

2013

Information

Booklet



iAchieve

PROGRAMS

iImagine

**NORTH GEELONG
SECONDARY COLLEGE**



Our Principal

Dear Parent/Guardian,

Welcome to North Geelong Secondary College.

Your child is about to participate in a cutting edge, innovative mobile computer device program, the first in the Geelong region. This program is designed to engage students and enhance their learning, improving student outcomes.

This year, all Year 7 students enrolled at the College will participate in the “iMagine” Program. As part of this program each student will be provided with an Apple iPad and accessories to use at school as well as at home at all times.

Senior students, (Years 8-12) will be part of the “iAchieve” program. This program will provide them with greater access to portable computer devices, assist and support them with their studies.

This booklet provides parents/guardians with a range of information including the College’s vision, answers to frequently asked questions, acceptable use agreement, etc. It aims to inform and answer as many questions as possible about the “iMagine” and “iAchieve” programs. However, please do not hesitate to contact the College if you wish to obtain further information on either program.

Wishing you and your family great success for the future.

Yours Faithfully,

Nicholas Adamou



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Our Vision

Every student at North Geelong Secondary College learns to develop and demonstrates the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st century citizen capable of shaping the future.

21st Century Skills

Students in today's schools enter a different world than that of their parents. "21st Century Skills" build on traditional core subject areas and place higher demands on students, in areas including:

- Learning and thinking skills such as problem solving, creativity and collaboration
- Civic, cultural and global awareness
- Life skills such as ethics and leadership
- Technology, information and media literacy

"By participating in a laptop implementation program, students learn skills that will last a lifetime. Technology by its nature, tends to include problems that don't have answers in the back of the book. Learning to solve authentic problems when people are really depending on you is a true 21st Century Skill. Back in the classroom, this experience can empower students to reach beyond the walls of their school and think beyond the next test. Reinforcing the belief that their voice and actions are important, necessary, and valued, creates students who will go beyond a class assignment and become empowered, global citizens of the 21st Century."
Sylvia Martinez, M.A.

What does 1:1 ICT Learning look like?

1:1 Learning will be rolled out to families through two distinct programs:

iAchieve: Whereby all students in Years 8 will receive an iPad package with 24/7 access. In 2012, iAchieve provides families with two options to participate in the program (see next page for details).

iImagine: Every student enrolling in Year 7 at North Geelong Secondary College will be required to participate in an iPad purchasing program over a two year period. The program was successfully launched in Term 1 2012 with great enthusiasm and excitement from students and their teachers.

Will there still be desktop computers at NGSC?

NGSC will continue to invest into its ICT program through the provision of specialised desktops throughout the College.

All students will have full access to a range of laptop and desktop computers (currently in excess of 230 computers).



iMagine PROGRAM



Years 7

iMagine Program

What is iMagine?

Through 1:1 Learning, all students in Year 7 will receive an iPad – to enable learning 'anywhere, anytime learning.

iMagine will place an iPad in the hands of every Year 7 student at NGSC. Cutting edge, teaching and learning education tool, the iPad is a small tablet computer weighing just over 0.6kg that easily fits into a standard schoolbag.

What does this mean to my family?

Through **iMagine**, families will make

- Payments of \$80.00 each school Term over 2 Years
 - a final Balloon payment at the end of the second year (maximum of \$55.00)
- At the end of the second year the student will own the iPad, Case and iTunes account.

Why does my child need an iPad?

In addition to the hardware, **iMagine** provides students and families with the latest technology, software and support to enable our students the opportunity to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, global citizen capable of shaping and leading the future.

The iPad program is part of an international move towards individualising learning, which can increase independence and self initiated learning in students and extend their learning beyond the classroom.

Students who have their own computers have been found to take greater pride and ownership over the knowledge they create, with a flow-on to extend formal learning communities including parents/carers, siblings and other people important in their lives.

