

Moreland Primary School

**One to One
MacBook Program**

Contents

SCHOOL VISION	2
OWNERSHIP MODEL	2
PRIVATELY OWNED DEVICES.....	2
OPTIONAL PERIPHERALS.....	3
GUIDELINES FOR PARTICIPATION	3
ROLE OF PARENTS.....	3
INSURANCE.....	4
LOAN/ REPLACEMENT.....	4
CARING FOR MACBOOKS.....	4
APPEARANCE AND PERSONALIZATION	5
SOFTWARE LICENSING AND COPYRIGHT.....	5
USERS AND SECURITY	5
INTERNET USAGE.....	6
VIRUS PROTECTION	6
NON-SCHOOL APPLICATIONS AND FILES.....	7
TECHNICAL SUPPORT.....	7
PRINTING	7
WEB 2.0 APPLICATIONS	8
POWER SUPPLY MANAGEMENT.....	8
BACKUP / RECOVERY.....	8
APPENDIX 1: CARING FOR YOUR MACBOOK.....	9
<i>Packing away your MacBook.....</i>	<i>9</i>
<i>Handling your MacBook.....</i>	<i>9</i>
<i>Operating conditions.....</i>	<i>9</i>
<i>LCD screen.....</i>	<i>9</i>
<i>To clean your LCD screen</i>	<i>9</i>
<i>AC adaptor.....</i>	<i>9</i>
<i>Keyboard.....</i>	<i>9</i>
<i>Case cleaning.....</i>	<i>9</i>
APPENDIX 2: ACCEPTABLE USER AGREEMENT	10
<i>When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:.....</i>	<i>10</i>
<i>When at school I agree to:.....</i>	<i>10</i>
<i>When I use my mobile phone, iPod or other mobile device at school I agree to:.....</i>	<i>10</i>
PART B –THE SCHOOLS’ SUPPORT FOR RESPONSIBLE AND ETHICAL USE OF TECHNOLOGY?.....	11
PART C: THE LEASE.....	12
PART D - ADVICE FOR PARENTS	14
SUPPORT INFORMATION FOR PARENTS AROUND THE AGREEMENT.....	15
<i>When I use technology, both at school and at home I have responsibilities and rules to follow.....</i>	<i>15</i>
<i>Behave in a way outlined in the schools’ Code of Conduct.....</i>	<i>15</i>
<i>Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.....</i>	<i>15</i>
<i>Being respectful online and not participating in online bullying or hurtful behaviour.....</i>	<i>15</i>

<i>Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.....</i>	<i>16</i>
<i>Not bringing or downloading unauthorised programs, including games, to school or run them on school computers ..</i>	<i>16</i>
<i>Not go looking for rude or offensive sites.....</i>	<i>16</i>
<i>Using the Internet / mobile technology at school to learn.....</i>	<i>16</i>
<i>Remembering that the content on the web is someone else's property so ask a teacher for help to get permission before using information or pictures.....</i>	<i>16</i>
<i>Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.....</i>	<i>16</i>
<i>Talk to my teacher or another adult if I need help or see something I don't like online etc.....</i>	<i>17</i>
<i>Questions for teacher/ parent/ student discussion:.....</i>	<i>17</i>

School vision

Central to the core values of the school is the challenge we set to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships, which produces engaged, robust citizens and lifelong learners capable of shaping our future.

The school 1-to-1 program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen capable of shaping our future.

The intent is to provide our students with "anywhere, anytime" inclusive, engaging learning.

Ownership model

The MacBook is to be owned by the school, and parents are to make an overall contribution of \$400 per year, in exchange for 24/7 access during each term.

If students leave for any reason other than graduation, they will return the MacBook to the school in full working order, including all accessories and components.

At the end of the three year lease there will be an option to buy out the MacBook. Otherwise ownership will transfer back to the lessor, the Commonwealth Bank. At this time the MacBook will be returned in good working order, including all accessories and components.

Failure to return the MacBooks at the end of each school term as required, or upon leaving the school will be considered theft of Government property and will be immediately referred to the police.

Background Information

A school-owned MacBook has access to lower software licensing costs, as retail and student retail licensing is more expensive than school-based licensing.

Management of the ownership cycle, servicing and insurance is easier with school-owned MacBooks.

A school-owned MacBook provides an opportunity for the school to create a culture on how the MacBook is to be used. The school will set requirements around what is stored on the MacBook and what it is used for as set out in the User Agreement.

