 years. The goal is to help teachers to improve their practice so that students can develop essential 21st century skills (see image below) via deep learning experiences. Through partnerships with 70 other Victorian schools, and around 1000 schools globally, we are able to collaborate and learn how to best leverage the power of ICT and digital learning technologies.

![Image of 21st century skills](www.newpedagogies.info)

2) Goals of the 1-to-1 Computer Program

2.1) Improve student learning

The goal is not to solely get a device into the hands of each student, but rather, create an environment that will lead to improved student learning for all students, regardless of age, academic ability and socio-economic status.

It is important to contextualize the 1-to-1 computer program into the whole school vision of deep learning for students. Not only does the computer need to be used to source information, create and communicate with others, there needs to be a common and unifying platform across the school to enable effective teaching to support and guide student learning.

Using software tools like Microsoft OneNote students have access to a powerful 21st century digital exercise book where students can add rich multi-media such as video, other digital resources and PDF’s to enhance their learning.

All content is searchable including audio, hand-writing and text within images which enables students to organise their thoughts, knowledge and resources.

According to John Hattie, author of Visible Learning – a meta-analysis of over 800 studies into what makes effective teaching and learning – regular, formative evaluation in the form of feedback from teachers helped students to know: what do I need to learn, how well did I learn it and what do I need to learn or do next – is vital to improve the learning for each student.

With tools like Microsoft OneNote, cloud technologies & other web-based resources, teachers are able to easily check in to see how each student is progressing and provide feedback (text, audio, video or pen-based input) to guide their improvement.

Image source: http://blogs.office.com/2014/06/30/students-can-be-more-organized-and-collaborative-with-onenote/
Other imperatives:

- Improve student learning and encourage students to become more independent, self-directed learners.

- Computers will be used to facilitate learning by allowing students to:
  - access, use, create and publish digital and online information
  - develop knowledge, understanding and skills through creativity, critical thinking and problem-solving
  - collaborate with others
  - communicate, in a variety of ways, their knowledge and learning experiences

2.2) Support anywhere, anytime personalized learning

- Enable personalized learning: the ability for students to personalize the way they make notes, summarize, store and retrieve information.

- Students will be supported with a robust and reliable network to enable them to maximise their learning.


2.3) Develop responsible behaviour

- Students will develop age-appropriate ICT skills and understandings, including the responsibilities of online and global citizenship.

- Students will accept responsibility for:
  - their personal actions when using ICT
  - the care and functionality of their computer
  - their data and information on the computer
3) Why have we selected this computer as the 1-1 device?

The Tablet PC (also known as an ultrabook convertible) is an innovative, new form of ICT that is particularly well suited to schools. It was chosen for the following benefits:

- the use of a stylus enables pen-based input. This helps students to draw, annotate and personalise their study notes
- compact size, ease of transport and design means it can be used in almost any learning situation
- the long battery life will allow it to be used all day at school without recharging
- a device that could possibly (in future) be a replacement for paper textbooks and alleviate the need for so many textbooks to be carried around in student bags
- a common tool for each student that would meet most of their day to day technology needs and that would help engage students in learning 24/7
- a device that would be easy to use and easy to support over the next 3 years, supports Windows 8
- the level of interactivity and highly diverse modes of use will support innovative learning opportunities not possible with other forms of ICT
- a touch screen device that enables finger and hand gestures to perform tasks and engage with apps

In essence, the Tablet PC is the ideal device for anywhere, anytime learning.

4) Why do students need a Tablet PC?

Handwriting is still an important skill for students to have. VCE exams will be handwritten until the introduction of some computer based exams predicted to be introduced in 2016. Note-taking is a critical learning skill. Whilst many students can touch type, drawing and labelling diagrams is easier on a Tablet PC.

There is an increasing body of research that supports improved learning outcomes by using pen-based computing, that is, when the computer is configured to permit input from a stylus for students to write on the screen. Combined with touch-screen technology and an ever-increasing range of touch applications a Tablet PC is a powerful digital thinking & learning tool.

