

MOUNT LAWLEY SENIOR HIGH SCHOOL

DEDICATED TO STUDENT LEARNING



# Parent Owned Notebook – Use Policy



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# Letter to Parent/Carer

**The Melbourne Declaration on Educational Goals for Young Australians** has as one of its central components, the development and attainment of core competencies in information and communication technologies (ICT) in a rapidly changing world. As part of our ongoing commitment to deliver the best ICT in an educational setting, we have had to look at an ICT model which is economically sustainable in order to continue to foster effective teaching and learning in all our learning areas. Students need to develop the essential skills to become effective and creative users of information and communication technologies.

It is with this in mind that a voluntary Parent Owned Model of laptops for students has been adopted. The Information Brochure identifies many of the queries parents are likely to have as well as provide information and suggested action. The model will provide benefits such as ensuring that all students have access to laptops from their entry into high school to their completion of school. It will also enable teachers to develop ICT based strategies in their preparation and teaching as required. Laptops can play an integral part in a student's educational environment.

As a school, we are also aware that for some parents and carers the parent owned model may be financially challenging, however we believe it is in the best interests of each child to be able to access this technology as soon as practicable. Various options are available in the market place to minimise the initial cost outlay, including rent/buy options.

Students who do not own a laptop will still have access to computers in the laboratories and library and may borrow one for daily use and return it at the end of the day. It will not be permitted to be taken home unless determined by the school. Students who have their computers in for repairs or are awaiting insurance claims will be able to get a loan computer from the school. This will enable all staff and students to continue their learning programs without interruptions. Mount Lawley SHS is committed to ensuring students have equitable access to technology.

I hope you are able to join with us on your child's ICT educational journey. We see it as essential preparation for a rapidly changing world by equipping students with the skills required to remain competitive in any environment.

## Western Australian Curriculum and Australian Curriculum, Assessment & Reporting Authority (ACARA): Information Communication Technology (ICT)

*The Western Australian Curriculum and Assessment Outline currently encompasses ACARA's Australian curriculum with Information and Communication Technology capability (ICT) is one of the 7 general capabilities in the Australian Curriculum, and this is addressed through the learning areas. Students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The capability involves students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.*

*The nature and scope of ICT capability is not fixed, but is responsive to ongoing technological developments.*

*This is evident in the emergence of advanced internet technology over the past few years and the resulting changes in the ways that students construct knowledge and interact with others.*

*Students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem solving, decision making, communication, creative expression, and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.*

*Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn*

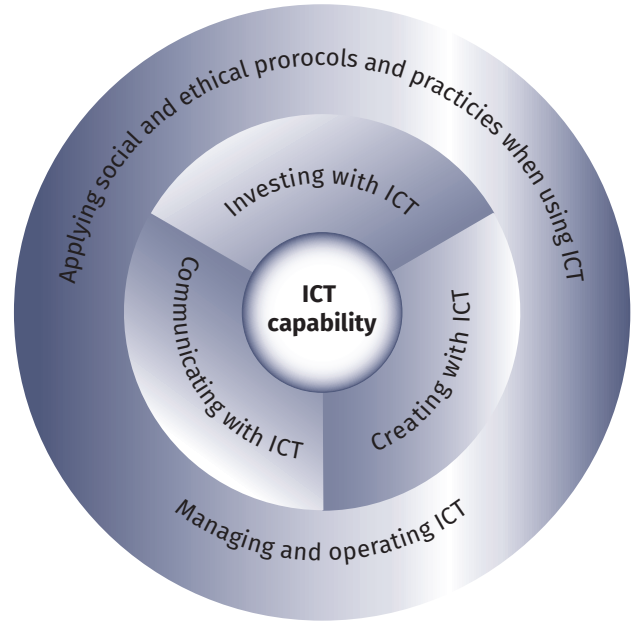
# ACARA Australian Curriculum

to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

ICT capability supports and enhances student learning across all areas of the curriculum. Students develop and apply ICT knowledge, skills and appropriate social and ethical protocols and practices to investigate, create and communicate, as well as developing their ability to manage and operate ICT to meet their / earning needs.