Distribution to all Year 3 - 6 students

- MacBook will be used by one student only
- School contributions will be over three years
- Parents of students in Year 3 - 6 2009 will pay \$400 in 2009
- MacBooks will be distributed to parents under a rental arrangement. The first payment of \$100 is due immediately and subsequent payments of \$100 are due prior to the start of each school term. Yearly payment in full (\$400) is strongly encouraged.
- At the end of each year of the lease, Year 6 student's MacBooks will be collected for redistribution to the grade 3 students of the following year.

Privately owned devices

Privately owned computers will not be connected to the school network to ensure quality and consistency of service to all students and therefore **will not be permitted**.

Background Information

- Privately-owned computers will not have continuity or service contingencies upon breakdown, repair
- Privately-owned computers may not cater for the software image installs and ongoing dynamic upgrades of software titles
- In the case of privately-owned computers there may be less success in implementing usage standards around what is stored on the MacBook, what it is used for, etc.
- Adequate monitoring of student computer usage cannot be guaranteed with privately owned computers

- No responsibility for damage or loss is offered by the school for privately owned devices.

Optional peripherals

The school will not provide any additional peripherals as part of the MacBook program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include:

- USB backup devices (recommended)
- additional batteries
- external DVD drives

Guidelines for participation

Prior to MacBooks being issued to students:

- Each MacBook will be imaged with the permitted school image and registered in the school database with a unique identifier against the student's ID.
- Each MacBook will be registered on the school network.
- Parents must attend an information event and agree in writing to the terms and conditions of the program before MacBooks can be taken out of the school.
- Students will participate in an induction program to ensure they are familiar with their roles and responsibilities.

Background Information

- It is important to ensure there is joint participation in this program between the student, parents and the school
- The notion of responsibility for the MacBook becomes inherent when MacBooks are allocated 1-to-1 rather than shared. Unique identification against individuals will ensure this responsibility and foster engagement.
- A formal induction program will explain students' responsibilities and develop protocols for usage

Role of parents

A parent induction program will be offered, running for 60–90 minutes and will be mandatory before a student can take a MacBook home from school.

The induction programs will cover:

- educational benefits of the 1-to-1 program
- care and maintenance of the MacBook
- roles and responsibilities
- restrictions
- policies and procedures for participating in the school's 1-to-1 program
- liabilities
- signing of Acceptable Use agreement

Background Information

- Consistent communications, particularly with parents, throughout the life of the MacBook program will be an important part of program success
- Parents need to understand the educational benefits that a 1-to-1 program offers
- Parents will also need to understand the responsibilities that apply to themselves and their children

Insurance

If a MacBook is damaged, lost or stolen, parents will be required to contact the MacBook coordinator within the school and complete the appropriate form.

If a MacBook is stolen, parents will be required to obtain a police report. They should then contact the MacBook coordinator and complete the appropriate form and supply this accompanied by the police report.

The MacBook coordinator will arrange for repair or replacement and notify the parents of progress.

In exceptional circumstances a loan MacBook may be provided to students.

All due care must be taken for MacBooks. Parents and students will be responsible for negligent damages. (See Appendix 1 for care of MacBook)

Background Information

- An appropriate coordinator will be appointed to be the single point of contact for expediency
- Internal forms and processes should reflect the requirements of the insurance and warranty documentation
- Systems should be in place to monitor and minimise occurrence and repetition of loss and theft. These should be considered as part of the insurance policy.

Loan/ replacement

Loan MacBooks will be provided to students if their MacBook has been submitted for repair under warranty conditions. Loan MacBooks will not be provided for non-warranty repairs and/or loss or theft, unless under exceptional circumstances.

Background Information

- Loan MacBooks involve additional costs to the school, so consideration needs to be given to the level of impact on student work and how long a MacBook will take to be repaired. This is an important aspect of the negotiation with vendors.
- Loan MacBooks will usually be borrowed from the Junior school MacBook program
- Parents will need to sign a further agreement relating specifically to the identity number of the loan MacBook

Caring for MacBooks

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

- Always store the MacBook in the protective cover provided
- Avoid storing it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Do not store anything additional to the MacBook within the MacBook sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your MacBook within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on the MacBook can cause permanent damage to the screen and other components)
- Do not grab or squeeze the MacBook. (This can also damage the screen and other components)
- Never leave your MacBook in a car or in an exposed area where it can be stolen
- Never leave your MacBook in unsupervised areas during the school day. They are to be securely locked in cupboards provided in each classroom or classroom doors are to be locked. MacBooks left unsecured may be confiscated to avoid exposure to theft
- See Appendix 1 for Guidelines for Students on Caring for their MacBook.