What do I receive?

iMagine – with a parent co-contribution- provides to families:

- An iPad
- Protective Case
- iTunes Account (\$100 over 2 years)
- Apple Care Protection Plan (2 years)
- Insurance (2 years - conditions apply)
- Ear Buds
- On-site technical support
- Wireless internet access at the College

All iPads are covered by an Apple manufacturers warranty. The warranty covers manufacturer's defects and normal use of the device (**It does not cover negligence, abuse, malicious willful damage**)

iMagine PROGRAM



Years 7

iMagine Program

Insurance

Basic Features

- Theft, fire and accidental damage cover
- Fixed monthly cost for the finance term
- \$150 excess (max)
- Worldwide protection
- Includes theft from vehicles

What's Covered

- Accidental damage including fire
- Full theft
- Loss in transit (*must be accompanied/cabin baggage*)
- Stolen from a locked vehicle
- Coverage anywhere in Australia, & in transit
- Overseas cover (*28 days any one trip. Can be extended*)
- Up to original purchase price of the lost equipment
- Can claim up to twice the sum Insured

What's Not Covered

- Wear and tear or cosmetic damage
- Theft whilst unattended
- Theft from vehicle if unlocked or not out of sight
- Mechanical or electronic breakdown (warranty)
- Consequential loss of any kind
- Software (*normally replaceable by vendor*)
- Malicious or willful damage

iAchieve

PROGRAM



Years 9-12

iAchieve Program

What does this mean to my family?

iAchieve program is designed to place an iPad in the hands of every year 8 student.

Through iAchieve, families will make

- Payments of \$80.00 each school Term over 2 Years
- a final Balloon payment at the end of the second year (maximum of \$55.00)

At the end of the second year the student will own the iPad, Case and iTunes account.

Why does my child need iAchieve?

In addition to the hardware, iAchieve provides students and families with the latest technology, software and support to enable our students the opportunity to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen capable of shaping and leading the future.

What do I receive?

iAchieve will provide to families with students in Year 8:

- An iPad
- Protective Case
- iTunes Account
- Apple Care Protection Plan
- Insurance (2 years - conditions apply)
- On-site technical support
- Wireless internet access at the College

All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device (**It does not cover negligence, abuse or malicious damage**).

iAchieve

PROGRAM



Years 8-12

Cont'd

Insurance

Basic Features

- Theft, fire and accidental damage cover
- Fixed monthly cost for the finance term
- \$150 excess (max)
- Worldwide protection
- Includes theft from vehicles

What's Covered

- Accidental damage including fire
- Full theft
- Loss in transit (*must be accompanied/cabin baggage*)
- Stolen from a locked vehicle
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- Wear and tear or cosmetic damage
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- Mechanical or electronic breakdown (warranty)
- Consequential loss of any kind
- Software (*normally replaceable by vendor*)
- Malicious or willful damage

Learning! Anywhere, anytime

Mobile computers and your child

When your child receives their mobile computer anywhere, anytime learning will only be a click away. Using a mobile computer will open up a whole new world of knowledge for them and prepare them for the innovation and knowledge economy of the 21st century.

Light and portable, mobile computers provide students with access to a wide and diverse range of learning software. They'll be able to make music, design buildings, translate information and reach into dozens of different learning applications.

Most importantly mobile computers provide students with ongoing access to a digital library full of innovative and interactive learning tools and educational resources as well as a window to the Ultranet.

Education in the digital age

Mobile computers give students the most important tool of the digital age – their own portable computer – so that they can connect, collaborate and create.

Research and experience in Victoria and around the world shows that achieving a 1-to-1 student to computer ratio is a significant way to achieve improved educational outcomes.

Making the most of the mobile computer device at home

As a parent, you play a central role in your child's development.

If you don't feel entirely comfortable using computers, don't worry – detailed information about how to use the device will be given to your child at school. The most important thing you can do is encourage your child to use the mobile computer, and show you what they're learning and how they are using it.

You won't be expected to offer technical support to your child either: centrally provided technical assistance, network and software products and services will ensure schools and students are appropriately supported.

A fact sheet with tips on the safe and appropriate use of the mobile computer at home and at school has been included in this information pack.



Making the most of the mobile computer device at school

Recent studies in Victorian schools proved that students are more motivated and engaged in learning when they have their own mobile computer device, because the device emphasises and supports self-directed learning, with access to information anywhere, anytime. It also provides a window to the Ultranet.

You can expect teachers having discussions with your child and their classmates to discuss the expectations and responsibilities that go with having a mobile computer device.

It's vital that students understand that the mobile computer device is a tool which is central to their learning at school and home.

Using the mobile computer device inappropriately or failing to have it fully charged at school each day will result in the mobile computer device access being negotiated with your child.