“**The type of computer input is a very important consideration for thinking and student learning.** A digital pen stimulates people to write more nonlinguistic content (diagrams, symbols), compared with a keyboard interface or non-digital pen. Studies have shown that expressing more nonlinguistic content directly facilitates 9-38% improvements in thinking and reasoning about math, science, and everyday tasks.”


More research can be found here: [http://goo.gl/63uhLn](http://goo.gl/63uhLn)
5) Who will have access to the 1-1 program?

<table>
<thead>
<tr>
<th>Year 7</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>New cycle</td>
<td>(new cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
</tr>
<tr>
<td>Year 8</td>
<td>School access to netbook trolleys and computer labs</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
</tr>
<tr>
<td>Year 9</td>
<td>School access to netbook trolleys and computer labs</td>
<td>School access to netbook trolleys and computer labs</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
</tr>
<tr>
<td>Year 10</td>
<td>(new cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
<td>(New cycle) 1-1 managed device</td>
<td>(New cycle) 1-1 managed device</td>
<td>(new cycle) 1-1 managed device</td>
<td></td>
</tr>
<tr>
<td>New cycle</td>
<td>Year 11</td>
<td>Dell netbook (no warranty) OR 1-1 managed device option</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
</tr>
<tr>
<td>Year 12</td>
<td>Dell netbook (no warranty) OR 1-1 managed device option</td>
<td>Dell netbook (no warranty) / 1-1 managed device option</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
<td>1-1 managed device</td>
</tr>
</tbody>
</table>

- **Year 7 students (2015)** will begin their one-one program journey (and use the device for 3 years). At the end of Year 9 (2017) these students will have the opportunity to upgrade to a new device for another 3 year cycle (Year 10 – Year 12).

- **Year 10 students (2015)** will begin their one-one program journey (and use the device for 3 years).

- **Students in Years 11 & 12 (2015)** have already received a federally funded Dell Netbook computer and will continue to use this device (without warranty) or may choose to participate in the 1-1 program by purchasing one of the designated devices.

- **Students in Years 8 & 9 (2015)** will not be able to participate in the program until they reach Year 10. All students will continue to have access to netbook trolleys and computer labs whilst at school.

6) Can I bring my own device (BYOD) or buy a different device from a retailer and use that instead?

No. Gleneagles Secondary College is not in a position to support multiple computer configurations in the form of students bringing their own device from home. Nor can we provide access to all the licensed educational software under this agreement for a device not purchase through the school program.
7) Parent information evenings

During the parent information evening we will demonstrate the different device options, discuss payment options, insurance options and other relevant information. Parents will have an opportunity to examine the devices and ask questions of Gleneagles staff and EduNet staff.

- Year 7 (2015) will be held on Monday 6th October from 7pm – 8.30pm (Shed)
- Year 11 & 12 (2015) will be held on Tuesday 7th October from 7pm – 8.30pm (Library)
- Year 10 (2015) will be held on Wednesday 8th October from 7pm - 8.30pm (Shed)

*NB: if you are unable to attend the allocated night please attend one of the other scheduled evenings.*

8) Devices and software for 2015 – parent purchase

Parents will have the choice of purchasing one of two models of Lenovo tablet PC. There are additional costs for insurance, a hard case and finance if required. All computers will be supplied with a customised suite of 80+ educational software (at no cost to parents) plus other school licensed software that will support students with:

<table>
<thead>
<tr>
<th>• animation</th>
<th>• concept and Mind Mapping</th>
<th>• digital video and image creation</th>
<th>• thinking skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• drawing and painting</td>
<td>• interactive curricular resources</td>
<td>• logic and problem-solving</td>
<td>• writing and typing tools</td>
</tr>
<tr>
<td>• 3D modelling and game-making</td>
<td>• presentation and multimedia tools</td>
<td>• sound and music making</td>
<td>• web authoring tools</td>
</tr>
</tbody>
</table>

9) EduNet – our partner and supplier for devices for the 1-1 program

- Gleneagles Secondary College has partnered with EduNet (www.edunet.com.au) in 2015 to support the introduction of the 1-1 computer program. EduNet is an Australian owned business based in Victoria. They have supplied computers and IT equipment to over 600 schools in their 15 years of operation and helped many government schools like Gleneagles to establish a 1-1 computer program.

