

Williamstown North Primary School



1:1 Learning @ WNPS



Program Guidelines, Procedures & Expectations 2016

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School vision

At Williamstown North Primary School (WNPS), ICT is used to enhance teaching and learning in all aspects of the classroom program. We believe that ICT contributes to the high levels of achievement, engagement, motivation and understanding. Teaching and learning is of utmost importance, and we have seen that 1:1 Learning technologies can enhance and improve our classroom programs and assist us in achieving excellence as we strive towards a more personalised approach to learning.

We encourage our students to work with technologies in a collaborative learning environment, where information is managed, organised and distributed effectively in and beyond the school. Moreover, learning occurs beyond the classroom environment and we support students in making links with local and global communities. WNPS supports and values our students to act as ICT leaders and mentors throughout the school. We encourage students, staff and parents / guardians to become confident, adaptive and discriminating users of ICT. Our Staff value ICT and teachers are committed to professional learning. Parents / guardians are encouraged to become actively involved in ICT and join in regularly celebrating our school in the local and education community, as leaders in the innovative use of ICT.

The 1:1 Learning package includes

- *Lenovo Thinkpad Yoga 11e*
- *11.6" Touch Screen Convertible Laptop*
- *128GB SSD Hard drive*
- *Padded Case with pockets for storing mouse, USB and charger*
- *Wireless USB mouse*
- *Protective skin with your child's name and the WNPS logo*
- *3 year on-site warranty*
- *iBroker Insurance (QBE) over 3 years - \$50 per netbook per claim*
- *Operating System Windows 8.1*
- *Operating system and software pre-loaded as per WNPS's standard student configuration, including all software in the Edustar program (only available to Government schools) as well as school purchased additional software*

Ownership model

For the duration of the lease, the Netbook will be property of the school and parents / guardians will be required to make an overall contribution of \$85.00 per term. This is in exchange for school usage and home access. The school will contribute by financing the infrastructure setup, server, maintenance, technician and software costs. If a student leaves the school before the conclusion of the leasing period, they will be required to return the Netbook to the school in full working order, including all accessories and components. If all contributions have been made at the end of the lease, families will be given the option to purchase the Netbook at a very small cost (approximately \$1.00 - \$2.00). WNPS will provide additional peripherals as part of the 1:1 Learning Program, including software. At times, Netbooks will be required to be submitted for periodic maintenance and software updates. WNPS has purchased the Netbooks through a lease agreement with Centre Com and Melbourne Finance.

Optional peripherals

The following items will not be provided by the school, however you may choose to purchase them to support the program. Please be aware that program support and warranty will not apply for these peripherals.

- *USB backup Netbooks*
- *An external drive (recommended)*

Insurance

All due care must be taken for Netbooks. Parents / guardians and students will be responsible for negligent damages.

If a Netbook is damaged, lost or stolen, parents / guardians will be asked to contact the School Principal to complete the appropriate forms. If a Netbook is stolen, parents will be required to obtain a Police Report. They should then contact the School Principal, complete the appropriate form and supply this accompanied by the Police Report. The 1:1 Program Coordinator will then lodge appropriate insurance documentation and notify parents /guardian/s of progress. Loan computers will be made available to new students who are awaiting the delivery of their Netbook or, in some cases, to students who have lodged an insurance claim.

The school has insured the Netbooks with QBE Insurance (Australia) Limited. Description of cover will include accidental loss or damage, and theft. Families will be required to pay an excess of \$50.00 per Netbook, per claim.

Examples of Cover:

- Accidental Loss - for example, left in a public place
- Accidental Damage - for example, dropped, stepped on, driven over, pulled off a desk, lid closed with a pen on the keyboard
- Theft - for example, from a locked unoccupied vehicle or building, from an occupied building, by force or intimidation
- Liquid Spills

Personalising Netbooks

Throughout the duration of the lease, the Netbook will remain the property of the school and therefore, should not be altered or personalised in any way that is irreversible. At the commencement of the lease, a personalised, removable skin will be fixed to the Netbook with your child's name, school details and school logo. Students may personalise their desktop, however should be aware that when their Netbook is collected for updates, their desktop will revert to its original form. Therefore, it is important that students back-up their work and files appropriately.

Software, including music, movies and educational games will be permitted for academic and recreational purposes, provided that Copyright obligations are met. Saying this, the downloading of music, games and videos will be prohibited, unless directed by a Staff member. It is the student's responsibility to ensure that there is enough hard drive space and RAM for the programs and software required for school use.

Software Licensing and Copyright

Any additional software that a student would like installed must be agreed upon by the 1:1 Learning Program Coordinator and an application form must be completed.

