K D Connect

Keilor Downs College
Netbook Program 2013
Information Booklet
Dear Parent/Guardian

Through funding provided by the Federal Government under the National Secondary Schools Computer Fund (NSSCF), KDC will be providing netbooks to all students in Years 9 to 12 attending the College in 2013, at no cost to families.

This booklet contains a range of information that will hopefully answer many of the questions that you may have about the program. For further information, please contact the College.

What do you have to do now?

1. Read the information in this booklet, in particular the Acceptable Use Agreement. This covers all use of technology by your child including the NSSCF Netbook.
2. Have your child and at least one parent/guardian sign the Acceptance of Agreement (blue form)
3. Return the blue form to the General Office by Friday 14th December 2012

Once the blue form is returned to the College, your child will be able to receive a Netbook in the early part of Term One, 2013.

Stuart Andrews
Principal
Our Vision

As the demands placed upon 21st century learners continue to evolve, so too does the need to support their learning and build upon the traditional core subject areas. Unlike many of their parents, 21st century learners will need to be able to effectively apply ICT in any situation, as these technologies are an integral part of the contemporary worlds of work, communication and leisure.

The skills they will need to develop will include:

- Problem solving and decision making
- Creative and critical thinking
- Collaboration, communication, and negotiation
- The ability to find, select, structure, and evaluate information

By participating in a 1:1 netbook program, students will have ready access to eLearning, anywhere, any time and learn to be effective Cybercitizens developing skills that will last their entire lives.

Our Aims

Our College aims to prepare our students for life-long learning in today’s technology-reliant society. This learning will occur in a context that promotes positive and safe experiences in the use of ICT. Through the Federal Government’s National Secondary School Computer Fund (NSSCF) we will see all students from Years 9 – 12 at KDC in 2013 receive a netbook computer with 24/7 access at no charge to families. This will be supported in 2013 by a co-funded 1:1 eLearning program at year 7. During 2013, computer access will be provided for Year 8 students through existing College devices.

No Cost to Families

As indicated above, the netbooks for KDC students in Years 9 – 12 in 2013 are provided at no cost under the terms of the Federal Government’s NSSCF. This includes the Dell netbook and protective sleeve, eduSTAR software, free wireless access at KDC and technical support. Students and parents will need to read the Acceptable Use Agreement (at the end of this booklet) and sign an Acceptance of Agreement (blue form attached). This form must be completed and returned to KDC before any netbook is allocated to the student.
Frequently Asked Questions

What is a netbook?
A 21st century education tool, the netbook is a small computer weighing just over 1kg that fits into a standard schoolbag. After assessing the options available, the College has decided to purchase Dell netbooks, with the following configuration:

- Intel i3 Processor
- 2GB RAM
- 320GB HDD
- 12.5" Widescreen HD WLED display
- Microsoft Windows 7 OS

How will netbooks be used at school?
Netbooks provide anytime, anywhere access to information and learning, allowing students to complement the learning that usually takes place in the classroom. Netbooks provide students with a suite of educational software programs as well as broadband internet access while at school.

For example, the netbook can be used to record and document information, then share learning. Students can undertake research projects and then use the netbook to create their reports using a variety of different media including drawings and animations. Students in science may attach probes for collecting experimental data, and use online resources to improve their numeracy skills in maths. Students can use on-line dictionaries and spell checking software to allow immediate feedback on the correct spelling of words they use.

It is important to note that students will still continue to write with paper and pen and work to improve their handwriting, as well as use the keyboard.

How can students access the internet from home?
Home internet connection is not supplied by the school. If there is an existing internet provision at home, a netbook is able to be configured for access.

When will students receive their netbooks?
All students who have completed the User Agreement, will receive their netbook during the early part of Term 1, 2013.

Will textbooks still need to be purchased?
Yes. Many books are not yet available as an e-resource. When they become available and are advantageous and cost effective for parents, e-resources will be incorporated onto booklists.
Frequently Asked Questions

Are netbooks going to add to the heavy loads students carry from home to school?

The netbook has been deliberately chosen for a number of reasons, including its weight specifications. At around one kilogram, the netbook is light enough for students to carry without incurring problems.

How do we look after the netbook?

Encourage your child to store the netbook in its protective cover and avoid packing it at the bottom of a schoolbag where heavy books and other items may cause the screen to crack. Care should be taken to avoid dropping the netbook, or spilling drinks or food on it. Students should be specifically warned to avoid removing their netbook from school bags and displaying or using it in public, in order to reduce the risk of damage or theft.

Students are strongly encouraged to hire a school locker to store their netbooks during recess and lunchtimes. If damage occurs to the netbook when in an inappropriate area, e.g. on a sports field, then a charge may be incurred.

Permanent changes to the netbook, such as engraving, marking, painting or drawing are not permitted as the repair process may involve the swapping of netbooks in some cases. However students will be able to personalise the software interface and background.

How do I know my student is using the netbook safely and responsibly?

Teachers, students and parents share the responsibility to ensure safe and appropriate use of the netbooks at all times. To encourage safe and responsible use, parents and students will be asked to sign a User Agreement before being issued with a netbook. The agreement sets out your child’s responsibilities, in relation to taking home a school-owned netbook.

During class, teachers will supervise students as they would for any learning activity to maintain a safe, comfortable and learning-focused classroom. The College network is closely monitored to maintain appropriate use of the internet. The network’s filtering system actively blocks student access to malicious and inappropriate content, and is constantly updated. However, this filtering system does not apply to home networks. Education and parental support are important for maintaining acceptable use of netbooks, particularly in relation to home internet access.

Parents and students should also be aware that all files stored on the netbooks or on the College server are not private. Students can expect their netbooks to be monitored for appropriate usage. School personnel may access the browser history and/or caches as well as any and all files belonging to the student stored on the netbooks or the College server.
What software will be on the netbooks?

The College’s netbooks will have installed the latest version of the Department’s School Technology Architecture and Resources (eduSTAR) standard platform. The eduSTAR program provides students with over 80 software applications to enhance their learning. The broad range of applications cover:

- Animation
- Concept and Mind Mapping
- Digital video and image creation
- Drawing and painting
- Interactive curricular resources
- Logic and problem-solving
- 3D modelling and game-making
- Presentation and multimedia tools
- Sound and music making
- Thinking skills
- Typing tutors
- Web authoring tools
- Writing tools

Can software be added to a netbook?

The netbook is a school-owned device for individual student use. Students should feel free to change background images and use pictures to personalise their netbook. Students will not be able to load additional software on to the netbook, however, they will be able to install home printers and set up access to home networks. It is the student’s responsibility to ensure that there is enough hard drive space and RAM available to engage in all educational requirements.

Music and movies are allowed for academic and recreational reasons, provided copyright obligations are met. **Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher.**

It is the student’s responsibility to back-up their school and personal files. Students should be encouraged to frequently back up their information to the College network, a USB stick or personal hard-drive and keep it in a safe place.

The national Copyright Advisory Group (CAG) has developed the Smartcopying Website [http://www.smartcopying.edu.au/scw/go](http://www.smartcopying.edu.au/scw/go) to provide a comprehensive guide to copyright issues affecting Australian schools.

Can students bring their own netbooks from home instead?
No. Home netbooks are not configured to work with the school network, can be a source of viruses and are often not enabled with the required licensed software. Also, home netbooks cannot use the school image due to licensing arrangements and maintenance issues may not be resolved in an appropriate time frame.

Who is going to handle warranties and repairs?
All devices are covered by a manufacturer’s warranty for 4 years. The warranty will cover manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage. A fee for any lost or (non-warranty) damaged devices may be charged, at the Principal's discretion.

What do students do if the netbook needs repair?
The student should bring the netbook to the school technicians who will assess the problem. If a major repair is required, an incident report will need to be completed and signed by both the student and a parent, before the repair can be processed. It may be that a replacement netbook will be provided that will become the student’s new netbook. As such, students must save their data to a location other than the netbook as the original device may be re-imaged at any time.

Where do the netbooks go when not in use?
When not in use, the netbooks should be in a student’s locker or school bag. It is the student’s responsibility to ensure the netbook is never left unattended. This may incur a penalty such as confiscation of the netbook for a period of time as unattended netbooks invite theft and/or damage.

What about flat batteries?
Students are required to fully re-charge the netbook overnight and bring it to school each day. The netbook has sufficient battery life when fully charged, to last an entire school day.
Expectations of Keilor Downs College Students

At KDC, we promote school-wide positive behaviours and have developed a set of expectations of KDC students in a variety of settings and situations. These expectations are based on three rules:

- **Fair Learning** – working to your full potential and allowing others to work to theirs
- **Fair Treatment** – understanding the rights of all
- **Safe and Secure** – use of sensible behaviour inside and outside the classroom

We do not consider positive behaviour with digital technologies (cyber-behaviour) as an additional expectation but as a natural part of our existing framework for school-wide positive behaviour. The following table details how positive cyber-behaviour can be shown.

<table>
<thead>
<tr>
<th>KDC – Positive Cyber-Behaviour Expectations of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fair Learning</strong></td>
</tr>
<tr>
<td>Set high standards for learning by using your netbook as a tool for learning while you are at school.</td>
</tr>
<tr>
<td>Always come to class prepared with everything you need – netbook battery should be fully charged at home.</td>
</tr>
<tr>
<td>Follow the teacher’s instructions particularly relating to “close” and “open” instructions with netbooks.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Checklist for Parents

- Ask questions about what your child is doing and learn together. You don’t need to be an expert in technology to help your child learn.
- Remind your child to store the netbook in its protective cover.
- Don’t put heavy items on top of the netbook in the schoolbag as the screen may crack.
- Remind your child to carry the netbook inside their schoolbag when travelling to and from school.
- To prevent theft or damage children should not use or display their netbook in public.
- Ask your school for help if the netbook needs repairs. You must use the approved repairer to keep the warranty on the netbook valid.
- If you believe someone has damaged your child’s netbook on purpose report it to the school as soon as possible. You may also need to report it to the police.
- Encourage your child to save their information regularly to the hard drive or to a USB stick as backup.
- Teachers, students and parents share responsibility for safe and appropriate use of the netbooks.
- At home you may consider: allowing netbook use in family areas, in preference to bedrooms, restricting netbook use to certain times of the day, reviewing documents and the contents of the netbook. If you don’t have broadband at home your child can participate by: accessing relevant learning software working with files saved to the netbook or USB stick.
ACCEPTABLE
USE
AGREEMENT

The following pages cover the conditions for acceptable use of all technology at KDC including the NSSCF netbook. It is to be read in conjunction with the Acceptance of Agreement (blue form) attached to this booklet.
Keilor Downs College Acceptable Use Agreement

for Ultranet, internet and digital technologies

Keilor Downs College believes the teaching of cybersafe 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

Keilor Downs 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 Keilor Downs 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 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
- provide support to parents/carers to understand this agreement (e.g. language support)
- work with students to outline and reinforce expected behaviours.

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-curricula activities.

Requirements for parents/carers and students accessing portable devices purchased with commonwealth government funding for (Digital Education Revolution /National Secondary School Computer Funds (NSSCF))

The Digital Education Revolution – VIC program aims to improve student learning experiences both in and out of the classroom. Keilor Downs 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.
Keilor Downs College Acceptable Use Agreement

for NSSCF Netbooks

1. Purpose
The digital device (netbook) 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 The student must bring netbook 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 engraving or adding stickers.
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.
Please Keep This Booklet in a Safe Place For Future Reference