



# 1:1 Computer Program 2016

Updated August 2016

## Important Calendar Dates

- **Parent Information evenings at Gleneagles SC**
  - Year 7 (2016) Tuesday 6<sup>th</sup> October 7pm - 8pm (Shed)
  - Year 10 (2016) Wednesday 7<sup>th</sup> October 7pm – 8pm (Shed)
- **Ordering Notebooks**
  - The portal to order online opens on Tuesday 6<sup>th</sup> October 5pm
- **Ordering Portal closes Dec 23rd until Jan 11th**
  - New prices may apply after Jan 11<sup>th</sup>

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# 1. Background of the 1-1 computer program

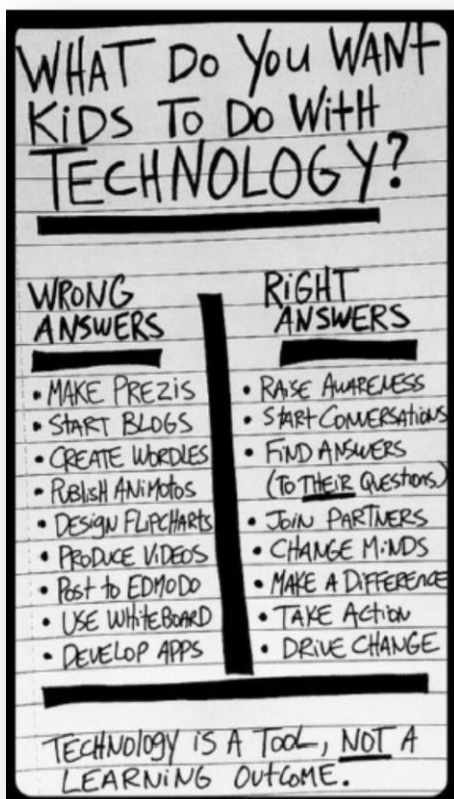
Gleneagles Secondary College is committed to providing students with rich and engaging learning experiences that harness the power of learning technologies. Advances in technology have provided new opportunities to connect, to show understanding, to think creatively, to problem solve and to work collaboratively.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

After extensive research a managed device program was approved by school council in 2014. The device chosen is the Lenovo Yoga. It is a touch screen device that enables pen-based input, it has a sturdy construction with flexible configuration and can work both as a tablet and a notebook computer. According to the research, the ability of students and teachers to continue to use pen based written input is highly beneficial.

Gleneagles is a part of the [New Pedagogies for Deep Learning](#) project which is a world- wide research project carried out over 3 years. This assists our teachers to research and implement strategies and deep learning experiences that assist students to develop essential 21<sup>st</sup> century skills (see image below). 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.

## 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.

A major goal of our 1:1 laptop program is to enable teachers to provide individualised feedback to students and help make their learning visible.

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

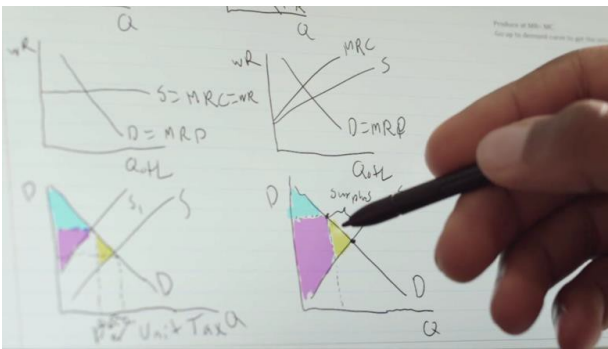
Using software tools like Microsoft OneNote students have access to a powerful 21<sup>st</sup> Century digital exercise book where students and teachers can add rich multi-media such as video, other digital resources and PDF's to enhance their learning. All content is searchable including audio, handwriting and text within images, which enables students to organise their thoughts, knowledge and resources.

Another key aspect of the program is to 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 personalise the way they make notes, summarise, 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 on-line and global citizenship.