More information

To make sure your child enjoys the full educational benefits of their mobile computer device, we encourage you to read all the contents of this information booklet.

North Geelong Secondary College will keep you informed through the school website, newsletters, email and parent information evenings. The school will also be able to give you advice on:

- the best academic uses of the mobile computer
- safe and responsible internet use
- copyright, plagiarism and software licensing
- appropriate screen time limits
- ergonomics

You can also contact the school or visit www.education.vic.gov.au/management/ictsupportservices/nsscf/default.htm if you need further information.

Mobile computer devices are a powerful learning tool providing anywhere any time access to learning and information.



Tips for safe and responsible mobile computer device use at home

Mobile computers devices are a powerful learning tool providing anywhere any time access to learning and information. Just like any other device that can directly connect to the internet, it is important mobile computers are used safely and responsibly at home as well as at school.

There will be some differences in how mobile computers devices are used at home and at school. Schools generally have web filtering and will use the mobile computers specifically for learning.

However, in the home with internet access, students will generally be connected to unfiltered internet and there will be an opportunity for the student to use mobile computers for social connections and leisure activities.

As a parent, you play an important role in ensuring your child has safe and positive experiences when online. Encourage your child to think and question both the information they obtain from the internet as well as the people that they encounter.

They should be advised not to accept any offers that seem too good to be true – they are probably not!

Being aware of how your child is using the internet and what they use it for is important. Understanding strategies for dealing with any risks young people may face online will help you to better guide them in the online world.

Top tips for parents

1. Use the mobile computer (or any computer) in a central, communal place in the house - not a private space like a bedroom.
2. Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.
3. Discuss strategies your child could use if he or she is upset by something sent or posted online. Telling you, not responding and leaving the space straightaway may be some first steps your child could take.
4. Set time limits around mobile computer usage.
5. Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, and images are kept just that – private.
6. Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult to retrieve it.



7. Reinforce stranger danger messages and encourage your child to question who he or she trusts online as there is a chance that people may not be who they say they are. This can at times be difficult as the concept of friends online can include people your child does not actually know but may feel that they know them after chatting over some time.

8. Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.

9. Make sure your child's online profile is set to private so that their personal information is kept secret.

10. Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyberbullying, is because they believe they will lose access to their online technology and communities.

The Learning On Line website presents the Department of Education and Early Childhood Development's advice for schools on cybersafety and the responsible use of digital technologies.

www.education.vic.gov.au/cybersafety



Commonly asked questions

How much will the mobile computer devices cost?

Funding has been provided to assist Victorian Government schools to support the introduction of mobile computers, approved software and technical support to these students.

Wireless internet access upgrades have also been provided to schools to ensure students can access the information they need quickly and easily.

Commonwealth and Victorian government funding will also cover ongoing technical support, repairs and maintenance.

How will students benefit from using mobile computer devices?

Research and experience show that students are more motivated and engaged in learning when they have their own computer. Mobile computers promote better learning in and out of school by encouraging:

- Anywhere, anytime access to learning
- Independent, self-initiated learning
- Students to explore and experiment with ideas and information in a way that reflects the digital age in which they live
- Greater family involvement in education
- Collaboration between students in different schools, states and even countries

What can students do with a mobile computer device?

Mobile computers provide students with ongoing access to a digital library of innovative and interactive learning tools and educational resources as well as providing access to the Ultranet. Having a mobile computer will change how and when your child learns..

Using the mobile computer, your child will be able to:

- Use the internet and encyclopedia software for research
- Create animation, movies and 3D designs
- Record and edit photographs, sound or video
- Boost numeracy, literacy and science skills
- Create media-rich presentations
- Collaborate online with students locally, interstate or overseas

Is the mobile computer device easy to carry?

Yes. An iPad weighs 0.6kg, and a MacBook 13" weighs approximately 2 kgs.



Will my child be protected when using the mobile computer device online?

At school, students using mobile computers online will be protected by cybersafe practices, a filtered environment and teacher supervision. At home, parents are strongly encouraged to supervise any internet use and consider setting screen time limits to avoid overuse. Further cybersafety tips will be available from your school or at www.cybersmart.gov.au.

Does my home need internet access?

No. Students will be able to access the information they need online when they are at school, and use the software loaded on the mobile computer device at home. Even when not connected to the internet mobile devices are still very useful tools for learning. Of course, if you have internet access at home, and you are happy for your child to share it, you are welcome to do so.