- EduNet will be the port of call for all technical problems around insurance and warranty. This partnership provides a quick turn-around time for repairs.
### 10) Device Options (purchased through internet portal with EduNet)

<table>
<thead>
<tr>
<th>ThinkPad 11e Yoga - 20D9000UAU (Education)</th>
<th>ThinkPad Yoga 12.5 - 20C00068AU (Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="ThinkPad 11e Yoga" /></td>
<td><img src="image2" alt="ThinkPad Yoga 12.5" /></td>
</tr>
<tr>
<td><strong>Thinkpad 11e Yoga</strong>, 11.6&quot; HD IPS, with Gorilla glass, touch-screen, Intel® HD Graphics, Bluetooth, Stylus, Camera, Intel® Celeron® Processor N2930 (4M Cache, up to 2.16 GHz), 4GBx1 1333MHz DDR3L, 128GB Solid State Hard Drive, No optical disk drive, Intel® Dual Band Wireless-N 7260 abgn, 3 year onsite warranty, Windows 8.1 Pro</td>
<td><strong>Lenovo ThinkPad Yoga 12.5&quot; 1366x768 Multi-touch LED Display, Active Digitizer Pen, Black, Intel HD Graphics 4400, Bluetooth, 720p HD Camera, Intel® Core i5-4210U (3Mb Cache, up to 2.7Ghz), 4Gb RAM On Board, 128Gb SSD, DualBand Wireless AC 7260, 3 yr onsite extended warranty &amp; 3 yr sealed battery warranty, Win 8.1 Pro</strong></td>
</tr>
</tbody>
</table>

| **School Bundle Cost:** $807.27 inc GST | **School Bundle Cost:** $1,549.90 inc GST |
| **Note:** this cost is well below retail price | **Note:** this cost is well below retail price |

**Optional extras: (Recommended)**
- iBroker insurance with Theft protection* (3 yr with $50 excess) - $170.50 inc GST
- OR Lenovo Accidental Damage Protection with no theft protection (3 yr with $100 excess) - $157.30 inc GST
- Tenude 13" Laptop Messenger Bag - Black – $33.00 inc GST

**Optional extras: (Recommended)**
- iBroker insurance with Theft protection* (3 yr with $100 excess) - $264.00 inc GST
- OR Lenovo Accidental Damage Protection** with no theft protection (3 yr with $100 excess) - $157.30 inc GST
- Tenude 13" Laptop Messenger Bag - Black – $33.00 inc GST

* Refer to insurance details over page

Both devices come with a 3 year onsite warranty. The key differences with the two options are that the Thinkpad Yoga comes with an i5 processor (slightly faster when compared to the Celeron), an active digitizer (which provides higher quality pen-based input – more useful for art subjects, and also enables palm rejection, so users can rest their hand on the screen when writing), a slightly larger screen size and faster wireless access (uses new 802.11 ac protocol instead of 802.11n)
11) Can I reduce the cost by not insuring the machine?

- Yes, however we do not recommend this option. Our experience has shown that a 3 year warranty and insurance option has been invaluable for students and families in terms of peace of mind.
- Having insurance through our partner allows for a more streamlined service, quicker repair and delivery.
- Waiting for other insurers to assess and authorise a repair means a greater delay and less use of your machine.