Students will accept responsibility for:

- o their personal actions when using ICT
- o the care and functionality of their computer
- o their data and information on the computer



### 3. Who will have access to the 1-1 program?

	2015	2016	2017	2018	2019
<b>Year 7</b> <i>New cycle</i>	<i>(new cycle)</i> 1-1 managed	<i>(new cycle)</i> 1-1 managed	<i>(new cycle)</i> 1-1 managed	<i>(new cycle)</i> 1-1 managed	<i>(new cycle)</i> 1-1 managed
<b>Year 8</b>	School access to netbook trolleys and computer	1-1 managed device	1-1 managed device	1-1 managed device	1-1 managed device
<b>Year 9</b>	School access to netbook trolleys and computer labs	School access to netbook trolleys and computer labs	1-1 managed device	1-1 managed device	1-1 managed device
<b>Year 10</b> <i>New cycle</i>	<i>(new cycle)</i> 1-1 managed device	<i>(new cycle)</i> 1-1 managed device	<i>(new cycle)</i> 1-1 managed device	<i>(New cycle)</i> 1-1 managed device	<i>(New cycle)</i> 1-1 managed device
<b>Year 11</b>	Dell netbook (no warranty) OR 1-1 managed device option	1-1 managed device	1-1 managed device	1-1 managed device	1-1 managed device
<b>Year 12</b>	Dell netbook (no warranty) OR 1-1 managed device option	Dell netbook (no warranty) or 1-1 managed device option	1-1 managed device	1-1 managed device	1-1 managed device

**Year 7 students (2016)** will begin their 1:1 program journey (and use the device for 3 years). At the end of Year 9 these students will have the opportunity to upgrade to a new device for another 3-year cycle (Year 10 – Year 12).

**Year 10 students (2016)** will begin their 1:1 program journey (and use the device for 3 years).

**Students in Years 8 & 11 (2016)** will continue their 1:1 program journey

**Students in Year 12 (2016)** 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 9 (2016)** 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.

### 4. Computer Program 2016

#### 4.1 - Each student in Year 7 & 10 (2016) will be expected to purchase one of the three computer options.

Details, specifications and costs are outlined over the page.

These computers will be used across all curriculum areas and it is expected that students have them fully charged for each day at school.

## 4.2 - Placing an order

Parents can place an order by visiting the EduNet portal after October 6<sup>th</sup> 2015

**To access the portal – please go to: <https://gleneaglessc.technologyportal.com.au> and use the password “Gleneagles” (case sensitive and without quotation marks).**

You will be notified via sms when your student’s computer is ready to be collected at the school.

Orders placed before October 28<sup>th</sup> 2015 - will be delivered early December 2015

Orders placed before November 16<sup>th</sup> 2015 - will be delivered prior to the end of the school year 2015



Orders placed before December 16<sup>th</sup> 2015 - will be delivered in the first week of school, 2016.

**Orders are closed from Dec 23<sup>rd</sup> to Jan 16<sup>th</sup> after which there will be updated prices.**

## 4.3 - Parents who genuinely can’t afford the device

We acknowledge that this is a significant cost for parents; we have therefore reduced the number of items to be purchased through the booklist. If you qualify, you could use the Schoolkids Bonus of \$800, half of which will be available in January 2016 and the second \$400 at mid-year.

There are two pay as you go options available through the EduNet Portal

 <b>zipMoney</b> <i>buy now pay later</i>	 <b>certegy</b> ezi-pay
<ul style="list-style-type: none"><li>• Monthly Account Fee <b>\$4.95</b> <i>(applicable while there is a balance outstanding)</i></li><li>• Establishment Fee <b>\$99</b></li><li>• Payment Processing Fee <b>\$0</b></li><li>• Interest Rate After 12 Months <b>19.9%</b> <i>(only accrued on the remaining balance)</i> <i>EduNet gives parents the figure they need to pay to pay it off within the interest free period.</i></li><li>• Application Process is Quick and Easy, completed electronically for convenience</li><li>• No deposit required!</li></ul>	<ul style="list-style-type: none"><li>• Monthly Account Fee <b>\$3.50</b> <i>(applicable regardless of a balance while account is active)</i></li><li>• Establishment Fee <b>\$40</b></li><li>• Payment Processing Fee <b>\$2.95</b></li><li>• No interest ever</li><li>• Application process requires you to provide information for approval, then sign paperwork and show identification</li><li>• 10% deposit required upfront</li><li>• 10% additional amount charged to use Certegy as a finance plan</li></ul>
Total Additional Cost for a parent if they use zipMoney (based on \$1000)	Total Additional Cost for a parent if they use Certegy (based on \$1000)
<b>\$158.40</b> (provided they pay it off in the interest free period)	<b>\$258.70</b>

In the case of genuine financial hardship, parents should contact the school and speak with either Maxine Foster, (Student Wellbeing Coordinator) or Sue Quinn (Business Manager), to access information on available agency programs. Qualification for these programs is likely to require a Health Care Card.

For more information please refer to the Gleneagles website: [www.gleneagles.vic.edu.au](http://www.gleneagles.vic.edu.au)

## 5. EduNet – our partner and supplier for devices for the 1-1 program

Gleneagles Secondary College has partnered with EduNet ([www.edunet.com.au](http://www.edunet.com.au)) in 2015 to support the rollout 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.

Please note the college receives no financial benefits from this arrangement. It is simply to assist families to purchase at the best possible price and receive high quality service and support.

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.

## 6. Device Options

There are three options offered for 2016. All three offer the yoga flexibility and touch screen.

- Option 1 & 2 both have an 11 inch screen while option 3 is 12 inch
- The processor is progressively faster from option 1 through to option 3 which comes with an Intel i5 processor
- Option 1 has a manual stylus, while options 2 & 3 both have an active digitizer which provides higher quality pen-based input, and also enables palm rejection, so users can rest their hand on the screen when writing. Option 3 has the active digitizer slot in the machine to store it in.



## 7. Specifications and Costs



<p><b>ThinkPad 11e Yoga - 20D9000GAU (Education)</b></p>	<p><b>ThinkPad 11e Yoga - 20D9000UAU (Education)</b></p>	<p><b>ThinkPad Yoga 12.5 - 20C00068AU (Education)</b></p>
<ul style="list-style-type: none"> <li>• 11 inch yoga</li> <li>• Celeron® Processor</li> <li>• manual stylus</li> </ul>	<ul style="list-style-type: none"> <li>• 11 inch yoga</li> <li>• Intel® Core™ M-5Y10c Processor</li> <li>• active digitizer stylus on side</li> </ul>	<ul style="list-style-type: none"> <li>• 12.5 in yoga</li> <li>• Intel® i5 processor</li> <li>• active digitizer stylus integrated</li> </ul>
<p>School Bundle <b>Cost:</b>  <b>\$ 855.42</b> inc GST  <i>Note: cost is well below retail price</i></p>	<p>School Bundle <b>Cost:</b>  <b>\$1120.74</b> inc GST  <i>Note: cost is well below retail price</i></p>	<p>School Bundle <b>Cost:</b>  <b>\$ 1,652.04</b> inc GST  <i>Note: cost is well below retail price</i></p>
<p><b>OPTIONAL EXTRAS</b></p> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>○ iBroker insurance inc Theft protection* (3 yr with <b>\$50 excess</b>) - \$ 165.00 inc GST</li> <li>○ 11.6" Contego 2.0 Armoured slipcase – \$36.91 inc GST</li> </ul> <p><b>Additional Warranty on the sealed battery:</b> 3yr onsite warranty including sealed battery - \$71.99 (<i>This is the additional cost to include the battery</i>)</p>	<p><b>OPTIONAL EXTRAS</b></p> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>○ iBroker insurance with Theft protection* (3 yr with <b>\$100 excess</b>) - \$ 240.00 inc GST</li> <li>○ 11.6" Contego 2.0 Armoured slipcase – \$ 36.91 inc GST</li> </ul> <p><b>Additional Warranty on the sealed battery</b> 3yr onsite warranty including sealed battery - \$71.99 (<i>This is the additional cost to include the battery</i>)</p>	<p><b>OPTIONAL EXTRAS</b></p> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>○ iBroker insurance with Theft protection* (3 yr with <b>\$100 excess</b>) - \$ 264.00 inc GST</li> <li>○ Targus 13-14" 13" Classic + clamshell Laptop case – \$ 36.85 inc GST</li> </ul>
<p><b>DETAILED SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Thinkpad 11e Yoga,</li> <li>• Celeron® Processor N2940 (2M Cache, up to 2.25 GHz Intel®),</li> <li>• 4GB RAM x1 1333MHz DDR3L on board</li> <li>• 128GB Solid State Hard Drive,</li> <li>• 11.6" HD IPS Dragontrail Glass, multi-touch display,</li> <li>• Intel® HD Graphics,</li> <li>• Kensington virtuoso stylus</li> <li>• Bluetooth,</li> <li>• Bluetooth, Camera, &amp; 4 in 1 card reader,</li> <li>• Wireless-N 7260 abgn</li> <li>• 3 year onsite warranty (not sealed battery),</li> <li>• Windows 8.1 Pro, Student software,</li> </ul>	<p><b>DETAILED SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Thinkpad 11e Yoga,</li> <li>• Intel® Core™ M-5Y10c Processor (up to 2.00 GHz),</li> <li>• 4GB RAM 1333Mhz DDR3L on board,</li> <li>• 192GB Solid State Hard Drive</li> <li>• Active pen,</li> <li>• 11.6" HD IPS Dragontrail Glass, multi-touch display,</li> <li>• Intel® HD Graphics,</li> <li>• Click pad with No FPR,</li> <li>• Bluetooth, Camera, &amp; 4 in 1 card reader,</li> <li>• Wireless-N 7260 abgn</li> <li>• 3 year onsite warranty (not sealed battery),</li> <li>• Windows 8.1 Pro,</li> <li>• Student software,</li> </ul>	<p><b>DETAILED SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Lenovo ThinkPad Yoga 12.5"</li> <li>• Intel® Core™ vPro i5-5200U processor,</li> <li>• 8GB RAM 1333Mhz DDR3L on Board,</li> <li>• 12.5" FHD Multi-touch screen,</li> <li>• Active Digitizer Pen,</li> <li>• 192GB Solid State Drive,</li> <li>• Intel WWAN 4-in1 Card Reader,</li> <li>• Thinkpad New Precision Backlit Keyboard,</li> <li>• Bluetooth, Camera, &amp; 4 in 1 card reader,</li> <li>• 64Bit 8 cell Li-Polymer Battery 47WH,</li> <li>• Wireless-N 7260 abgn</li> <li>• 3yr onsite extended warranty &amp; 3yr sealed battery warranty,</li> <li>• Win 8.1 Pro, student software</li> </ul>

## 8. Three Year On-Site Warranty

All devices are covered by a three-year on-site warranty. Any manufacturers faults will be repaired by Lenovo trained technicians at the school usually with a 24 hour turn around period. This does not cover



any damage caused by rough use, accidental damage, loss or theft. In options 1 and 2 the sealed battery is not covered by the warranty, in option 3 (at a higher cost) it is.

## 9. Optional Insurance

The on-site warranty does not cover accidental damage, loss or theft. The 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 non-warranty repairs for computers WITHOUT insurance are below:**

Component To Be Repaired	Typical Repair Cost
System Board	Up to \$500
DVD Drive	\$200
Hard Disk Drive	\$300
Minor Damage to Tablet	\$250
Table Replacement of multiple parts <sup>3</sup>	Up to \$600
LCD Display	\$450

\* 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>

\*\* 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.

For more information download the Public Disclosure Statement - [www.lenovo.com/services\\_warranty/au/en/accidental-damage-protection.html](http://www.lenovo.com/services_warranty/au/en/accidental-damage-protection.html)

## 10. Software for 2016

All computers will be supplied with a customised suite of 80+ educational software titles (at no cost to parents) plus other school licensed software that will support students with:

- Animation	- Concept and mind mapping	- Video and image creation	- Thinking skills
- Drawing and painting	- Interactive curricular resources	- Logic and problem solving	- Writing and typing tools
- 3D modelling and game-making	- Presentation and multi-media tools	- Sound and music making	- Web authoring tools

## 11. Placing an Order

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.

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 - Zip Money or Certegy Ezipay – See details 4.3 – page 6 of this booklet

Payment by Cheque will not be accepted by EduNet.

## 12. Delivery - School Pick-up

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.

You will be contacted via sms when your student’s laptop is ready to be collected from the school. Please come to the front office where you will be directed to the collection point.

## 13. Technical Support

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.

## 14. 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 (Options 1 and 2) or \$100 excess fee (Option 3).

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.**

## 15. Infrastructure upgrade to support the 1-1 program

Our school has invested heavily to prepare our network for 2014-2016. After an extensive infrastructure audit, 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. In addition we have increased the hours of technician support we have available to assist your students and ensure their devices are working well.



## 16. Storing Student Work

Students will be using Office 365 for storing some of their work. The school will also use it to store a range of documents. This information explains what is stored and who has access to it.

### Online Services Assessment

#### General Information

- |   |   |  |
|---|---|--|
| a | <i>What is the online service called?</i>                       | Microsoft Office 365   |
| b | <i>What does the online service provide?</i>                    | The service provides staff, faculty and students at our school with email, online collaboration sites, online document editing, online storage, instant messaging and web conferencing   |
| c | <i>Who is the service provider?</i>                             | Microsoft  |
| d | <i>Who will administer the technology at the school?</i>        | Department Specialist Technician, School Technician and ICT Co-ordinator   |
| e | <i>How will the school be using the online service?</i>         | <ul style="list-style-type: none"><li>- Students and staff to post in collaborative workspaces and forums in relation or for set learning tasks</li><li>- Students to produce digital portfolios, upload work and receive feedback from staff and other students</li><li>- Students will use the service for cloud storage for files and collaborative work and learning tasks</li><li>- Staff document libraries to be stored</li></ul> |
| f | <i>Where can information about the online service be found?</i> | <a href="#">Overview of the Service</a><br><a href="#">Trust Centre Overview of Office365</a>  |

#### Use and Disclosure by School

- |    |  |   |
|----|--|---|
| g  | <i>What information of individuals will the school use and disclose to the service provider?</i>   | <ul style="list-style-type: none"><li>- First Name</li><li>- Last Name</li><li>- School Cases ID</li><li>- School Name</li><li>- Year level</li></ul> |
| h. | <i>How will the school use the information of individuals?</i>   | The school will use the students user ID and home group information to create email accounts and call groups within Office 365                        |
| i. | <i>Where will the service provider store the information disclosed to it?</i>  | Microsoft Data Centres  |
| j. | <i>What school policies will apply to the use of the online service?</i>   | Information and Communications Policy   |
| k. | <i>Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?</i> | <ul style="list-style-type: none"><li>- No</li></ul>  |

## Collection by Service Provider

- l. *How will the service provider use information of individuals that is collected from the school?* Information will be used to create accounts, emails and classes for teachers and students to access
- m. *What information of individuals will the service provider collect in the course of the use of the online service?*
- Anonymised usage data
  - Staff and student names and usernames
- n. *How will the service provider use information collected in the course of an individual's use of the online service?*
- It may be used to help improve the product or service

## Copyright

- o. *What content or works will individuals share in the course of their use of the online service?*
- art work or photographs
  - video or digital story
  - comments and insights on information
  - school projects and assessment materials
  - podcasts and other streaming outputs
  - email content
  - written work, such as assignments, essays or poetry
  - communication with peers and teachers
  - collaborative learning spaces
  - curriculum documentation
  - school policies and procedure documents
- p. *Who will be able to see the content or work?* Restricted to school users (Staff and Students)
- q. *Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?* The school ONLY will have the right to use and re-publish student work in addition to the student
- r. *If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?* Work will be:
- Printed by the teacher;
  - Printed by another student whom it has been addressed to;
  - Used by other students to make collaborative works;
  - Shared with a teacher for assessment purposes.
  - Shown to a parent by a students for assessment purposes.
- Used as promotional material on the:
- school website
  - school bulletin
  - school notes
  - notices/flyers
  - school blogs
  - school newsletter

## 17. Consent for Online Storage

The information above on how we will manage, and how yours and the student's personal and health should be read prior to completing this form online in a prerequisite to ordering a computer through the EduNet portal.