Are there any rules about using the mobile computer devices?

You and your child have signed an acceptable use agreement with the school.

Your child's teachers will discuss the expectations and responsibilities of owning a mobile computer, and your school will also communicate these expectations to you.

Expectations may include:

- How the mobile computer device should be used, including what material is regarded as appropriate and inappropriate for students to access
- Every day having the mobile computer device at school
- Having the mobile device fully charged and ready for use at school each day
- Guidelines about what, and how much, extra software can be loaded onto the mobile computer device, including information about the need to observe copyright laws

What will happen if a mobile computer device is lost, stolen or broken?

Families participating in the:

iMagine and iAchieve Programs Your iPad comes with comprehensive insurance (*conditions apply - see earlier in this booklet*)

Should you have any queries about the device's insurance cover or need to make a claim please contact the school.

How do I get more information?

North Geelong Secondary College will keep you up-to-date about the mobile computer device project through its website, newsletters, email and parent information evenings.



What is the Ultranet?

In effect the Ultranet is a 'classroom without walls' where parents, teachers and students can connect to from anywhere and at any time. It also allows for students to use technology, tools and applications that are relevant to their lives.

The Ultranet also provides Victoria's teachers with an online space for them to collaborate and share professional practice that in turn provides enhanced educational opportunities for students.

What are the benefits of the Ultranet for parents, students and teachers?

The Ultranet provides parents with another avenue to support their child at school. It gives parents access to information that will enable them to keep up-to-date with their child's learning progress. This could mean viewing test results, teacher feedback, timetables, homework activities and attendance records.

The Ultranet presents opportunities to open lines of communication between parents and their child so they can discuss learning or schooling issues as they arise.

The Ultranet also allows students and teachers to work together using online tools such as wikis, blogs and discussion forums. Students can create their own learning portfolios and take part in online learning activities, whilst teachers will be able to liaise and share resources with other teachers across Victoria.

When will parents be able to access the Ultranet?

Schools will invite parents to register for the Ultranet in line with their local implementation plans.

The Ultranet is being gradually implemented in schools across Victoria since 2010. Each school will start using the functionality that best suits the students', teachers' and school community's needs.

This means that the information available on the Ultranet will vary from school to school.

Parents should contact the College for information about when the Ultranet will be implemented.

What if a parent doesn't have the internet at home – can they still access the Ultranet?

Once parents have their username and password, they will be able to access the Ultranet from any computer with internet access. This means that they can log into the Ultranet anywhere, at anytime.

Parents without easy access to the internet should contact their child's school to see if there are community facilities or programs in place to support internet use.



Will parents miss out on important information if they are unable to access the Ultranet on a regular basis?

Parents will not receive any less information than they do currently if they do not have access to the internet. However, there will be a lot of valuable information on the Ultranet and teachers may invite feedback about student progress from parents via the site.

The Ultranet will not replace personal communication between parents and teachers – parents should continue to contact the school directly if they have concerns about their child's learning.

What if a student changes schools?

One of the many benefits of Ultranet is that information will build up over time, creating an ongoing record for each student. These records will travel with the student from year to year and school to school.

How safe is the information on the Ultranet?

The Ultranet is accessible to school staff, teachers, students and parents in Victorian government schools. It is a closed website which means it cannot be accessed by other internet users.

No health, welfare or contact information will be displayed on a child's Ultranet profile. The only personal information about students will be their name and photograph (parents may request that their child's photograph not appear).

All other information on the Ultranet about a child will be specific to their learning.

Learning information about a student can be seen only by that student, the teachers at their school and their parents.

Who can parents contact for further information?

Parents should contact their child's school for further information or visit the Ultranet information

website: www.education.vic.gov.au/ultranet



Acceptable Use Agreement

North Geelong Secondary College Acceptable Use Agreement for Ultranet, internet, iPad and laptop program

North Geelong Secondary College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

North Geelong Secondary College uses the Ultranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At North Geelong Secondary College we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- Provide a filtered internet service
- Provide access to the Department of Education and Early Childhood Development's search engine Connect which can be used to direct students to websites that have been teacher recommended and reviewed
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cybersafety program at the school which is reinforced across the school
- Use mobile technologies for educational purposes (*e.g. podcasts or photos from excursions*)
- Provide support to parents/carers to understand this agreement (*e.g. language support*)
- Provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

Acceptable Use Agreement

Cont'd

- Work with students to outline and reinforce the expected behaviours in the Ultranet*.

