

One-To-One Netbook Program POLICY

Rationale:

The school's One-to-One Netbook Program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st Century citizen capable of shaping our future.

Implementation:

1. Ownership/Transfer Model

Distribution of the netbooks will be to Years 3 to 5 students only. Each netbook will generally be used by one student only, although students may be required to work in pairs in class.

The netbook is owned by the school.

In order for a student to participate in the One-to-One Netbook Program, parents are required to enter into a lease arrangement whereby payments are made as detailed in the Netbook Payments Schedule.

Providing lease payments have been made in full and there are no outstanding student charges owed to the school in relation to the netbook, parents will be given the option to purchase the netbook at the end of the lease by making a further payment. Netbook ownership will then pass to the student.

A netbook will remain the property of the school if a student should exit prior to the conclusion of the rental period; however, a buy-out option will be available in this circumstance.

It is expected that any netbook returned to the school is in full working order and includes all accessories and components such as powercords.

2. Payment and Usage

Parents may elect to make the annual lease payments either in a single payment or by instalment as indicated in the Netbook Payments Schedule.

A student will be denied access to the netbook (including out-of-school use) until such time as payment is made. Where payment is by instalment, access will be denied from the start of a term until payment is made for that term.

Should a student exit the school during the course of a year, a *pro rata* refund will be given. The refund will apply to whole terms only and will not be given for any part thereof (eg: a student who exits part way through Term 2 will be refunded for Terms 3 and 4). Refunds therefore do not apply where payment is made in termly instalments.

3. Late Entry to the Program

Newly-enrolled students may elect to participate in the program after its commencement. In this case, a 'catch-up' payment will be required.

4. Privately Owned Devices

Privately owned netbooks will not be connected to the school network. This is to ensure quality of service to all students. Netbooks provided by the school will be connected to the school's network for up to 4 years.

5. Optional Peripherals

The school will not provide or specifically recommend any additional peripherals as part of the One-to-One Netbook 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 storage devices;
- external DVD drives.

6. Guidelines for Participation

Prior to netbooks being issued to students:

- each netbook 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 must attend an induction session and agree in writing to the terms and conditions of the program;
- students will participate in an induction program to ensure they are familiar with their roles and responsibilities.

7. Role of Parents

A parent induction session will be provided. This will be mandatory if a child is to participate in this program. The induction will cover:

- educational benefits of the One-to-One Netbook Program;
- care and maintenance of the netbook;
- roles and responsibilities;
- restrictions;
- policies and procedures for participating in the school's One-to-One Netbook Program;
- liabilities;
- Acceptable Use Agreement.

8. Conditions of Access

Students who fail to comply with the Acceptable Use Agreement and the Netbook Lease Agreement may, at the discretion of the Principal, forfeit any aspect of their participation in the One-to-One Netbook Program, including out-of-school access.

9. Warranty

Netbooks in the One-to-One Netbook Program are covered by a 4 year on-site warranty. This warranty excludes accidental or deliberate damage (eg. broken screens, removed keys and/or cracked casing).

The warranty period commences on the start date of the "Rental Period" (please refer to BSWPS's Rental Agreement) and concludes four years thereafter.

10. Insurance

The school will self-insure the netbooks.

If a netbook is lost, stolen or damaged, parents should immediately notify the Netbook Coordinator within the school.

In the case of theft of a netbook, parents will also be required to obtain a police report to submit to the school.

The Netbook Coordinator will maintain appropriate documentation and notify the parents of progress of their claim.

A \$100 excess or lesser value of the cost to repair, payable by parents, will apply in cases of loss or non-warranty repair during the lease period.

In exceptional circumstances a loan netbook may be provided to the student.

11. Caring for Netbooks

Refer to the guidelines for students - 'Caring for your Netbook'.

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

- always store the netbook in the protective cover provided;
- avoid storing your netbook in your backpack without protective cover – pressure from books can damage the screen and hinges;
- do not store anything additional to the netbook within the netbook case (eg: cords, papers or disks), as this may damage the screen;
- carry the netbook within its protective cover inside your normal school bag. Do not overfill your school bag - pressure on the netbook can cause permanent damage to the screen and other components;
- do not grab or squeeze the netbook - this can also damage the screen and other components;
- do not attempt to remove the battery pack from the netbook;
- do not expose the netbook to heat, dust, moisture, magnets or heavy shock or vibration;
- never leave your netbook in a car or in an exposed area where it can be stolen;
- never leave your netbook in unsupervised areas during the school day. It is to be securely locked in a classroom. Netbooks left unsecured may be confiscated to avoid exposure to theft.

12. Appearance and Personalization

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

13. 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.

14. Internet Usage

Use of netbooks by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents are also to familiarise themselves with the Acceptable Use Policy 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 are available at:

cyber [smart:] www.cybersmart.gov.au

15. 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 netbooks 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 netbooks 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 netbooks 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. It is recommended to save the files to the netbook 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.

16. 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 netbook providing they are appropriate for an educational setting.

Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Applications that facilitate downloading music, games and software enable copyright to be easily breached and should not be installed, eg: Limewire. Students are permitted to listen to digital music and/or participate in games on their netbook 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.

17. Web 2.0 Applications

Students must abide by the school's User Agreement whenever the school equipment or services are involved. This includes the netbook, 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.

18. Technical Support

The school will provide limited technical support to maintain the core function of the netbook, ie: to enhance student teaching and learning at school. Any problems should be immediately reported to the classroom teacher who will notify the school's Netbook Coordinator. Students may be charged where technical support is required to remove viruses downloaded from outside the school network.

19. Power Supply Management

All netbooks are to be fully charged at home each night, in preparation for the school day.

20. Backup

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

Students will be able to backup critical education-related data to the school server. Any personal files should be backed up on a USB storage device.