Please note: Indicative costs for repairs for computers WITHOUT insurance are below:

<table>
<thead>
<tr>
<th>Component To Be Repaired</th>
<th>Typical Repair Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Board</td>
<td>Up to $500</td>
</tr>
<tr>
<td>DVD Drive</td>
<td>$200</td>
</tr>
<tr>
<td>Hard Disk Drive</td>
<td>$300</td>
</tr>
<tr>
<td>Minor Damage to Tablet</td>
<td>$250</td>
</tr>
<tr>
<td>Table Replacement of multiple parts³</td>
<td>Up to $600</td>
</tr>
<tr>
<td>LCD Display</td>
<td>$450</td>
</tr>
</tbody>
</table>

* iBroker 3 Year Laptop Insurance Cover with $50 excess (11e Yoga) or $100 excess (Thinkpad Yoga) - Underwritten by QBE Insurance (Australia) Pty Ltd, our insurance policy provides Accidental Loss or Damage and Theft cover on a World Wide or Australia Wide basis. More information can be found at: [http://www.ibroker.net.au/education-insurance.html](http://www.ibroker.net.au/education-insurance.html)

** Lenovo's Accidental Damage Protection covers accidents beyond the system warranty and protects your notebook or tablet from non-warranted operational or structural failures incurred under normal operating conditions.

What's typically covered?

Accidental drops, spills, bumps and electrical surges prohibiting the PC from operating. This services is available in Australia where you purchased your ADP insurance coverage, and is not transferable should the system travel to another country.

What's not covered?

Cosmetic damage, theft, equipment loss, intentional damage and misuse, failures due to usage outside of normal operating conditions, parts intended to be replaced by the customer, or fires. Any data loss or interruption of business. Damage to peripherals or third-party products, even if sold by Lenovo.

12) How do I place an order with EduNet?

Parents will have the opportunity to place their order for these devices through the portal: 
http://gleneaglessc.technologyportal.com.au

The password to access the portal is: “Gleneagles”

If parents do not have internet access at home they will be able to place an order over the phone by contacting EduNet on 1300 338 638.

13) Payment Options

Select the payment option that best suits your personal circumstances through the EduNet portal at checkout

- Credit cards – Visa/Mastercard (1.5% surcharge)
- Cash payable to EduNet not Gleneagles (by phone arrangement with EduNet only)
- EFT/Direct Debit transfer
- Finance – lease to own outright (Interest Free Finance) through Certegy Ezipay 12 month period only.

Details of leasing arrangements can be found at:

Please note the finance option has account fees which will increase the cost of the purchase by approximately 10% on the overall package. Payment by Cheque will not be accepted by EduNet.

14) Delivery - School Pick-up (option)

When the order is placed in the parent portal before Fri 17th October – 5pm your order will be available for collection on the following dates.

- Tuesday 16th December 2014 (Surname A-K only) – 4pm to 7pm
- Wednesday 17th December 2014 (Surname L-Z only) – 4pm to 7pm

OR if you order after Fri 17th October (or are unable to collect on the scheduled dates above) your order will be available for collection on:

- Wednesday 21st January 2015 from 2pm-6pm – on the same day as the scheduled book-seller pick up)
15) Technical support

In the event of accidental damage, faults or issues with the Computer, technical support will be provided from the school.

Any issue with a machine must be presented to the IT helpdesk for preliminary assessment and triage. If it can be fixed immediately (software problem), then it will be. Usually machines are reimaged as a first port of call. Students are strongly encouraged to back up their data to either a USB drive or cloud storage (Google Drive, OneDrive, Dropbox etc) if the device needs to be reimaged. Backups should be completed at least weekly to minimise data loss and this is the students’ responsibility, not IT helpdesk staff.

If the machine appears to have a manufacturers defect, then the repair job will need to be logged for an onsite repair via the EduNet parent portal. This will be rectified at no cost, however, the Lenovo Warranty does not cover accidental damage, only manufacturer defects.