Much of the software installed by the school is subject to licensing conditions and therefore must not be distributed or deleted without permission by the school. The software installed on the Netbook is a combination of Edustar software, and additional software as decided by the school. The school will cover the cost involved with additional software. Over the duration of the lease, the Edustar image will be updated, in addition to the school purchasing new software and licensing for use as educational trends emerge. The Learning Technology Acceptable Use Policy will govern the use of Netbooks by students. All stakeholders will be required to complete all documentation prior to the program commencement. Any inappropriate use of Netbooks, regardless of school or home use, will result in disciplinary action or exclusion from the school's network and resources for a period of time. Any media, such as videos, photos and music installed on the computers must not infringe Copyright laws and must not include crude or explicit language or scenes. The school will reserve the right to check computers at any time.

Internet Usage

The school will not provide Internet access at home, however if there is provision at home, a Netbook may be configured for access.

WNPS believes that the teaching of Cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. At WNPS we have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet. We also provide a filtered Internet service within the DEECD network that blocks inappropriate content by a regularly updated list of categories and sites. This does not apply to devices outside of the school network, and therefore it is strongly recommended that parents seek and apply appropriate filtering systems for home set-ups. Teachers will continue to supervise students as they would for any other learning activity. If at any time a student feels unsafe or uncomfortable using the Netbook, it is essential that they speak to a teacher immediately, and they will be encouraged to do so.

All students attending Williamstown North Primary School must agree to and sign the 'Digital Technologies Acceptable Use Policy'. If the policy has been breached, exclusion from the 1:1 Learning program for a period of time may follow. Parents / guardians should familiarise themselves with the Acceptable Use Policy to further support the school program, in addition to the development of good working habits in the home environment.

Other ways to monitor Netbook and Internet use:

- *Encourage use in a family room and not in a bedroom*
- *Restrict use at certain times of the evening or weekend and*
- *Examine the documents and other contents on the Netbook*

Available Support Sites:

DEECD Working with the Web: <http://www.education.vic.gov.au>

Cybersmart - <https://esafety.gov.au/>

Stay Smart Online - <http://www.staysmartonline.gov.au/>

ThinkUKnow - <http://www.thinkuknow.org.au/>

Technical support

The school currently utilises two onsite computer technicians who support the 1:1 Learning program. Should there be a problem or a fault, students will be required to notify their teacher, followed by the 1:1 Learning Coordinator immediately. For matters that cannot be fixed by the school, contact will be made to Centre Com. The damaged unit will be repaired within the terms of the Lease Agreement. Over school holiday periods, Centre Com offer support to families for all warranty failures. In addition, students, teachers and parents will receive a Netbook Trouble Shooting guide. When submitting a Netbook for repair, students must ensure that they have backed up their data.

Caring for Netbooks

The following conditions will apply and must be observed in order to maintain warranty:

- *Netbooks must always be stored in the protective case provided, both when at school and when at home. This includes storage in school bags where pressure from books can damage the screen and hinges.*
- *Refrain from storing other items within the protective case and do not store items within the Netbook's cover (i.e. cords, papers etc.)*
- *Do not overfill school bags, as this can lead to pressure on the Netbook and can cause permanent damage to the screen and other components.*

- *Be very careful when handling the Netbook. Mistreatment through grabbing or squeezing can also damage the screen and other components.*
- *Do not leave the Netbook in an unsupervised car or in an exposed area where risk of theft is higher, or when temperatures can overheat the device.*
- *Never leave Netbooks in unsupervised areas during the school day. Classroom doors will be securely locked when unattended.*

If the school feels that a student has been negligent with the above conditions, exclusion from the program may result. See Appendix 4 for further guidelines on how to care for Netbooks.

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 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 Endpoint Protection software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be automatically updated from the network.

Students are recommended to:

- *Protect their Netbook from virus attacks by scanning for viruses at least weekly. Symantec virus definition 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 (e.g. USB stick, external hard disk or iPod). Carry out the scan before running the device at school and connecting to the school network.*
- *Do not open any files attached to suspicious or unknown emails.*
- *Exercise caution when downloading files from the Internet. Save the files to the Netbook's hard disk and run the virus scanner on the file before opening it. ☒*
- *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.*
- *Under no circumstance may a student remove Symantec Endpoint Protection from their device or disable it.*

Power supply management

Students will be required to take their Netbook home overnight in order to prepare and charge it for the following day. The device battery will last a typical school day. Spare charging devices will only be available to students in extraordinary circumstances. Students will be responsible for having a fully charged device at the beginning of the school day. Classroom teachers will determine the consequence of bringing a computer to school without any charge – students may have to complete work by hand for that day.

Password protection, users and security

All Netbooks will be password protected. As with all school devices, students will be prompted to administer a username and password when logging on to their device. These details may assist in protecting the student's personal information in the event of theft or loss. Students are not permitted to allow other students to log on to their device.

Students will have access to the school's "Shared Drive" and their own personal network drive. Students may only access this drive through use of their personal username and password. In this drive, students may save, store and back-up their work. It is an expectation that students keep their personal network drive organised, in addition their Netbook desktop and hard drive.