The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students and be able to access learning activities both at school and at home. The Ultranet has been active at North Geelong Secondary College since the beginning of 2011.

Part B - Student Agreement

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (*this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour*)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the internet for educational purposes and use the equipment properly
- Use social networking sites for educational purposes and only as directed by teachers
- Abide by copyright procedures when using content on websites (*ask permission to use images, text, audio and video and cite references where necessary*)
- Think critically about other users' intellectual property and how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except the system administrator or the teacher
- Not bring or download unauthorised programs, including games, to the school or run them on school computer.

Acceptable Use Agreement

Cont'd

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

- Keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- Protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (*including teachers*)
- Seek appropriate (*written*) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

Requirements for parents/carers and students accessing portable devices purchased with Federal or State Government funding

The Digital Education Revolution– VIC program aims to improve student learning experiences both in and out of the classroom.

North Geelong Secondary College is providing students with a digital device with the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

1. Purpose

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

2. Equipment

2.1 Ownership

2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.

Acceptable Use Agreement

Cont'd

2.1.2 The school retains ownership of the device.

If the device is being provided to the student as part of a computer device "purchasing program" (*iImagine & iAchieve Programs*) when all the financial payments have been paid (*including any Balloon Payments*) ownership will be transferred to the student.

2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's server are not private.

2.1.4 If the student leaves the school prior to completing Year 12 or moves to another Government or non-Government school, interstate or overseas, the device must be returned to the school

2.2 Damage or loss of equipment

2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc.

2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school.

2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/ carer and provided to the school.

2.2.5 If a device is damaged or lost the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.

2.2.6 Students will be required to replace lost or damaged chargers.

2.2.7 If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the college Principal may determine that the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing the device.

2.2.8 If a computer device provided to a student under the college's **iImagine & iAchieve Programs** has been accidentally damaged or is lost or stolen under the Terms and Conditions of the insurance policy, the college must be notified immediately and a Police Report is to be provided by the student/parent/guardian. An Insurance Claim Form is to be obtained from the school and completed in full by the student/parent/guardian.

Acceptable Use Agreement

Cont'd

Basic Features

- Theft, fire and accidental damage cover
- Fixed monthly cost for the finance term
- **\$150 excess** (*applies to all claims*)
- Worldwide protection
- Includes theft from vehicles

What's Covered

- Accidental damage including fire
- Full theft
- Loss in transit (*must be accompanied/cabin baggage*)
- Stolen from a locked vehicle
- Coverage anywhere in Australia, & in transit
- Overseas cover (*28 days any one trip. Can be extended*)
- Up to original purchase price of the lost equipment
- Can claim up to twice the sum Insured

What's Not Covered

- Wear and tear or cosmetic damage
- Theft whilst unattended
- Theft from vehicle if unlocked or not out of sight
- Mechanical or electronic breakdown (warranty)
- Consequential loss of any kind
- Software (*normally replaceable by vendor*)

2.3 Substitution of equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.

3. Standards for device

The student is responsible for:

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home

3.1.3 Backing up data securely

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

3.1.5 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

Acceptable Use Agreement

Cont'd

4. Apple Devices and iTunes Accounts

4.1 Ownership

4.1.1 The school retains ownership of the device and iTunes Account until the student completes Year 12. At this time ownership of the device and iTunes Account will be determined by the school.

If the device is being provided to the student as part of a computer device “purchasing program” (*iImagine & iAchieve Programs*) when all the financial payments have been paid (*including any Balloon Payments*) ownership of the device and iTunes Account will be transferred to the student.

4.1.2 Where the student leaves North Geelong Secondary College (*where a student ceases to be enrolled at the college for any reason*) and they have been provided a computer device and accessories, they are to be returned to the college in full working order, including all accessories.

The only exception is where the device was part of a “purchasing program” (*iImagine & iAchieve Programs*) and all the financial payments have been paid (*including any Balloon Payments*), ownership of the device and iTunes Account will be transferred to the student.

4.2 Standards for iTunes

4.2.1 An iTunes account is necessary to download applications (software) to allow the iPad to function.

4.2.2 By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement

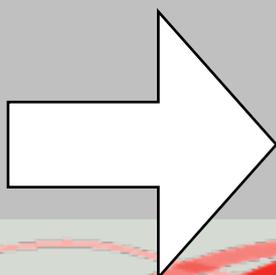
4.2.3 By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.

4.2.4 A user is **not permitted** to change or alter any of the iTunes Account information (including the username or password) or delete any applications and settings contained in the iTunes Account.

4.2.5 A user is entirely responsible for maintaining the confidentiality of information held in the user's iTunes account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.

4.2.6 Additional applications purchased will be the responsibility of the user and must comply with the behaviours promoted in this Acceptable Use Agreement.

Please sign and return the Acceptable Use Agreement Acknowledgement Form issued with this Information Booklet to the College



Family Information

Advice to support the safe and responsible use of digital technologies 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 and chat.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.

The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students from their class/school both at school and at home.

The Ultranet is actively used at North Geelong Secondary College. The Ultranet is designed as a learning space, accessible at home. It will not stop or replace access to the internet for your child.

About the agreement:

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

The Ultranet provides learning spaces that are moderated by teachers. Moderations track comments and control who can use the spaces and tools.

The spaces on the internet are different. The control of these is often with the site or space owners. Ultranet users are able to report incidents and have content removed.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the Ultranet, the internet and digital technologies at school. The Ultranet and some portable technologies provided by the Department of Education and Early Childhood Development are available in students’ homes.

Support others by being respectful in how I communicate with them and never write or participate in online bullying *(this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).*

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. 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. Bullying online can take a number of forms from repeated messages to exclusion from social spaces.

Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others



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Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- They feel that the welfare of other students at the school is being threatened
- They come across sites which are not suitable for their school
- Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs.

This can put them at risk of being approached, groomed 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
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- Understand the terms and conditions of any website or online community that they might join.

The Ultranet environment is controlled so that only the school community is able to see information. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space.



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Use the internet at school for educational purposes and use the equipment properly

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' however even just looking at a page on the internet incurs a download cost.

By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces allow students to be contributors to the web and 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. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Abide by copyright procedures when using content on websites (*ask permission to use images, text, audio and video and cite references where necessary*).

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. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks.

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.

Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.



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Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

Not reveal my password to anyone except the system administrator or classroom teachers.

Not bring or download programs without permission, including games, to the school or run them on school computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

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 technologies which bypass filters, will have their internet access reviewed and their parent/ carers will be immediately informed.

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 storage spaces. To this end, students need to keep their password secret and not gain access to other students' login details.

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 school equipment and student work at risk.

To this end, when using my digital device as a phone, I will:

- Keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).
- When using a digital 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 before taking photos, recording sound or videoing them (*including teachers*).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

Mobile phones and digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded.



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The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to.

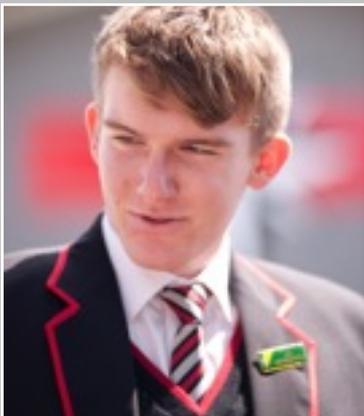
Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception. A sample consent form for requesting permission is available on the DEECD website.

Consent can be withdrawn at anytime.

Scenarios for teacher/parent/guardian/student discussion:

What can you do?

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/images about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.



Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the Ultranet and the internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?

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- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.

Encourage your child to set their space to 'private' if they use a social networking site like MySpace, Bebo or Facebook (*they are then in control of who can contact them and access their information*).

Ensure that all internet activities occur in a shared place— not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit

<http://www.cybersmart.gov.au/report.aspx>



Computer Device Safe Usage Guidelines

Introduction:

As with all laptops and computer devices of a portable nature, they are designed to be used in a wide variety of situations and environments.

Due to their portability, there are a number of things you can do to use computing devices safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

Purpose:

The purpose of this document is to provide a resource for teachers and parents supervising students using computing devices. This information aims to provide guidance on the safe use of devices in a number of different settings.

General Guidance

Duration of Usage:

There are no defined time limits with regards to portable computer device usage. For the purposes of this guideline however:

- Sustained usage may be continuous work periods of 30-60 minutes
- Extended usage may be continuous work periods of greater than 1 hour

Posture:

Promoting and encouraging suitable posture during computer device use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:

- Back
- Neck and Shoulders
- Arms and Forearms
- Wrists and Hands

Awkward Postures

Sustained or Extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:

- Sitting on the bed
- Sitting cross legged
- Standing, sitting and leaning against a wall with laptop on flexed knees
- Kneeling
- Lying supine
- Side lying
- Slouching whilst seated
- Resting laptop on hand / arm
- Sitting on floor with laptop on a desk or chair

Rest breaks

It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of computer use.



Computer Device Safe Usage Guidelines

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Stretches/exercises

Regular breaks should be combined with some approved stretches and exercises. Eye exercises and visual rest should be used to assist in preventing eye strain. E.g Look at an object 10 metres away for 20 seconds.

Environment Specific Guide: Classroom

Avoid Sustained or Extended usage while adopting awkward postures. Where extended usage is to be undertaken, a suitable desk and chair setup should be provided.

Ergonomics

- Where possible, regularly rotate between the computer device, paper and teacher based activities.
- Where possible, regularly rotate between typing-based and browsing tasks.
- Where computer device usage exceeds 30 minutes of continual work encourage short rest breaks (*5 minutes for every 30 minutes*) including stretching and exercises.

Lighting/ Glare

- Provide sufficient lighting.
- Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available.

Electrical

- Make sure that cables are managed appropriately and a sufficient number of power outlets have been provided
- Ensure that electrical safety tags are current

Slips, trips and falls

- Make sure that cables are not causing a trip hazard.
- Wall mount or use obtain cable covers where appropriate.

Home

General

- Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup should be provided.

Ergonomics

- Where possible, regularly rotate between the computer device and paper-based activities.
- Where possible, regularly rotate between typing-based and browsing tasks.
- Where computer device usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises.



Computer Device Safe Usage Guidelines

Cont'd

Lighting/ Glare

- Work where lighting is most sufficient, or provide additional lighting.
- Position work area so that sun glare does not cause a visual disturbance. Use blinds where available.

Electrical

- Make sure that cables and power outlets are managed appropriately.
- Make sure that the computer device is turned off when not in use and appropriately stored overnight.

Out-of-class, Free time or Excursion (Includes transit)

General

Avoid Sustained or Extended use while adopting awkward postures. Extended usage whilst mobile is generally not recommended.

Ergonomics

- Make sure that the computer device is appropriately stored for carriage.
- Make sure that the designated bag/carry-case is used at all times.

Electrical

- Make sure that only permitted power outlets are used.

Slips, trips and falls

- Make sure that cables are not causing a trip hazard.



Computer Device Checklist for Parents

- Ask questions about what your child is doing and learn together. You don't need to be an expert in technology to help your child learn.
- Ask your school about payment options. It is possible to pay a small amount at the start of each term.
- Remind your child to store their computer device in its protective cover. Don't put heavy items on top of the computer device in their schoolbag as the screen may crack.
- Remind your child to carry the computer device inside their schoolbag when travelling to and from school. To prevent theft or damage children should not use or display their device in public.
- Ask your school for help if the device needs repairs. You must use the approved repairer to keep the warranty valid.
- If you believe someone has damaged your child's computer device on purpose report it to the school as soon as possible. You may also need to report it to the police.
- It's ok for your child to add extra software to their computer device, as long as you comply with copyright and licensing rules and there is enough memory left for schoolwork.
- Encourage your child to save their information regularly to another storage space as backup.
- Teachers, students and parents share responsibility for safe and appropriate use of the computer device.

At home you may consider:

- Allowing computer device use in family areas, in preference to bedrooms.
- Restricting device use to certain times of the day.
- Reviewing documents and the contents of the computer device.
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If you don't have broadband at home your child can participate by:

- Accessing relevant learning software
- Working with files saved to the computer device or USB stick.
- Ask your school for information about appropriate use, copyright and health and safety.
- Encourage your child to explore and enjoy the learning opportunities that using a computer device offers.

Notes



Notes



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A decorative graphic at the bottom of the page consisting of several overlapping, wavy red lines that create a sense of movement and energy.