16) Accidental Computer Damage

If it is determined that the Computer has sustained accidental damage, students will collect a form from the IT helpdesk outlining the process to be followed. Generally the process is as follows:

1. Students will report the damage to our IT help desk. Students and parents will collect iBroker insurance form and lodge details.
2. A representative from EduNet will collect the Computer from school, evaluate the repairs that are required and then provide a quote for repairs to parents. A loan Computer will be supplied for student use.
3. In the case of non-insured computers, parents will be required to pay the required costs to EduNet to authorise repairs before the machine will be repaired.
4. For insured computers, insurance claims incur a $50 excess (11e Yoga) or $100 excess fee (Thinkpad Yoga). Once this fee is paid to EduNet parents will be issued with a receipt number that students will bring to the IT Office with their Computer.
5. The repaired Computer will be returned to school and students notified that their Computer is ready for collection and the loan computer is returned without damage.
6. If the loan computer is damaged during the loan period parents will be required to also pay the excess to repair the loan computer ($100) before receiving their computer back.
17) Infrastructure upgrade to support the 1-1 program

After an extensive infrastructure audit, we have invested heavily to prepare our network for 2014-2016. A completely new wireless system (Aruba) that is 802.11ac compatible, a new firewall solution (Netbox Blue), changes to network configurations and access points will enable our teachers and students to connect reliably, safely and with improved speed across our school network.

18) Computer Responsibility

How well our students use the device and the online resources will help set the standard and culture for other year levels at Gleneagles Secondary College. The following expectations are aimed at ensuring the safe keeping of Computers.

Students will be responsible for ensuring that:

1. They are ready to learn
   • The Computer is fully charged at the start of the day and brought to each class. Power cords left at home
   • Adhering to the school’s Acceptable Use Agreement when using the device.

2. They take care and responsibility for the device

At School: Make sure that your Computer is either in your possession or locked away in a secure area (locker) at all times during recess and lunchtime. Your locker must be secured with a school provided lock.

Do Not:
• Leave your Computer unattended for even a short period of time
• Share your password with anyone.
• Leave your Computer logged on when not in use.
• Place it near an external window. Exposure to view from outside may tempt would-be thieves
• Leave your Computer in a vehicle, even if the Computer is out of sight and the vehicle is locked.

At Home: Find a safe place to store your Computer so that it is inaccessible by small children and difficult to locate in the event of a burglary. Ensure basic household security measures are followed at all times, such as locking doors and windows.

Do Not:
• Leave your Computer in view of outsiders even while using it.
• Leave your Computer accessories lying around. They advertise the presence of a computer device.

Transit: When travelling in the car or on public transport; avoid being seen when storing your Computer into the car or taking it out. Lock your Computer in the boot and camouflage it. Ensure the Computer is placed inside a protective case. On public transport keep your Computer in its protective case, inside your school bag and keep the school bag with you at all times.
3. They maintain their computer, data and provision for software

- Taking care of digital devices in accordance with school guidelines
- Backing up data regularly and securely
- Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.
- Maintain and run the Colleges classroom monitoring software at all times during school
- Content inappropriate for school is not accessed or shown to others while at school
- (Please note that students will not have administrator access to their computers to ensure that students have a standard operating system and suite of software. Additional software installations can be requested through IT support if required).

When the Computer is not on campus, parents / carers will need to support their children in the device's use and care.

- Encourage your child to keep their Computer in its protective case. Don’t put heavy books on top of the Computer when it is in the schoolbag or on a desk.
- You don’t need good computer skills to help your child learn to use their Computer. Your interest and encouragement are more important than computer literacy.
- Remind your child to recharge their Computer overnight to ensure it is ready for each school day.
- Supervise use at home by ensuring Computers are used in family areas rather than bedrooms.
- Supervise the use of the internet and consider setting screen time limits to avoid overuse.
- Talk to your school if any issues arise.

Staff

As is the case in all facets of life at school, our staff will endeavour to support students in their development of responsible behaviour and actions. Staff will be involved in on-going professional learning and, over time, the use in class will increase and diversify. A range of resources are available for teachers to use to highlight safe and responsible use of the internet as part of their learning and teaching program, see www.education.vic.gov.au/cybersafety
19) Acceptable Use of Technology Agreement

This Acceptable Use of Technology Agreement is a document which must be read and signed to acknowledge full understanding of appropriate use of technology at Gleneagles. This document will need to be digitally signed when parents place the order through the EduNet portal.