Learning areas provide the content and contexts within which students develop and apply the knowledge, skills, behaviours and dispositions that comprise ICT capability. ICT capability is based on the assumption that technologies are digital tools that enable the student to solve problems and carry out tasks. That is, the ICT system needs to suit the student and the task, while the student needs to develop an understanding of what the machine can do and an appreciation of the limitations under which it operates. In this way, students come to perceive ICT systems as useful tools rather than feeling that they themselves are the tools of the machine (Maas 1983). The latter often occurs when users have little information about how ICT systems operate and simply follow set, standard procedures, determined for them by the system.

Therefore, the ICT capability needs to take account of the types of tasks that provide authentic contexts for learning. The range of tasks is categorised into three sets: Investigating with ICT, Communicating with ICT and Creating with ICT. Students also need the knowledge and skills to use ICT based on an understanding of the 'nature of the machine'. This is encompassed in the Managing and operating ICT element of the continuum.



Source: <https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/>

<http://k10outline.scsa.wa.edu.au/home/p-10-curriculum/genera/-capabilities-over/general-capabilities-overview/general-capabilities-in-the-australian-cumculum>

## Where To From Here?

- Be familiar with these guidelines
- Read, sign and return the Acceptable Use Agreement Form. Give the signed Form to your child to return to the Middle/Upper/Senior Office
- Consider which MacBook/Windows model is the best for your needs
- Look to purchase/rent/lease the laptop
- Warranty
- Insurance
- External Hard Disk for Back ups
- Hard Case Cover

# Things Parents/Carers need to know

## Why a Macbook ?

Students may use a Macbook/MacBook Air . For students taking courses in Media, Music or Photography as teachers use Apple software in these courses. Free software consisting of iMovie, iPhoto, GarageBand and others is a cost effective method of delivery.

MacBooks including the new MacBook Air M1 are more durable and have a much longer battery life than most comparable laptops.

The “Time Machine” software which is included allows students to easily recover lost files or restore the entire hard disk. All the relevant software and OS X upgrades are available free from Apple.

## Why a Windows ?

The new Windows laptops offer a much better battery life and come in a variety of configurations. New Windows 11 laptops are more easily configured to the network and provide students with the basic requirements to connect to the network. Only Windows 10 or 11 are supported. Android laptops are NOT supported. In addition, Microsoft Office is also available for free for either platform. The focus is on learning outcomes and not on learning about the software tools to get there. We believe our infrastructure will support the end user to accomplish this.

## Minimum Requirements

Whilst a number of different devices may join the network, the device needs to meet the following requirements;

- Operating System -MAC OS10.13+ or Windows 10+
- Processor - M1 (Apple) or i5 or better (PC)
- RAM - 8GB minimum or greater(16GB preferred)
- Screen Size -12 inch or larger
- Battery Life - 8+ hours (recommended)
- Storage - 128GB SSD or larger
- Wireless - 5Ghz Band Compatibility (802.11ac)(If the device does not meet this wireless requirement it will not have access to the network)
- capable of running Office 365 software (Apple and Windows devices are suitable)

- a corporate grade Anti-virus such as, McAfee, Symantec,etc
- Chromebooks will NOT be connected to the school’s network and are not accepted. NAPLAN testing. Issues have also been experienced with some other Android machines. At this time we do not support the use of iPad / iPad Pro in the classroom
- School based support is not available for these notebooks.

## Do I need insurance?

Yes. Insurance for your laptop is required. It is essential to limit any time without a laptop so that the normal teaching and learning program can continue to operate. Please carefully read your insurance policies and understand what you are covered for. Stolen items should be reported to the police and an incident number recorded for insurance purposes. Make sure that your home and contents insurance policy covers your laptop away from home.

## Loss or damage

If theft occurs, it should be reported to police and an incident report number should be obtained for insurance purposes. It is the student’s and parent’s/ carer’s responsibility for any damage or loss that is deemed wilful or negligent and not covered by insurance. Carefully check your insurance policy as BYOD (Laptop) are not covered by the school.

## What happens if your computer system becomes unstable or corrupted?

The school recommends you purchase an AppleCare plan. AppleCare provides a 3 year warranty and 3 years of telephone technical support. All of our recommendations are designed to keep the student operating within the classroom and at home with a minimum of any disruption.

This is dependent on having adequate cover. If it is a software issue, you may be able to fix it by using your Time Machine backup or telephone request to Apple. Otherwise the laptop should be taken back to your place of purchase. *[Apple Care Support 1300 760 237, when prompted enter access code 2961.]*

## Things Parents/Carers need to know contd.

### What are the restrictions on what students can do with their notebooks?

We want students to be educationally engaged with their laptops. We have a responsibility to make sure that the laptops are not used for any illegal purpose as they are to be used primarily as an educational tool. This means that if students install any of their own software or games, it must be appropriately licensed. Any files stored on the laptop at school must not breach copyright and the content must be appropriate. They are not to be used for torrent sharing or anything that might be considered cyber-bullying or the accessing of web sites unsuitable for students under 18. Students must understand that we will monitor activity on the laptops at school, including Internet access and email, and that we have the right to inspect the laptops if we consider that they are being used for unlawful or unsuitable purposes.

### Do I have to buy an external hard disk and a sturdy computer cover?

Yes. Again, a back up procedure is essential to provide for the prevention of the loss of data and continuation with the normal learning program. An external hard disk is utilised to store and backup all your files. In addition, covers will protect the laptop during normal use.

### Can my computer be connected to the school network?

Yes, the laptop will be connected to the school network provided it meets the school minimum standard for connectivity. The ICT Usage Guidelines must be adhered to and the Acceptable Use Agreement must be signed. By following these guidelines, you should be able to utilise your laptop both at home and school with a minimum of effort.

### What happens if you lose your data?

A “back up” hard disk is required. The MacBook can be backed up using “Time Machine” to an external disk stored at home. It is a simple procedure to regain your lost data from the “Time Machine” at home. Windows laptops will need their own back up disk and software. Back up ALL your data in a regular manner to your external hard disk. Your laptop should be backed up at home when you connect the external hard disk. This is an effective manner in which to protect your data and so ensure a continuous teaching and learning program. This external drive is to be kept at home to ensure that your data is backed up and secure.

### Can I charge my computer at school ?

It is the student’s responsibility to bring their Laptops to school **FULLY charged EACH day**. Students will not be able to bring their chargers to school to recharge. Having cables and charges on the ground become health and safety issues. Our aim is to reduce the weight of school bags so carrying a charger adds unnecessary weight.



### Daily Data Limit

Students have a data daily limit. Once this has been exceeded, students will no longer be able to log into the internet for the rest of the day.

**Middle School 1 Gigabyte**

**Upper School 2 Gigabyte**

**Senior School 2 Gigabyte**

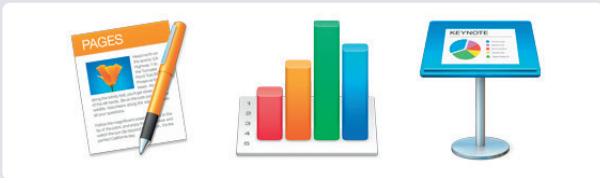
*This is refreshed daily*



# Things Parents/Carers need to know contd.

## SUMMARY OF COMPUTER USE

All students will be bringing their own MacBook/Windows Laptop to school for classroom use. You should ensure the appropriate software programs that are needed for use in class, such as Word/Pages, Excel/Numbers, Keynote/PowerPoint). Microsoft Office is available to all students regardless of platform.



All software updates are undertaken using the school's "Self Service" app if you have a MacBook/Air computer. This will ensure that you are kept up to date with upgrades. This app will be loaded onto your computer and will look like the school crest in the toolbar.



The "Self Service" App is where you can download Microsoft Office if you wish to use this software. Your computer also has its own software such as Pages, Keynote, etc.



Any Laptop should have a protective cover/case to protect it. Ensure that the computer is covered by AppleCare or Windows alternative and that there is insurance coverage for loss/damage to your computer. The school does not cover damage/loss to laptops.



It is the student's responsibility to bring their Laptops to school **FULLY charged EACH day**. They will not be able to bring their chargers to school to recharge.



Ensure that students have an external drive to back up their work using either "Time Machine" for the MacBook or Windows alternative. This external drive should **ONLY** be used for this purpose. Make sure that this external drive is kept at home and **NOT** brought to school. Also ensure that a back up of your laptop is done daily. So at the end of the day the student comes home, recharges their computer and backs up their work on the external drive. **EVERY** school day.



**Students will not be able to access the school Internet or any other ICT at the school until the Acceptable Use Agreement is signed and returned to the Middle/Upper/Senior school office..**

This booklet and the agreement can be downloaded from:

<http://www.lawley.wa.edu.au/view/pon>





# Parent Owned Notebook Overview

## ONLINE SERVICES

Online Services provided to students in public schools will only be used for learning related activities and require informed parental/carer consent and appropriate management.

All activities conducted using the online services may be logged and accessed for administrative, legal or security purposes at anytime. This includes but is not limited to email, calendaring, instant messaging, web browsing, web conferencing, discussion groups, online file sharing and storage, and Internet access.

## ICT Usage Guidelines

### RESPONSIBILITIES

#### STUDENT

Students must use their laptop computers and the school computer network responsibly. Communications on the information networks are often public and school computer usage rules for student behaviour, conduct, safety and standards will apply.

Students must understand that the computer will operate on a monitored school network system. When using their laptop and accessing school information resources, students must follow the policy and guidelines detailed in this document. Students who fail to honour the Acceptable Use Policy may forfeit access to the Internet and/or school network.

It is the student's responsibility to bring the laptop fully charged to school each day. This is essential, as there are no laptop chargers at school due to Occupational Health and Safety issues. (powerpoints & cables).

#### AUTHORISED USERS

Persons authorised to use school ICT resources are students enrolled in the School, staff employed by the School, other persons having special authorisation from the Principal or nominee.

#### AUTHENTICATION

Authentication is an identity and permissions check performed with a user ID and password when a user logs on to a computer system, using Nomad, changing all the passwords.

## THE SCHOOL

Mount Lawley Senior High School respects and values academic freedom, the academic ethos and the rights of students, staff, parents and carers who make up the school community. The school must comply with laws and other legal obligations regarding the use of its communications and information technology infrastructure, within the jurisdiction in which it operates. The school has decided upon the following conditions of use for school Information, Communication Technologies (ICT) facilities.

### PARENTS / CARERS

Parents or carers are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They should also monitor their child's use of the laptop, especially at home, including access to media and information sources.

### TEACHING STAFF

School teaching staff will monitor use of the laptops in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources. This includes staff facilitating student access to information on their laptops in support of, and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

## THE SCHOOL

The school commits to upholding the ICT Usage Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the laptops and relevant curriculum facilities for staff and students. To enable this, the school has invested in specialised software to allow for the laptops to automatically join the school's network on student arrival and to automatically disconnect them on departure. The school has a responsibility to verify that information published on the Internet by students under the school's name meets all legal requirements and community standards in relation to copyright and safety.



# ICT Usage Guidelines contd

## Guidelines for Proper Care

### SECURITY AND STORAGE

When the laptop is being used away from school, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the laptops can become a target for theft. When the laptop is at home, ensure that normal accepted domestic security practices are followed.

### TRANSPORT AND HANDLING PROCEDURES

Students are encouraged to purchase a protective laptop case or carry bags. The covers should have sufficient padding to protect the laptop during normal treatment. Make sure to include your name on both the laptop and cover.

### OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

The basic health and safety guidelines for desktop computers also apply to laptop use.

- Keep the upper arms relaxed at the side of the body.
- Bend the elbows to around 90 degrees.
- Keep the wrists straight.
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.
- Students with special needs will be catered for according to Department of Education guidelines.
- Reduce your 'blue light' screen display by setting up your 'Night Shift' on your Mac (See System Preferences-Displays then set the 'Night Shift' button). This function automatically shifts the colours of your display to the warmer end of the colour spectrum after dark. Or downloading 'Blue' filters software such as *f.lux*,

### GENERAL CARE OF YOUR NOTEBOOK COMPUTER

In order to achieve this, students must follow some simple guidelines. Students should not:

- do anything likely to cause damage to any equipment, whether deliberately or otherwise or carelessly vandalise equipment (which may damage the school's infrastructure;

- eat or drink near the laptop in classrooms;
- attempt to repair equipment at school;
- remove any covers or panels at school;
- disassemble any part of the laptop at school..

Staff will not accept data loss as an excuse for not handing in work on time.

### LOSS OR DAMAGE/INSURANCE/WARRANTY

Since home use brings with it a risk of accidental damage or theft of the laptop, insurance for the laptops is **HIGHLY** recommended to ensure your laptop is covered for loss or damage.

Check your insurance policies regarding the laptop. If an insurance claim is partially or wholly rejected by the insurer, its replacement rests with parent or carer.

**If loss or damage or theft occurs, either the student, or their parent/carer should report the incident to the Police. The school will not assume responsibility for the loss, damage or theft of your computer. A police incident report number may be required for your insurance claim purposes.**

You must carefully check your insurance policy to make sure it meets your needs. The cost of all non-warranty repairs due to negligence, damage or other reasons will be the responsibility of parent/ carers.

It is recommended that the laptop has the student's name on a label on the underside of the laptop to assist return to the owner should the laptop become lost.

**AppleCare warranty or Windows alternative is recommended as part of your purchase. AppleCare Protection provides an extended warranty and 24/7 telephone support.**

**Make sure AppleCare and insurance is part of any purchased/leased or rental options. Windows laptops should be insured.**

# ICT Usage Guidelines and proper care of Notebook

## PRINTING

Printing will be supervised by the teacher in charge of the learning area in which the student wishes to print materials. Students must arrange for this to be conducted during class time or at another time convenient for the classroom teacher.

Students should minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing. Students should not load paper into printers without permission.

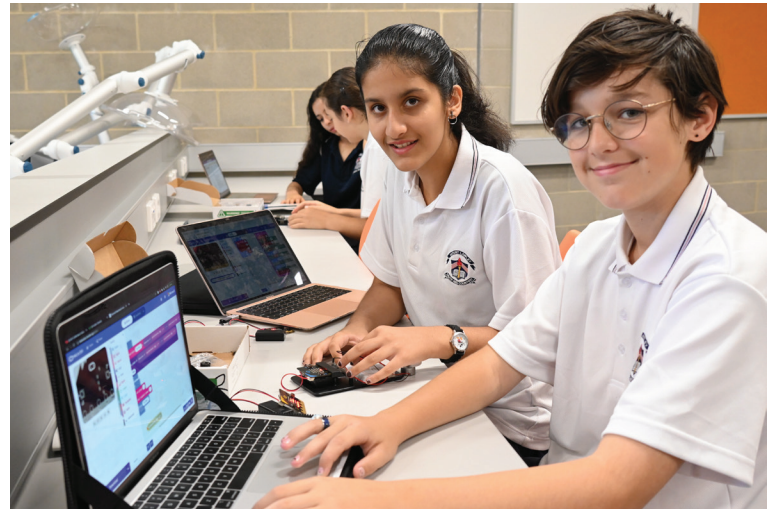
## VIRUS PROTECTION

The laptops should be configured with antivirus software, which regularly and automatically checks for viruses on the laptop. On the detection of a virus or the suspicion of a viral infection, the student must inform the Network Administrator. Keeping vigilant will protect your work and the network from the destructive nature of viruses. Free anti-virus applications are available. The school's network is protected from viruses.

## SOFTWARE

Upon purchase, the laptop should already be imaged with a variety of software. The school has appropriate licences for any additional software it places on the laptop. Students should ensure that all other software meets with the legal requirements. In other words, ALL software on any ICT device must be legal. Inappropriate or illegal software must not be put on any ICT device. **Downloaded software must be legal** and not infringe on any intellectual property rights. Offensive or other such material must not be on the laptop. Making illegal copies of material and passing it on to others is prohibited.

Our ICT Acceptable Use Agreement is an agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students that are accessing the Department of Education and School System are bound by Department of Education and the School's rules of use.



## Proper Conduct for Students

Students are prohibited from:

- Bringing or downloading unauthorised programs, including games, to the school.
- Online Internet games.
- Deleting, adding or altering any configuration files for the school network.
- Breaking software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on any school equipment.
- Introducing any virus or program that reduces system security or effectiveness.
- Attempting to log into the network with any user name or password that is not their own, or change any other person's password. No attempt should be made to find out another user's password, nor to gain access to another user's account.
- Revealing their network password to anyone except the System Administrator. Students are responsible for everything done using their accounts and everything on their laptops. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Using or possessing any program designed to

# Guidelines for Proper Care of Notebook

reduce network security.

- Entering any other person's file directory or doing anything whatsoever to any other person's files.
- Attempting to alter any person's access rights.
- When the computer is on school grounds, it must remain connected to the school network.
- Storing the following types of files:
  - obscene material: pictures or text;
  - obscene filenames;
  - insulting material;
  - password-protected files;
  - discriminatory materials;
  - copyrighted material: unless they own the copyright or have the owners permission.
  - students are not permitted to photograph or take videos of staff or students (unless directed by a teacher)
  - students not set up an account on any social media site which uses the school logo/crest or pretends to be a school site.
  - students not to use social media sites to bully or harass students, staff or parents/carers or anything illegal..

stolen machines and lock them down if need be. Just pass a request onto the IT Team to use this feature if the need arises.

**Do not store anything on the laptop that you are not prepared to share with staff or your parents/carers.**

Student activity on the laptops can be monitored at any time at school, and this may include remotely viewing and taking control of the laptop. School staff may request access to the laptop, including access to the Internet browser history, logs, caches and files and programs stored on the laptop.

Due to the software installed in these machines, laptops have the capacity to make digital images, both still and video. Unless appropriate permissions are sought, the taking of digital images is an invasion of personal rights. **Under no circumstances can laptop computers be used to take or distribute digital images without both the expressed permission of the person whose image is being taken and the supervising teacher.**

The school cannot monitor use of the laptop outside of the school, and it is the responsibility of the parent /carer to ensure it is used appropriately at home.

## Self Service App and JAMFPRO

The school utilises JamfPRO to enable efficient support for Apple Bring Your Own Devices (BYOD)/laptops and school-owned devices. We are looking at Windows alternatives Once enrolled into the system. Student BYOD devices have access to network settings/configurations and a variety of school purchased software to enhance their learning experience which is done via the 'Self Service' app.

All software that is available is virus free and it is setup so that students can download them via the school network.

Please be assured that JamfPRO is not used to pry and gain access to private data/information. An added bonus of JamfPro is that it can be used to track lost/





## Proper Conduct by Students

Students must:

- follow school guidelines and procedures when preparing materials for publication on the web.
- not use material from other web sites unless they have permission from the person who created the material. If unsure, they should check with their teacher.
- not access any other material that is considered inappropriate. If students encounter any such site, they must immediately turn off the device and notify a teacher. They should not show the site to their friends.
- tell a teacher about any information that is inappropriate or makes them feel uncomfortable. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- close down email programs at the end of each session to prevent unattended access to your email.
- not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- not give anyone their password.
- not let others use their on line services account unless it is with the teacher's permission.
- not access other people's online services accounts.
- understand that they are responsible for all activity in their online services account.
- tell the teacher if they think someone has interfered with or is using their online services account.
- follow the instructions of teachers and only use online services for purposes which support learning and educational research.
- be courteous and use appropriate language in all Internet communications.
- not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- not damage or disable the computers, ICT systems or networks of the school, the Department of Education or any other organisation.
- be mindful of the possible problems caused by sharing or transmitting large files online.
- not use the internet for entrepreneurial purposes..

### **SOCIAL NETWORKING SITES**

**(SKYPE, INSTAGRAM, FACEBOOK, QQ, WHAT'S APP, TWITTER, SNAPCHAT ETC)**

Social Networking applications are not to be used at school by students unless instructed by a teacher.

Remember these rules:

- students are not permitted to photograph or take videos of staff or students (unless directed by a teacher)
  - students not set up an account on any social media site which uses the school logo/crest or pretends to be a school site.
  - students not to use social media sites to bully or harass students, staff or parents/carers.
- Cybersafety

### **CYBERSAFETY**

Parents/Carers will be aware of many incidents reported in the media regarding online safety. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while on line. The school runs programs informing students and parents/carers on Cybersafety.

Parents/Carers are encouraged to check the following sites online for further useful information; the main government Cybersafety information website is <https://www.esafety.gov.au/>



Other websites:

[www.thinkyouknow.org.au](http://www.thinkyouknow.org.au)

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

<https://www.cyber.gov.au/report>

Information for secondary students can be found at <https://www.esafety.gov.au/kids>

### BREACHES OF CONDITIONS

Failure to adhere to the above conditions may be considered an act of misconduct and appropriate action may be taken according to school rules. If a student breaches the terms of the Acceptable Use Agreement, the student will lose the privilege of using the laptop in class.

Certain breaches which involve security and/or access violations may require the School to report them to the Australian Federal Police or State Police..

### WHERE TO BUY:

EDUCATIONAL PRICING AVAILABLE

For example:

- Apple Stores
- CompNow
- JB HIFI
- Stott Hoare
- Winthrop Australia





# Parent Owned Notebook: Acceptable Use Agreement

## CONNECTION & USE OF STUDENT OWNED DEVICES AT MOUNT LAWLEY SENIOR HIGH SCHOOL

Parents are asked to discuss this with their child before signing. Use of the school network is required and granted to those who abide by the policies in the document. This document is available online. <https://www.lawley.wa.edu.au/view/pon>

### ACCEPTABLE USE AGREEMENT

- It is your responsibility to bring a **fully charged laptop to school each day**. Laptop chargers are **NOT** to be brought to school.
- Your laptop will be kept safe. It will be kept in your possession at all times while at school.
- You will use the laptop/device as directed by your teacher. Playing games, listening to music, watching video, on line chatting/messaging, accessing websites not relevant to the lesson, or any other activity on the laptop which is a distraction is not allowed on the school campus.
- You must not store inappropriate material on the laptop/device.
- The Department of Education strongly recommends that student owned devices are installed with up-to-date Anti-Virus protection.
- Students will deploy school Self Service software on their laptop, which will provide software updates.
- Students will not use any device to bypass the school network

### DEPARTMENT OF EDUCATION ONLINE SERVICES AGREEMENT

Online services means: anything accessed using the school's wireless or wired network. Your student network account is used whenever you use the wireless network or log on to a school desktop computer.

- I will not give anyone my password.
- I will not let others use my online services account or use other people's network accounts.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I understand that I am responsible for all activity on my network account.
- I will tell my teacher if I think someone has interfered with or is using my network account.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.
- Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material on line or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not photograph or take videos of staff or students (unless with the expressed written consent of the individual/unless directed by a teacher)
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will not set up an account on any social media site that uses the school logo or pretends to be a school site or another student/staff.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications. I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will not use the school's online services for personal gain or illegal activity, to bully, or offend others or send inappropriate materials including software that may damage computers, data or networks.
- I will not alter any configuration on the computer that may prevent monitoring of my desktop by staff while at school.
- I will not damage or disable the computers, computer systems or computer networks of the school.

### MONITORING

Activities on the laptops/devices while at school will be monitored at all times, and this may include remotely viewing and taking control of the desktop. School staff may request access to the laptop/devices, including access to the Internet browser history, logs, caches and files and programs stored. I understand that the school and the Department of Education may monitor any information sent or received whilst at school and can trace activity to the network accounts of specific users.

I understand that:

- I will be held responsible for my actions while using on line services and for any breaches caused by allowing any other person to use my on line services account;
- the misuse of on line services may result in the withdrawal of access to services and other consequences dictated in the School's policy; and
- I may be held legally liable for offences committed using online services.
- I accept that the School is not liable/responsible for any loss/damage to my device whilst at school/home or travelling.
- Insurance coverage for devices is highly recommended.

**I agree to abide by the Acceptable Use Agreement and that I have read the complete 'Parent Owned Laptop Policy' document .**

<https://www.lawley.wa.edu.au/view/pon>

### ACCEPTABLE USE AGREEMENT

Name of Student: \_\_\_\_\_ Year: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ Parent/Carer Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Parent Owned Notebook: Acceptable Use Agreement



## CONNECTION & USE OF STUDENT OWNED DEVICES AT MOUNT LAWLEY SENIOR HIGH SCHOOL

Parents are asked to discuss this with their child before signing. Use of the school network is required and granted to those who abide by the policies in the document. This document is available online. <https://www.lawley.wa.edu.au/view/pon>

### ACCEPTABLE USE AGREEMENT

- It is your responsibility to bring a **fully charged laptop to school each day**. Laptop chargers are **NOT** to be brought to school.
- Your laptop will be kept safe. It will be kept in your possession at all times while at school.
- You will use the laptop/device as directed by your teacher. Playing games, listening to music, watching video, on line chatting/messaging, accessing websites not relevant to the lesson, or any other activity on the laptop which is a distraction is not allowed on the school campus.
- You must not store inappropriate material on the laptop/device.
- The Department of Education strongly recommends that student owned devices are installed with up-to-date Anti-Virus protection.
- Students will deploy school Self Service software on their laptop, which will provide software updates.
- Students will not use any device to bypass the school network

### DEPARTMENT OF EDUCATION ONLINE SERVICES AGREEMENT

Online services means: anything accessed using the school's wireless or wired network. Your student network account is used whenever you use the wireless network or log on to a school desktop computer.

- I will not give anyone my password.
- I will not let others use my online services account or use other people's network accounts.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I understand that I am responsible for all activity on my network account.
- I will tell my teacher if I think someone has interfered with or is using my network account.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.
- Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material on line or try to access Internet sites that have been blocked by the school or the Department of Education.
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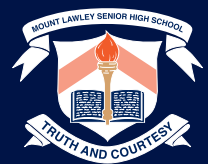
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### ACCEPTABLE USE AGREEMENT

Name of Student: \_\_\_\_\_ Year: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ Parent/Carer Signature \_\_\_\_\_ Date: \_\_\_\_\_



**MOUNT LAWLEY  
SENIOR HIGH SCHOOL**

**FOR FURTHER INFORMATION CONTACT**

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[www.lawley.wa.edu.au](http://www.lawley.wa.edu.au)