### This form

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The purpose of this form is to provide you as the parent (or person with parental responsibility) with information to decide whether to consent to:

- your child's participation in activities that use Office 365; and
- the use and disclosure of your child's personal through Office 365.

This form is also provided for you to authorise the use of any of your child's works that are uploaded into Office 365.

If you do not understand any part of this form, please contact the school via: Heather Carver – [carver.heather.hj@dumail.vic.gov.au](mailto:carver.heather.hj@dumail.vic.gov.au)

### Privacy and Data Protection

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#### Use, disclosure and storage of personal and health information

Our school collects the personal of students for the purposes of the enrolment, administrative and educational functions of the school every year. When we handle personal and health information we do so in accordance with our privacy policy located at: <http://www.education.vic.gov.au/pages/privacypolicy.aspx>

#### Accuracy, access and deletion

You can request access to, and correct any of your child's personal information held by the school by written request. There may however be limitations to your rights of access, and costs associated with access, amendment and deletion to the personal information where it is held by Microsoft.

#### Withdrawing consent to participate

Your consent may be withdrawn by giving written notice to the school contact. If you withdraw consent to participate in activities that use Office 365 your child may not be able to access and benefit from Office 365. It also means that the personal information will not be further disclosed by the school to Microsoft.

### Your Consent

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By signing below you:

- confirm that you:
  - have received and read this Online Services Participation and Privacy and Consent Form;
  - acknowledge the details provided in the online services assessment;
  - understand how your child's personal information will be collected, used, stored and disclosed by the school and Microsoft;
  - understand that your consent may be withdrawn at any time, but that the withdrawal of this consent may mean that your child may not be able to use Office 365;
- consent to:
  - the student using Office 365 as described in the online services assessment;
  - the use and disclosure your child's personal information for the purposes set out in our online services assessment;

the use of the content owned or derived by your child where it is uploaded into or published on the Office 365.

<b>Name of child</b>	
<b>Name of parent providing consent</b>	
<b>Signature of parent</b>	
<b>Date</b>	
<i>If the Student is signing this form without consent from another person they must be over eighteen years of age or are classified as a mature minor in accordance with DET policy.</i>	

## 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.
- 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.
- Connect your power cord to a power outlet in such a manner to cause a trip hazard.

**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.

**In 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](http://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. This agreement lasts for the life of your involvement with Gleneagles Secondary College. In the event of changes to this agreement an updated version will be posted on our school website and noted in the school newsletter for your consideration.

### 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. I will not fraudulently use another person’s user name or password.
11. I will not damage computer equipment or furniture and will use the resources with due care.
12. I will not plagiarise content by illegally copying text without referencing the source.
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
28. classroom so that it is visible or audible, without the explicit permission of my teacher.
29. 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

Student Name:

Form: Student Signature:

Parent Signature:

Date:

*If you have any concerns about this Agreement, please contact Mrs Heather Carver on 9708 1319 or via [carver.heather.hj@edumail.vic.gov.au](mailto:carver.heather.hj@edumail.vic.gov.au)*

*Further support with online issues can be found at <http://www.cybersmart.gov.au/report.aspx>.*

## 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
  - how does it work and how do you set it up? Can you block out people?
  - who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
  - why is this so enjoyable – what makes it fun?
  - 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?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - 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:
  - admitting to a mistake or
  - 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 freebie 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***

<http://www.cybersmart.gov.au/Parents/Guide%20to%20online%20safety/Guide%20to%20online%20safety.aspx>

### IMAGE SOURCES:

1. New pedagogies for deep learning initiative – 21<sup>st</sup> century skills – [www.newpedagogies.info](http://www.newpedagogies.info)
2. <http://www.teachthought.com/technology/the-right-and-wrong-way-to-use-technology-for-learning/>
3. <http://blogs.office.com/2014/06/30/students-can-be-more-organized-and-collaborative-with-onenote/>
4. <http://blogs.office.com/2014/06/30/students-can-be-more-organized-and-collaborative-with-onenote/> (video)

<sup>1</sup>.Hattie, John; *Visible Learning – A Synthesis of over 800 meta-analyses relating to achievement*; Routledge, London 2009