The document is directed at all Gleneagles community members with access to technology provided by the College, or using technology with reference to the College or members of its community. The document contains practical advice based on current information, DEECD policies and guidelines and experience at Gleneagles. These documents apply to all community members in the same way.

What do you have to do?
Please discuss this agreement with your child and help them understand the implications of the Agreement and the Guidelines.
GLENEAGLES SECONDARY COLLEGE

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Why have an Agreement?
At Gleneagles Secondary College we are striving to develop a learning community of students, staff and parents.

Our technology programs, particularly those involving computers, provide students, teachers and educational support staff with powerful tools that expand learning opportunities.

At Gleneagles, community members may use a variety of available technologies for appropriate personal use outside the classroom, although their primary purpose is to support learning.

With these opportunities comes responsibility for all members of our community to interact with technologies in a way that is consistent with our school values. All members of the Gleneagles community are expected to show respect and sound judgment whenever they interact with technologies. Any actions which conflict with our core values – particularly those which harass, denigrate or defame other people – are a breach of this Agreement.

Who and what does this Agreement apply to?
In this Agreement, the term “user” or “community member” refers to any person (including students, teachers, educational support staff and visitors) who access the College network or use technologies provided by the College. The Agreement also applies to the use of any technology in connection with the College.

I agree that, whenever I use technologies as a member of the Gleneagles community:

1. I will follow published Gleneagles guidelines for the responsible use of technologies.
2. I will give due consideration to the dignity, feelings, and wellbeing of others in all of my electronic communications.
3. I understand that the transmission or possession of offensive, inappropriate or objectionable material, including material infringing racial, sexual discrimination and harassment policies is against the law and accordingly I will not transmit or possess such material.
4. I will talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
5. I will protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
6. I will not bring or download unauthorized programs to the College or run them on College computers.
7. I am responsible for all actions taken using my user account.
8. I understand that my network account (user name and password) identifies me and that all communications (both internal and external) may be monitored.
9. I understand that the College reserves the right to modify or erase any or all data/software that is contained on any device that accesses the College network.
10. I will ensure my username and password are secure and I will change my password regularly.
11. I will not fraudulently use another person’s user name or password.
12. I will not damage computer equipment or furniture and will use the resources with due care.
13. I will not plagiarise content by illegally copying text without referencing the source.
14. If I accidentally encounter inappropriate, dangerous or illegal material I will immediately turn off the screen and notify a supervising teacher without disclosing the material to any other student.
15. I will not attempt to access or monitor information on any of the College’s servers or any other person’s computer without express permission to do so.
16. I will not attempt to gain Administrator access to any device that has access to the College network without express permission from the Assistant Principal or IT Administrators.
17. I will abide by the CyberSafety policy as it applies to technologies and I understand that all cyber-bullying (such as that involving mobile phones, PDAs, email, online chat, social networks, blogs and websites) constitute a serious breach of this agreement.
18. I will not film, photograph or otherwise record a member of the Gleneagles community, whether student, staff, parent or visitor, without written permission unless I have been authorized to do so as part of a properly conducted Gleneagles program.
19. I will not share, publish or post film, photographs or other recordings without written permission from those depicted and/or their legal guardians.
20. I will not create, copy or post a virus or malware/spyware, or attempt to damage the network in any way.
21. I will not use the Gleneagles network for any commercial purpose without express permission to do so.
22. I will not violate copyright laws.
23. I will not use the Internet for gambling or illegal activities.
24. At school, I will only access the Internet via the Gleneagles network.
25. If I require the use of a loan computer from the school fleet I acknowledge that if the computer is damaged whilst in my care an insurance excess fee of $100 inc GST will be applicable to conduct the necessary repairs, following assessment of the damage by Gleneagles IT staff.
26. I acknowledge that available technologies may be used for appropriate personal use outside the classroom but that their primary purpose is to support learning. As such, I will not use the available technologies to play games.
27. I will not use a mobile phone, ipod or any other portable electronic device in the classroom, or take such a device into the classroom so that it is visible or audible, without the explicit permission of my teacher.
28. I will only make or answer mobile telephone calls and messages outside of lesson times, except for approved learning purposes.