Classroom storage

Individual classroom teachers and Year Level "Professional Learning Teams" will deliberate to determine a safe location for the Netbooks to be housed. When not in use, Netbooks must be kept in their hard shell cases, when at school and when at home.

Backup / recovery

It is very important that your child keeps their desktop clean and organised. When at school, teachers will instruct students to create folders for organisation of work. Folders may include Literacy, Numeracy, Inquiry Learning, Homework, Music, Art and Japanese.

Students will be responsible for their own backup of critical data. The netbooks are configured with a specific drive, which automatically backs up to the school server when connected to the school's network. Students are encouraged to save their work on this drive (H: Drive). It is recommended that families purchase a backup device, such as an external hard drive or memory stick when netbooks are at home.

When devices are left at home

The school has a number of devices available for borrowing. Classroom teachers will decide whether borrowing a device is feasible, with consideration to how often the student forgets his / her Netbook.

Privately owned Netbooks

Home devices cannot be configured to the school network. They are not permitted to be licensed to use the school image and cannot be serviced by the School Technician due to departmental guidelines. Therefore, maintenance issues may not be resolved in an appropriate time frame needed when required at school. Furthermore, it may be difficult to implement the classroom program due to inconsistencies when dealing with privately owned computers. The 1:1 Learning package offers warranty and insurance with which could complicate matters when dealing with privately owned computers.

How the Netbooks will support the classroom program

The 1:1 Learning program will not take the place of the existing school curriculum, however it will be used to support and enhance the classroom by providing students with current digital learning tools in balance with traditional learning methods. Students will use their 1:1 Netbook where it serves a purpose.

Government schools adhere to The Australian Curriculum in Victoria (AusVELS), which outlines what is essential for all Victorian students to learn during their time at school from Prep to Year 10. The 1:1 Learning program will support and enhance the AusVELS framework.

Wireless access will allow for 'anytime, anywhere' learning where students can use their Netbook to search for 'at-hand' information or collaborate with others in a real-time context. Students will be able to use their school files at home and be able to collaborate with their peers on projects through social networking, i.e. online blogs.

Teacher professional learning

Successfully implementing the 1:1 Learning Program at WNPS relies on structured professional learning for Staff. To get the most out of the program, it is important that our teachers fully understand the educational potential of computers and other ICT. Teachers will continue professional learning of digital educational environments, with particular links to the Netbook rollout. Teachers will participate in training pertaining to the Netbooks involved.

Handwriting

Students will continue to develop their handwriting skills as normal. Likewise, they will utilise programs designed to develop word-processing and keyboard skills.

Ideas for use at home

There are many ways that Netbooks can be of assistance at home. Students may choose to:

- *Collaborate with teachers and students through wikis, blogs etc.*
- *Utilise online tools, applications and resources when completing set tasks or for personalised learning*
- *Access Edustar software or school supplied software to complete set tasks or for personalised learning*

Evaluating the program

The program's success, combined with considerable reflection, will determine the planning processes for 2017. Research projects will be to be conducted to monitor teaching practices, impact on learning (i.e. Literacy and Numeracy), issues (and how to overcome them), successes, and changes in teaching practices.

Other things to consider: evidence provided by teachers, parents and students; pre and post technology skills assessment; number of incidents (damage, misplaced devices, repairs and returns); amount of time spent using devices; surveying teachers, parents and students.

Appendix 1:

WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

Learning Technology Acceptable Use Policy

Date: August 2015

1. Rationale

Williamstown North Primary School (WNPS) provides access to a range of up-to-date digital technologies to enhance teaching and learning opportunities and enrich the learning environment.

The breadth of digital technologies being utilized to further support student learning is undergoing constant change. In responding to these changes the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources.

Students and their parents should be aware that some Internet sites may contain material that is illegal, defamatory, inaccurate or offensive to some people. The school acknowledges that it does not have complete control over the internet. However, there are practices that are implemented by WNPS, which the school strongly encourages parents and students apply to safely navigate the online world.

Students at Williamstown North Primary School will need to develop important behaviours and skills that will enable them to be effective, highly connected and reflective digital citizens. Students will be empowered to successfully access information, resources and opportunities for collaboration, engagement and lifelong learning.

This policy is to be read in conjunction with the school's Student Engagement Policy.

2. Aims

This policy embodies WNPS's commitment to ensure all members of the school community are provided with and engage in a safe, inclusive and supportive learning environment, including the use of digital devices and online communities resources.

This policy will ensure that:

- 2.1.1 Students have access to a broad range of digital technologies that provide a rich source of information and a variety of interactive tools to enhance engagement and learning within the classroom.
- 2.1.2 Within a school context, users (students, staff, and community) are safeguarded when using digital technologies to support their learning.
- 2.1.3 Students, staff and the community understand and apply the safe and responsible behaviours when using digital technologies, as outlined within this policy.
- 2.1.4 Through the development of knowledge, skills and behaviours, enable students to understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

3. Policy Context

WNPS is bound by both Victorian and Commonwealth anti-discrimination and sexual harassment laws as well as its occupational health and safety obligations to employees and students. The policy and principles in this document are in accordance with these laws and the Department of Education and Training's (DET) *Acceptable Use Policy*.