Appearance and personalization

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

Each MacBook will have a removable sticker identifying its owner

Students may personalize their MacBook desktops but be aware that repairs and updates will revert the hard drive image to the original form which may result in students losing stored files if they have not been correctly backed up.

Protective covers may be personalized by students.

Background Information

- Remember, over the life of the program this MacBook may not be with the same student the whole time. Avoid irreversible personalisation. e.g. engraving
- Repair procedures may require the student's hard drive to be placed in a different shell.

Software licensing and copyright

Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.

Students will not have access to the necessary password to install software onto their MacBook

Any media installed on MacBooks must not infringe copyright laws and must not include crude or explicit language or scenes. This will contravene our Acceptable User Agreement and may result in confiscation of the MacBook or reimaging

Background Information

The following applies to the MacBooks that are part of the MacBook program:

- Each MacBook will be loaded with a DEECD-approved software image configured for use on the school network. A copy of that image will be stored on the school's server to enable the MacBook to be restored to the original image at any time by the system administrator
- The image has been developed in consultation with teachers. Throughout a school year, an image update may be scheduled to allow for the inclusion of new applications and software updates on the MacBooks. This will occur during term holidays
- The school MacBook image is composed of a variety of software packages as part of the standard operating environment. These include operating system software, anti-virus software, standard Macintosh and Microsoft software and curriculum-specific software licensed to the school.
- The school reserves the right to utilize Apple Remote Desktop to observe or control any MacBook logged onto the network at any time. Random checks will occur regularly.
- Royalty free music and images will be provided through the network

Users and security

Students are required to use a username and password to access the network. Individual folders will be located within a grade folder which will need password access

Background Information

- Access to the school network is independent from access to the MacBook, i.e. when a student accesses the school network they will use their school provisioned network login
- Students will not have administrator rights to their own MacBooks
- Students may require support for forgotten passwords.

Internet usage

Use of MacBooks by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents are also to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Resources for parents and teachers are available at:

Working with the Web

<http://www.education.vic.gov.au/workingwiththeweb>

Net Alert

<http://www.netalert.gov.au/>

Background Information

- Appropriate use of the internet service within the school network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of MacBooks outside of the school network. Education and support are important for maintaining acceptable use of MacBooks, particularly in relation to internet access.
- Apple Remote Desktop enables monitoring of web browser histories to ensure inappropriate use of internet is detected
- Random checks will occur regularly

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.

At the moment MacBooks are not threatened by viruses or Trojans etc., however, as the hard drive will be partitioned to allow Windows access, virus protection needs to be observed.

The MacBooks have antivirus software installed on the Windows partition. This software will scan the hard drive for known viruses on start-up in Windows. The virus software will be upgraded from the network.

Students are recommended to:

- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source whilst in Windows. Carry out the scan before returning to the school and connecting to the school network
- Not to open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the internet. Save the files to the MacBook hard disk and run the virus scanner on the file before opening them
- Delete chain and junk emails. Do not forward or reply to any of these
- 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. They can also consume a large amount of disk space on the server, which slows computer networks.
- Be aware that USB and similar devices used across platforms may carry viruses, Trojans etc.

Background Information

- Our school has policies on virus protection. These are to extend to the use of MacBooks. Awareness-raising for both parents and students will be important to minimise risk.
- If a student MacBook connects to the network and is found to have a virus, it will be reimaged possibly meaning any critical data may be lost

Non-school applications and files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the MacBook. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their MacBook while at school when given express permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Background Information

Copyright is a significant issue with the increased access and availability provided through MacBooks. Refer to the following for resources.

- The national Copyright Advisory Group (CAG) has developed the Smartcopying website <http://www.smartcopying.edu.au/scw/go> to provide a comprehensive guide to copyright issues affecting Australian schools
- Working with the Web <http://www.education.vic.gov.au/workingwiththeweb>

In developing our policy we considered:

- Music, MP3s and games can be used for many subject areas to support learning
- There is potential for distraction and disruption
- There is potential piracy, moral and ethical issues
- There are implications for storage and bandwidth.

In establishing policy around non-school applications such as games, there needs to be clear setting of expectations, and an attitude that promotes responsible use, rather than the more punitive deficit model.

Where there is contravention of such policy the school may use a restore procedure that reimages or restores the image on the disk drive back to an agreed restore point. This again assumes students have maintained effective backup, as they will lose all non-school files from the MacBook in this process.

