St Albans Secondary College

1: 1 NETBOOK PROGRAM

GUIDELINES & USER AGREEMENT
1:1 NETBOOK PROGRAM GUIDELINES

This Agreement outlines the requirements for parents/carers and students accessing Netbooks purchased with Federal government funding (National Secondary School Computer Fund (NSSCF)).

The Digital Education Revolution – VIC program aims to improve student learning experiences both in and out of the classroom. St Albans Secondary College is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology. The Acceptable Use Agreement must be signed and provided to the school before the netbook will be issued or used.

Purpose
The NETBOOK is to be provided as a tool to assist student learning both at school and at home.

Ownership
- Netbooks remain the property of the College and remain so until the netbook is returned at the conclusion of the four year cycle. The College reserves the right to confiscate any netbooks/ICT equipment due to breaches of this agreement.
- Parents/carers and students should be aware that files stored on the device or on the school’s server are not private.
- If the student leaves the school prior to completing Year 12 or moves to another Government or non-Government school, interstate or overseas, the netbook must be returned to St Albans Secondary College.
- If the student remains at school to the end of Year 12, the netbook must be returned at the end of the teaching year before the beginning of the exam period.

Insurance
In the case of a burglary, the College has organised cover for netbooks, but this cover has strict requirements regarding claims and reporting. Conditions of this policy are as follows:
- The College must be notified immediately if a College owned netbook is lost, stolen or missing.
- Insurance does not cover the loss of an unattended netbook from an unsecured location, for example loss from an unlocked vehicle / home / locker or schoolbag.
- Insurance does not cover vandalism or wilful damage to the netbooks.
- It is the user’s responsibility to report any lost or stolen netbook to the nearest police station and provide the school with a Police Report. The insurance claim cannot be forwarded to the insurance company for processing until this has been provided.
- Netbooks are not covered if / when taken overseas.

Theft, Loss or Damage
In the case of loss, theft or damage the following conditions apply:
- A statement should be signed by a parent/ carer and provided to the school.
- The principal will determine whether replacement is appropriate and/or whether or not the student retains access to a netbook for home use.
- Students will be required to replace lost or damaged chargers.
- If a netbook is damaged and this damage is not covered by the manufacturer’s warranty or any of the school’s insurance arrangements, the student and/or parents must pay to the school the costs of repairing the damage or if necessary the costs of replacing the netbook and/or its accessories (hard case, slip cover and charger).

Warranty
- All netbooks and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
The student is responsible for:
- Bringing their netbook to school on every school day.
- Adhering to the school's Acceptable Use Agreement when using the machine at home
- Regularly backing up their own data to either the College network and/or an external source.
- Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.
- Taking care of and maintaining their netbook in accordance with school guidelines
- Not making any permanent changes to the netbook. This includes engraving, marking, drawing or removal of stickers

Netbooks are to be charged at home at night with the AC adapter provided and brought to school with the battery in a fully charged state. The power cord must be left at home.

Any problems with the netbook must be reported to the College technician as soon as the problem arises. Students must only use the College technician to make repairs to the netbook to keep the warranty valid.

Workplace Health and Safety regulations strictly limit access to AC power in the classroom with extension leads and power boards. Students who are unable to complete classroom activities appropriately due to leaving their netbook at home or not charging the netbook correctly can be expected to make up the lost time.

Security / Storage
Travelling to and from school:
- Carry the netbook inside a schoolbag.
- Avoid displaying or using the netbook in public to reduce the risk of theft or damage

At school:
- The student remains responsible for the security and safety of the netbook during the school day.
- Netbooks cannot be left in classrooms during breaks. They should be placed securely inside the hard case and in the student's locked locker when not in use.
- Students must use a College approved padlock to secure their locker.

At home:
- Store the netbook in a safe place when not in use and is difficult to locate in the event of a burglary.

Role of Parents
- Parents are asked to supervise the security of the netbook while at home, or in the car, and to assist students with making sure that netbooks are stowed securely in the slip cover within the student's backpack while in transit to and from the College.
- Parents are requested to take particular care over the supervision of the access of other members of the family to the netbook.
- Parents are asked to assist in making sure that the fully charged netbook comes to school with the student every normal school day.

Audit
The College conducts an internal audit of its computers and other College ICT equipment/devices. This also includes any netbooks provided by the College. In the case of an audit students are to produce their netbook upon request of the College personnel carrying out the audit.

Ensuring students don't misuse the netbooks
The College will routinely inspect students' netbooks to ensure appropriate use. Parents and students should also be aware that files stored on the netbooks or on the school's network are not private. To help reduce inappropriate use, parents and students will be asked to sign a use agreement before being issued with a netbook. The agreement sets out your child's responsibilities in relation to taking home a school owned netbook. The College also has procedures in place to ensure students use their netbooks appropriately. It is important that teachers, students and parents share the responsibility to ensure safe and appropriate use of the netbooks at all times.
Netbook Program - Acceptable Use Agreement

The student and their parent / carer are to sign the Netbook Agreement below.

Student's Section

I have read, understood and agree to abide by the 1:1 Netbook Program Guidelines and Acceptable Use Agreement.

I understand that any breach of these guidelines will result in the netbook being re-imaged immediately or access to the netbook program being suspended or revoked according to the Student Code of Conduct.

I will take proper care of my netbook.

I understand that if my netbook is damaged, lost, stolen or missing, I and/or my parents will be responsible for the costs applicable to have it repaired and / or replaced.

Student Name: [print clearly] ___________________________ Class: ________________

Student ID code: ___________________________

Student Signature: ___________________________ Date: ________________

Parent's Section

I / We have read the 1:1 Netbook Guidelines and Acceptable Use Agreement carefully and discussed it with my son/daughter so we both have a clear understanding of my child's responsibilities.

I / We understand that if my/our son/daughter's netbook is damaged, lost, stolen or missing, I /we will be responsible for the costs applicable to have it repaired and / or replaced.

Parent Name: ___________________________

Address: ___________________________

Parent Signature: ___________________________ Date: ________________

Please remove this page and return it to the General Office

If you have any concerns about this agreement or ideas for making the agreement better contact the Netbook Coordinator on 9366 2555.