4. Definitions

Internet is a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols

Digital Technologies are electronic tools, systems, devices and resources that generate, store or process data. These includes social media, online games and applications, multimedia, productivity applications, cloud computing, interoperable systems and mobile devices.

5. Implementation

The School will:

- 5.1 Develop and implement an Acceptable Use Policy, which sets clear guidelines for use of the internet and digital technologies.
- 5.2 Develop and implement Codes of Practice appropriate for students and staff.
- 5.3 Develop and implement annual plans which outline the school's commitment to updating digital technology and staff professional learning
- 5.4 Undertake to ensure that information published online by students or the school meets legal requirements and standards of general practice within the community in relation to copyright and safety.
- 5.5 Undertake to provide appropriate physical and financial resources to enable safe, educationally relevant access to all digital technologies.
- 5.6 Prohibit the use of personal digital devices during school time.
- 5.7 Develop and implement a Cybersafety framework/program to ensure all students understand the risks of being online and are empowered to engage safely and responsibly with all digital technologies.
- 5.8 Educate students and parents on the potential health hazards of the prolonged use of digital devices and promote strategies to minimise these hazards, such as "appropriate screen time" and ergonomic use of devices.
- 5.9 Ensure that weight and size are a key consideration in the purchase of student personal learning devices.
- 5.10 Promote student leadership of digital technology through programs such as "E-learning Leaders" and "Leading Light."
- 5.11 Encourage co-operative responsibility for online behaviour between students, parents/guardians and the school by:
 - The annual signing of the "Code of Practice and Student Acceptable Use Agreement."
 - The promotion and discussion of the agreement at parent/consultation/information sessions.
 - The promotion through the school's communications activities of resources available to parents on this issue, such as Cybersmart: Bullystoppers Interactive Learning Modules and the Cybersafety guide for parents.

Students

- 5.11.1 All students are required to sign, or have signed by parents on their behalf, a Code of Practice.
- 5.11.2 All students must receive parental permission for photographs, work or video footage being published on the internet.

- 5.11.3 Students are responsible for making appropriate choices when using digital technologies as detailed in the school's student Code of Practice. Teachers will discuss with students the expectations for acceptable use of the internet and the school network
- 5.11.4 Students who breach the Code of Practice will incur a consequence commensurate to their actions (as documented in the levelled breaches and consequences).
- 5.11.5 Classes will discuss that all members of the school must share the responsibility for the maintenance and careful use of digital technologies at all times.
- 5.11.6 Individual users of the school network are responsible for their behaviour when manipulating personal and shared data and files.

Staff

- 5.12 Staff will incorporate use of digital technologies into their daily classroom programs and teachers will provide guidance and instruction to students in the appropriate use of such resources.
- 5.13 Individual staff members are also responsible for imposing any penalties, as a result of a breach of guidelines by students, as set out in the Student Code of Practice.
- 5.14 All staff are required to conform to a Code of Practice on the Acceptable Use of Learning Technologies.

Parents and Guardians

- 5.14.1 Safe and responsible use of digital technologies is explicitly taught at the school and parents/guardians should reinforce this behaviour at home.
- 5.14.2 Parents/guardians should understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child/ren.

6. Evaluation and Review

Due the constant changes in digital technologies this policy shall be reviewed on an annual basis in conjunction with the Information Communications Technology Coordinator and staff and informed by relevant Department of Education and Training (DET) requirements and guidelines

7. References & Related Policies

- Anti-Bullying Policy
- Student Engagement Policy & Procedures
- Sexual Harassment Policy
- Cybersmart: Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
- The Office of the eSafety Commissioner <https://www.esafety.gov.au/>

Appendix 2:

eLearning and ICT at Williamstown North Primary School

At Williamstown North Primary School, all students are provided with regular and consistent opportunities to utilise a variety of digital technologies to enhance their learning opportunities and enrich the learning environment. The world of technology is constantly changing and advancing and WNPS aims to support students and staff to embrace the potential of new resources and opportunities.

WNPS acknowledges that the internet can contain material that is illegal, defamatory, inaccurate or offensive to some people, and the school will provide adequate supervision to minimise the risk of exposure to unsuitable material. WNPS believes that the benefits of accessing the internet and digital technologies far exceeds any disadvantages and aims to provide students with the knowledge and skills to safely navigate the digital world of the 21st Century.