Technical support

- The school has employed a trainee technician to support the MacBook program.
- The technician will be available two days per week.
- Students are to inform their classroom teacher or the MacBook Co-ordinator immediately of any problems
- Forgotten passwords etc. may preclude the use of the MacBook until the technician is able to modify it

Background Information

- Education will be the key to minimise technical support overheads. Space management, viruses and spam are areas for focus.

Printing

- We anticipate that students will use very little printing at school however in the event of them needing to print, they will have access to a black and white printer in the library and if the need is for colour printing, the 'finished product' file will need to be transferred to the teacher's computer to access the colour printer.

Background Information

- The MacBooks will provide the students with access to multimedia, largely in the form of video, picture, music and sound files which are best presented on screen rather than in print format
- In 2008, not one child chose to present their final assignment in printed format.
- Colour printing has a cost of approximately 13 cents per page
- Publishing is available on the internet for assignments
- Each senior school classroom has a 106 cm LCD television for display of students assignments and other work
- Four projectors are available throughout the school for presentation to a larger audience

Web 2.0 applications

Students must abide by the school's User Agreement whenever the school equipment or services are involved. This includes the MacBook regardless of location.

The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords
- Students should be respectful in how they talk to and work with others online, and never participate in online bullying.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

Background Information

- Despite the dangers associated with applications such as social networks widely publicised in the popular press, authorities such as the Federal Government's NetAlert program clearly advise that banning them does not do anything to educate young people about their effective use
- It is important for staff to understand the various categories of programs that Web 2.0 now embraces, ranging from simple chat through to social networking technologies such as Ning, Facebook, Bebo and MySpace and wikis and RSS (Really Simple Syndication)
- The first issue is to assist staff to be more aware of the range of Web 2.0 applications that are being developed, and look for ways in which they may offer unique teaching and learning opportunities. The second is to allow specialist support staff time to develop learning experiences that leverage Web 2.0; and the third is to be vigilant in ensuring all students are at all times kept abreast of the best knowledge in regard to safe web practice.
- SuperClubsPlus is a DEECD recommended and funded initiative to provide safe access to communication forums
- Within schools in Victoria, applications such as blogs and wikis are readily available through the DEECD's Global Teacher, which provides a useful vehicle for students and teachers to engage in extended dialogue and development of ideas beyond the traditional forums.

Power supply management

All MacBooks are to be fully charged at the commencement of every day.

Background Information

- The school will provide one additional charger per classroom that can be used as backup in exceptional circumstances
- Simple development and reinforcement of the importance of the charging policy will ensure it does not become a classroom management issue
- Use of power cords at school involves numerous practical and safety issues.
- If fully charged the MacBook battery will last for the duration of a typical school day

Backup / recovery

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

Student work may be periodically backed up on the school server during the school day.

Background Information

- It is the school's responsibility to provide all students within the school with enough server (or otherwise) space for backup of their critical data.
- There will be a quota on the amount of backup space that the school will provide for students.
- The backup of a student's critical data is the sole responsibility of a student.
- The issue of students' backup and data storage, and whose responsibility it is, has been considered by both technical staff and teachers, as it has ramifications for both technology and classroom management.
- Some students may require significant storage for multimedia files
- Network/bandwidth/access issues occur with backing up large files on servers.

Appendix 1: Caring for your MacBook

Packing away your MacBook

- Store your MacBook bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord.

Handling your MacBook

- Try to avoid moving your MacBook around when it is on. Before switching on, gently place your MacBook on a stable surface and then switch on
- You still need to be careful with your MacBook while it is in the bag. Always place protective cover gently down
- Be careful when putting the MacBook in the car that no other items are on top of it and nothing will roll onto the MacBook
- MacBooks should be switched off before being put into the protective cover.

Operating conditions

- Don't place objects on top of your MacBook and never carry it around while it is turned on
- Avoid exposing your MacBook to direct sunlight or sources of heat such as desk lamps
- Avoid exposing your MacBook to dust, dirt, rain, liquids or moisture
- Avoid exposing your MacBook to heavy shock or vibration.

LCD screen

- LCD screens are delicate – they don't like being poked, prodded, pushed or slammed
- Never pick up your MacBook by its screen
- Don't slam the screen closed
- Be gentle when putting your MacBook down.

To clean your LCD screen

- Switch off your MacBook
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen.

AC adaptor

- Connect your adaptor only to your MacBook
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adaptor box
- Be aware of the power savings that come from running your MacBook effectively from battery after being fully charged. This can amount to a significant amount per year.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt
- If any key tops are missing or keys are in a damaged state, take your MacBook to technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case cleaning

- Use a non-abrasive cloth
- Spray cleaner on to cloth to moisten, but do not spray the MacBook directly. Rub gently.