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

I accept that:

Breaching this Agreement (or any involvement in such a breach) may result in my access to technology resources at Gleneagles being withdrawn, which could make me ineligible to continue studying a particular subject. I also understand it could result in disciplinary action by the College.

I have read the Acceptable Use of Technology Agreement carefully and I 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.

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<th>Student Name:</th>
<th>Form:</th>
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<tr>
<td>Student Signature:</td>
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<td>Parent Signature:</td>
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If you have any concerns about this Agreement, please contact Mr Russell Bunce on 9708 1319 or via bunce.russell.m@edumail.vic.gov.au.

20) **Responsible and Ethical Use of Technology**

Gleneagles Secondary College uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet, their computer and mobile technologies responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Gleneagles Secondary College we:
- have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.
- have protocols that promote safe use of the Internet
- provide a filtered Internet service
- provide supervision and direction in Internet activities and when using mobile technologies for learning
- utilise mobile technologies for educational purpose. e.g. Podcasts, photos from excursions
- work towards setting tasks that ask your child open questions, so they can’t copy and paste all answers from the Internet
- provide support to parents / carers to help them understand our agreements, policies and procedures
- provide support to parents / carers through information evenings and other documentation for parents to refer to
- will work with students to outline and reinforce the expected behaviours whilst using the internet

**Advice for Parents**

Please keep this as a resource to use at home.

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, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not “Virtual” Issues. They are real and can harm and hurt.

**At home we recommend you:**
- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their online “space” if they are using a site which allows them to chat, publish photos, play games etc
- always get them to set the space to “Private” if they use a social networking site like Facebook. They are then in control of who contacts them and who accesses their information. They can block out anyone at anytime. Be aware of Terms and Conditions of many sites that require participants to be 13 years or over.
- have the computer with Internet access in a shared place in the house – not your child’s bedroom
• negotiate appropriate times for your child’s online activities and use of mobile phones.
• ask questions when your child shows you what they are doing
  o how does it work and how do you set it up? Can you block out people?
  o who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
  o why is this so enjoyable – what makes it fun?
  o can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  o what are you doing to protect yourself or your friends from these potential dangers?
  o when would you inform an adult about an incident that has happened online that concerns you?
  Discuss why your child might keep it to themselves

Many students say they will not tell an adult they are in trouble or ask for help because:
• they might get the blame for any incident
• they don’t think adults “get” their online stuff – it is for students only
• they might put at risk their own access to technology by either:
  o admitting to a mistake or
  o highlighting a situation that might lead a parent to ban their access. (Even to protect them)

21) What has your child agreed to and why?

Protecting personal privacy rights and those of other students. Students like to publish information about themselves and their friends in spaces like Facebook, blogs etc. but in doing so they can make themselves more vulnerable to being approached 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

Using the Internet in line with school’s student code of conduct

Using appropriate language when talking to and working with others online and never write or participate in hate mail.

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. Often very few adults visit this online environment. 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
Using equipment and resources properly for educational purposes as directed by teachers

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” but just looking at a page on the Internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Students will still be required to maintain sufficient print credits to submit school work that requires paper submission.

Using social networking sites for educational purposes and only as directed by teachers

Web2 tools and social networking spaces allow students to be contributors to the web and allow them 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.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing work students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping away from rude or offensive sites

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 technology that bypasses filters, will have their Internet access reviewed and their parents will be immediately informed.

Following copyright procedures

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading a freebee 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. Remember if an offer is too good to be true, the chances are it is.

Evaluating and using content on the Internet carefully

Not everything on the Internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet. Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student

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.
Seeking teacher assistance
The Internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. If you have any concerns about this agreement or Internet Safety in general.

Contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/

Support information for parents around the Agreement