School Profile Statement

At Williamstown North Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have agreed values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- advise students of the potential dangers of using online social media sites and applications without restricting their settings to private.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Safe and Responsible Behaviour

When **using Learning Technologies connected to the network** at Williamstown North Primary School, I will:

- Use all learning technology devices in an appropriate, respectful and responsible manner
- Only log on to the network as myself. If there is an issue with my account, I will seek assistance
- Only download authorised programs, for educational purposes, with explicit permission from a teacher
- Ensure that all personal network drives have appropriate folders set up to organise all files
- Ensure I am saving all of my work with the correct file name, file type and in the correct location.
- Use the school network to collaborate and only share educational resources required to complete set tasks with peers
- Ensure my use of any learning technology device, including all interactions with someone else, are considered appropriate, respectful and responsible by other students, staff and parents.

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop cyber bullying. I don't send mean or intimidating messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.
- protect my friends' information in the same way

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be an eSmart, safe and responsible user of digital technologies and the internet.

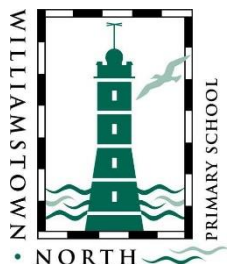
If the Agreement is not adhered to:

Breach Behaviours

Level 3 Breach	<ul style="list-style-type: none"> • Interfering with the network security or the data of another user • Posting illegal or offensive material either on the learning technology device or on the internet, which other students, staff and parents would find inappropriate.
Level 2 Breach	<ul style="list-style-type: none"> • Not abiding by copyright procedures when using content on websites • Using or attempting to use the personal logon details of another person • Sharing personal details or the details of other students including full names, phone numbers, addresses and images • Downloading unauthorised programs or files, including games, movies and music and running them on school computers
Level 1 Breach	<ul style="list-style-type: none"> • Inappropriate and irresponsible use of the internet • Sharing log on details • Running unauthorised programs during class time without explicit permission • Using the internet for non-educational purposes • Not treating the equipment respectfully – including the way you move around the school with the device • Using social networking sites to communicate with others, without permission • Remaining on a site that has obscene language or offensive content

Consequences

Level 3 Breach	<ul style="list-style-type: none"> • Reviewed by school leadership • Parent meeting • Lose ICT privileges and 1:1 device removed for a period of time (principal discretion) • Repeated Plagiarism: marks deducted from final assessment • Comment on Digital Technologies in student report
Level 2 Breach	<ul style="list-style-type: none"> • Lose ICT privileges for a period of time (teacher discretion) • Parents notified • Internet access restricted • Laptop re-imaged (if appropriate) • Handwritten work to be submitted (not digital) for a period of time (teacher discretion)
Level 1 Breach	<ul style="list-style-type: none"> • Restorative conversation / warning • Completion of class work during recess or lunch to make up for lost learning time • Laptop removed for 1-2 days (teacher discretion) • Plagiarism warning • Record on behaviour tracking sheet



Williamstown North Primary School No 1409
Learning Technologies
Code of Practice and Acceptable Use
Agreement
Year 3 – Year 6

Student Agreement

I understand the expected standards of behaviour within this agreement and will use this knowledge at school and everywhere I use digital technologies and the internet.

I understand that there will be consequences if I choose to not follow these expectations, in line with the breach behaviours and consequences outlined in this agreement.

Student Name: _____

Class: _____

Student Signature: _____

Date: ____/____/____

Parent / Guardian Agreement

I agree to _____ using Learning Technologies and the Internet at school for educational purposes, including Web2.0 tools and secure online collaborative spaces, in accordance with this Agreement.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure of unsuitable material.

I understand that the actions and consequences outlined in this agreement will be in place if my child does not make the appropriate choices.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: ____/____/____

Appendix 3:

1:1 Learning 2016 – LEASE AGREEMENT

Lease Arrangements – Lessee (Parent/Guardian/s)

- a) Williamstown North Primary School will lease the Netbook to the Parent/Guardian during the lease period. Parent/Guardian/s shall pay the lease fees set out in the **Payment Schedule**, by the due date.
- b) The parent has read and abides by all details as listed in the **Netbook Lease Agreement**.

Termination

- a) This agreement comes to an end:
 - At the end of the lease period
 - In the event of default as defined in subclause (b) hereof.
- b) Default occurs if:
 - Lease fees are not paid by the due date
 - The student leaves WNPS before the end of the lease period.

Payment Options

2016 Year Four Students (Three Year Lease)
\$85.00 per term or
\$340.00 per year

The ASUS Netbook

The parent/guardian/s and the student/s will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by the school.

Insurance

The Netbook is subject to the warranty policy of the supplier. A loss notification must be accompanied by the appropriate police report.

Lease Arrangements

I have read the above and attached Netbook **Lease Agreement** about leasing arrangements for the use of the Netbook. I understand and agree with the terms and conditions of this lease and commit to make all payments in accordance with the **Payment Schedule**.

1. Definitions

- **WNPS** means Williamstown North Primary School, ABN 70607918693, 133 Melbourne Road Williamstown.
- **Lessee** means the person or persons named in the Schedule, in this case the parent/guardian/s.
- **Student** means the person named in the Schedule being a student enrolled at WNPS.
- **Leasing Period** means the period between the start and end dates as specified in the Schedule.
- **Contract** means the leasing contract between WNPS and the Lessee, which incorporates these terms and conditions.
- **Due Date** means the Due Date for the payment of the invoice being fourteen (14) days from the issue of the relevant invoice.
- **Netbook** means the device specified in the Schedule together with any accessories, parts or software supplied with the Netbook.

2. Interpretation

- a) Unless otherwise stated, a reference to a party includes that party's executors, administrators, successors, assigns and personal representatives.
- b) If a party comprises two or more persons they are each jointly and severally liable for the performance of the terms of this contract.
- c) When the day for doing any act in this contract is not a business day, that act should be done on the immediately preceding business day.

3. Lease Payment

- a) *WNPS shall lease the computer to the Lessee during the leasing period. The Lessee shall pay the leasing fees set out in the Schedule. The leasing fees must be paid by the due date without any set off or deduction.*
- b) *The leasing fee does not include any consumables such as paper, ink, toner that may be required to be used with the computer.*

4. The Computer (Netbook)

- a) *The computer remains the property of WNPS at all times.*
- b) *At the end of the rental period, the Lessee shall immediately deliver the computer to WNPS in a condition consistent with the performance of this contract.*
- c) *WNPS and the Lessee acknowledge that the computer's primary use will be by the Student in relation to his/her primary course at WNPS and as such the Leasing is GST free.*
- d) *The Lessee and the Student will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by WNPS.*
- e) *The Lessee or the Student must not alter or replace any parts in the computer nor alter or load any software on the computer unless that software has been approved by WNPS.*

5. Maintenance and Repairs

- a) *WNPS will provide routine maintenance to keep the computer in working order during the rental period. Any maintenance work not considered to be routine will be at the expense of the Lessee provided always that before any such work is completed WNPS will notify the Lessee of the work to be undertaken and advise the cost involved.*

6. Lessee's Obligations

- a) *The Lessee will notify WNPS immediately of any change in the Lessee's contact details and address during the commitment period.*

7. Insurance

- a) *As part of the Leasing Agreement, full three-year term cover insurance will be provided by iBroker Netbook Insurance, underwritten by QBE Insurance. This is against accidental loss, accidental damage, theft and liquid spills. Excess is \$50.00 per unit claim, to be paid by the Lessee (parent/guardian/s). If a device is lost or stolen, parents will be asked to contact the ICT Coordinator to complete the appropriate forms. If the device is stolen, parents will be required to obtain a Police Report. Further details regarding insurance can be found in the Parent Information Booklet.*

8. Termination

- a) *This agreement comes to an end:*
 - i) *At the end of the rental period.*
 - ii) *In the event of default as defined in subclause (b) hereof.*
- b) *Default occurs if:*
 - i) *Leasing fees are not paid by the due date.*
 - ii) *The Lessee continues to breach any term of this contract after WNPS gives the Lessee notice in writing of its default.*
 - iii) *The Lessee is subject to insolvency or other proceedings, which place the computer at risk for loss or seizure by others.*
 - iv) *The Student leaves WNPS prior to the end of the leasing period.*
- c) *In the event of default WNPS may immediately take possession of the computer without notice and, if the Lessee defaults, the Lessee irrevocably authorises WNPS to enter any premises occupied or controlled by the Lessee to repossess the computer, and the Lessee indemnifies WNPS in respect of any loss arising out of such action.*
- d) *In the event of default this agreement will terminate immediately.*

1:1 Learning 2016 – PAYMENT SCHEDULE

LEASE PERIOD	PAYMENT DUE DATES	AMOUNT
Start Date	Wednesday 10 th February 2016	
End Date	Wednesday 19 th December 2018	
1 st Payment	Friday 16 th October 2015 (2016 Term One Payment)	\$85.00
2 nd Payment	Friday 19 th February 2016 (2016 Term Two Payment)	\$85.00
3 rd Payment	Friday 22 nd April 2016 (2016 Term Three Payment)	\$85.00
4 th Payment	Friday 22 nd July 2016 (2016 Term Four Payment)	\$85.00
5 th Payment	Friday 21 st October 2016 (2017 Term One Payment)	\$85.00
6 th Payment	Friday 17 th February 2017 (2017 Term Two Payment)	\$85.00
7 th Payment	Friday 5 th May 2017 (2017 Term Three Payment)	\$85.00
8 th Payment	Friday 4 th August 2017 (2017 Term Four Payment)	\$85.00
9 th Payment	Friday 27 th October 2017 (2018 Term One Payment)	\$85.00
10 th Payment	Friday 16 th February 2018 (2018 Term Two Payment)	\$85.00
11 th Payment	Friday 11 th May 2018 (2018 Term Three Payment)	\$85.00
12 th Payment	Friday 17 th August 2018 (2018 Term Four Payment – FINAL)	\$85.00

LEASE AGREEMENT

Parent/ Guardian / s Name/s: _____

Name of Child/ren and Year: _____

Contact Number: _____

Email: _____

I have read the above information pertaining to the Lease Agreement.

I understand and agree with the terms and conditions of this lease agreement and commit to make all payments in accordance with the Payment Schedule.

Parent / Guardian Signature : _____

Date: ____ / ____ / ____

Appendix 4: Caring for your Netbook

REFERENCE: <http://www.wikihow.com/Take-Good-Care-of-Your-Laptop-Computer>

1. Keep liquids away from your laptop. As tempting as it might be to drink coffee, soda, water or any other liquid near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. Short circuits can corrupt data or even permanently destroy parts. The solution is very simple: Keep your drinks away from your computer. Even if you're careful, someone else might bump into your desk or you.
2. Having an available antivirus software would help. Even if you know what you download, it may contain a virus that can lead to a circuit error in your system hardware or slowness in the software.
3. Keep food away from your laptop. Don't eat over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also irritate the circuitry. Worse, it makes the laptop look dirty if there are crumbs and food stains on it.
4. Always have clean hands when using your laptop. Clean hands make it easier to use your laptop touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles that can act upon the laptop's exterior underneath your wrists and fingers.
5. Protect the LCD display monitor. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on that hinge, and over time can cause it to bend and snap.
6. Hold and lift the computer by its base, not by its LCD display (the screen). If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base. The display is also easily scratched or damaged by direct pressure – avoid placing pressure on it.
7. Don't pull on the power cord. Tugging your power cord out from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power point near your feet, avoid constantly bumping into the plug or you could loosen it and eventually break it.
8. Don't roll your chair over the computer cord. Stick the cord onto your desk with tape or a special computer cord tie which can be easily undone when you've finished using the laptop. Always try to keep most of the cord away from the floor or your legs; sometimes you can be so engrossed in what you're doing that you move your legs and forget the cord is there.
9. Plug in accessory devices into their proper slots. Always look at the symbols on the laptop carefully before inserting devices. Jamming a phone line into an Ethernet port or vice versa could damage the sockets, making it impossible to use them again. It is very important to observe this step.
10. Handle any removable drives with care. Floppy drives or CD drives that have been removed from your laptop can easily get crushed, dropped or pressed if you are careless. Put them straight into a bag or a storage box/case for safe keeping if you are not putting them back into the laptop.
11. Insert drives into their slots carefully and at the correct angle. Pushing the wrong drive into a socket, or at an angle, or even upside down can jam it.
12. Check to see if labels are affixed securely before inserting media into your laptop computer. Media such as CDs, DVDs or floppy disks should not have any loose label parts that might jam inside the laptop drive. Never insert undersized CDs, as these can damage the disk player permanently. Don't expose your laptop to rapid temperature fluctuations. When bringing your laptop indoors during winter, don't turn it on immediately. Instead, let it warm to room temperature first. This will avoid any potential for damage to the disk drive from condensation forming inside the machine. Avoid heat from sunlight as well.
13. Don't leave your laptop in a car. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash and grab thief.
14. Have the unit cleaned once a year to remove internal dust. Get this done by a computer professional. If dust accumulates, the system cannot cool itself correctly. Heat can destroy the motherboard.
15. Avoid placing heavy materials, such as books, on top of your laptop and keyboard. This can push the LCD screen into the keyboard, and will eventually damage it. Also, the CD-ROM insert will also be squished and, eventually, will break.
16. Use a properly-sized laptop case. Whatever you use to carry your laptop around in, be it a case, a bag or something you have made yourself, make sure that it is large enough to contain the laptop. This will avoid scratching, squeezing or even potentially dropping it.
17. Use and store in a well-circulated area. When you are using your laptop, do so in a place that has a constant air-circulation. Lots of people ruin their laptop by using it in an enclosed area and thus making the laptop overheat. It also helps if you store it in a well circulated area.
18. Use an old tooth brush to clean the area around the exhaust fan screen. If that gets plugged up, air flow is diminished and overheating can most certainly occur.
19. Keep the laptop on a flat surface. This prevents damage to the laptop.
20. Don't use your laptop on the bed. Repeated use of the laptop on the bed will cause the fans to suck up the dust and further debris which lies in the bed, ultimately blocking the fan. Refrain from this by using the laptop somewhere else than the bed.

Appendix 5: Home Advice for Parents

Make sure your child does not spend all of his/her time on the computer. People, not computers, should be their best friends and companions.

Keep the computer in an area where it can be monitored, like the family room, kitchen or living room, not in your child's bedroom.

Computers hooked to the Internet should always be in an area where adults can monitor them. Make yourself able to see what your children are doing online. Monitor activity to make sure they are staying safe.

Learn enough about computers so you can enjoy them together with your kids.

Sit down with your children and let them teach you more. You will be surprised at how eager they will be to show you their abilities.

If you have to search for something for work or find an interest or hobby on the Internet, ask your kids to help. Have them show you the best way to search for things and locate them. Spend some quality time with them, and let them teach you.

Watch your children when they're online and see where they go.

Keep an eye on what sites your child likes to visit. Knowing what your children are doing online will help you determine how much time they should be spending online as well as give you an idea of why they use the Internet. You may see them going to sites that are not really appropriate for them and when you see this you can now discuss this with them, and advise them why it is not appropriate.

Make sure that your children feel comfortable coming to you with questions and don't over react if things go wrong.

Communication is the key and your children have to know that they can come to you with any problems. Sit down with your children and let them know they can come to you with any problem that arises from not only their Internet use, but any problems they encounter in life.

Keep kids out of chatrooms or IRC channels unless they are monitored

There are certain websites that have monitored chatrooms for children but again these should be approved by the parents. Instant messaging with friends is common for most youth, but the need for chatrooms where many unknown individuals hang out is not a necessity.

Encourage discussions between you and your child about what they enjoy online.

Again keeping that line of communication open with your children about their likes and dislikes on the net enhances online activity for the child, and gives you some peace of mind as the parent.

Teach them what information they can share with others online and what they can't (like telephone numbers, address, their full name and school)

No information about your child should be given out over the Internet no matter what. Just a name could be enough to gather information about your child, not to mention what school they go to, phone number and address. Let your children know that this is one rule that must be abided by no matter what.

Get to know their "online friends" just as you get to know all of their other friends.

Just like we like to know who our children are hanging out with at school, we should know who they are chatting with online. Have your child explain who these friends are, where they met them and why they like talking with them. Signs that they may be speaking to people they should not would be a sudden shutdown of the computer when you walk by, or switching screens on the computer.

Appendix 6: Computer Health and Safety

REFERENCE: Kids Health – Computers (<http://www.kidshealth.org/>)

Computers Can Be a Real Pain!

If you're like a lot of kids, you probably spend time sitting at the computer, doing schoolwork or playing games. But whether you're writing a report about aardvarks or zapping aliens, using a computer can be tough on your body. How?

Sitting for a long time in positions that aren't natural for your body can strain your hands, wrists, back, and eyes. Over time, this can result in pain and a kind of injury called a repetitive stress injury.

Sitting Square in Your Chair

The way you sit is important. To sit square in your chair, put your behind in the center of the seat. Your legs should bend at the knees and rest on the floor. Most kids are too short to do this, so use a footrest or find a box or a stack of books to place under your feet.

Sit so your back touches the seat back the whole time. Try not to slouch or lean over the keyboard while you type. A chair that has lower-back support can help you do this.

Typing Time

When you type, sit so your elbows are bent at 90-degree angles (like an "L"). Your wrists should be straight, not angled up or down so your fingers rest gently on the keys of the keyboard. And if it feels like you have to stretch your fingers to reach the keyboard, move it closer to you.

Try to keep your fingers and wrists level with your forearms (the lower part of your arms). A wrist rest can help you stay in the right position. If your wrists are starting to hurt, or you are waking up at night with wrist pain, you may be getting an overuse injury (this is also called carpal tunnel syndrome). If you're having this kind of pain, let your parents know. You might need to see your doctor.

Eek! A Mouse!

A small wrist rest also can help support your right hand as you move the mouse. Using a trackball instead of a mouse is also a good solution. A trackball allows you to use a few fingers, instead of just one, as you move around the computer screen.

All Eyes on This

Any time you're using the computer, your eyes are hard at work. Be kind to them by positioning the monitor 18 to 20 inches (46 to 51 centimeters) away from your face. At this distance, you shouldn't have to lean in to read what's on the screen.

Position the screen at your eye level, with the top of the monitor itself level with your forehead. This will keep you from having to lean your neck back (or bend forward) to see the monitor. Your mom or dad can help you get adjusted. They can help you raise the monitor a little higher by stacking a few books under it. You also can raise the height of the chair or sit on a pillow or two.

Take a Break

Here's a good piece of advice: Don't get so involved in the computer that you forget to go to the bathroom! And even if you don't have to go to the bathroom, be sure to take breaks. Kids shouldn't sit at a computer for more than 30 minutes without a break.

When it's time for a break, start with your eyes. Focus on something far away by looking out a window. This gives your eyes a rest from all that focusing on the computer monitor.

Then you'll want to give your body a break, too. Try to move your muscles. Go for a walk, shoot some hoops, or dance in front of the mirror. Doctors recommend only 1 to 2 hours of screen time per day — which includes TV, the computer, and computer games. Make computer time just one of the activities you do instead of the only thing you do. Your body will thank you!