Appendix 2: Acceptable User Agreement

Part A: The agreement to be signed by the student and parent.

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened

When I use my mobile phone, iPod or other mobile device at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:..... Student Signature:.....

Parent Permission
 I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit.
 I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :Date:

Part B –The schools’ support for responsible and ethical use of technology?

Moreland Primary School 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 and Mobile technology 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 Moreland Primary School 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.
- 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 to understand this agreement (e.g. language support)
- provide support to parents through information evenings and as a document attached to this agreement.
- Involve all students in Grades 3 and 4 in a DEECD recommended and funded initiative to provide safe access to communication forums both local and overseas; SuperKids Plus

Part C: The Lease

1 Lease Arrangements

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

2 Termination

- (a) This agreement comes to an end:
 - (i) At the end of the lease period.
 - (ii) In the event of default as defined in subclause (b) hereof.
- (b) Default occurs if:
 - (i) Lease fees are not paid by the due date.
 - (ii) The Lessee is subject to insolvency or other proceedings which place the MacBook at risk for loss or seizure by others.
 - (iii) The student leaves Moreland Primary School prior to the end of the lease period.

3 Cost

- (a) The total cost payable under the lease is \$1200. This will comprise twelve lease payments of \$100 each as set out in Schedule One.

4. The MacBook

- (a) 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 the school

5 Insurance

The MacBook is subject to the warranty policy of the supplier as attached.
 Moreland Primary School is providing a self insurance model for loss and non warranty repair.
 For loss and non warranty repair:

- (i) An excess of \$100 will apply, payable by parents for the lease period.
- (ii) A loss notification must be accompanied by the appropriate police report.

Lease Arrangements

I have read the above information about leasing arrangements for the use of a MacBook.

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

Student's name :.....

Parent/Guardian Signature :.....

Date:/...../.....

SCHEDULE ONE

1. The Lessee (parent or guardian)

Name:

Address:

Contact email/telephone number:

2. The Student

Name:

Address:

3. The MacBook

Make/Model:

A1181 2GHz, 2Gb RAM, 120 Gb HDD

4. Lease fee and due dates

- i.e. \$100 due on Friday March 6, 2009*
- \$100 due on Friday April 24, 2009*
- \$100 due on Friday July 17, 2009*
- \$100 due on Friday Oct 9, 2009*
- \$100 due on Friday Feb 5, 2010*
- \$100 due on Friday Apr 16, 2010*
- \$100 due on Friday Jul 16, 2010*
- \$100 due on Friday Oct 8, 2010*
- \$100 due on Friday Feb 11, 2011*
- \$100 due on Friday Apr 29, 2011*
- \$100 due on Friday July 22, 2011*
- \$100 due on Friday Oct 14, 2011*

OR

Fees may be paid in advance at any time

5. Lease Period

Start date:

Monday March 2, 2009

End date:

Friday December 16, 2011

Part D - 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 "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 Myspace, Bebo, Pixo etc – They are then in control of who contacts them and who accesses their information. They can block out anyone at anytime.
- have the computer with Internet access in a shared place in the house – **not your child's bedroom**
- negotiate appropriate times for you 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)

Support information for parents around the agreement.

When I use technology, both at school and at home I have responsibilities and rules to follow.

Moreland Primary School sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”.

Safe and ethical behaviour online is explicitly taught at our school and the request is support at home.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images etc

Behave in a way outlined in the schools’ Code of Conduct

The schools’ Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like MySpace, blogs, Club Penguin etc.

We recommend that they:

- don’t use their own name, but develop an online name and use avatars where available
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don’t allow anyone they don’t know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) **Once it is published they have lost control of it.**

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

- being online can make students feel that they are anonymous (however online interactions can be traced)
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as “free.” Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs, including games, to school or run them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk. The first virus to be written for a Macintosh was discovered in February 2009.

Not go looking for rude or offensive sites.

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student’s internet access will be reviewed with the option of suspension of use for a period of time.

Using the Internet / mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Remembering that the content on the web is someone else’s property so ask a teacher for help to get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are 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!**

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the internet is true, accurate or unbiased. The school is teaching 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. If helping with homework ask open-ended questions. “Tell me about wombats” might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc...

The internet has some really flashy and tricky ways to lead people into 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.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact the school or call 1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au

Questions for teacher/ parent/ student discussion:

What can you do?

- You found the car picture you were searching for, but on top of it was a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc