MOUNT LAWLEY SENIOR HIGH SCHOOL
PARENT OWNED NOTEBOOK

ACCEPTABLE USE AGREEMENT

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PARENT OWNED NOTEBOOK : ACCEPTABLE USE AGREEMENT

Excellence   Respect   Perseverance   Learning

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 notebooks for students will be 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 notebooks from their entry into high school to their completion of school. It will also enable teachers to develop ICT based strategies in all their preparation and teaching as required. Notebooks can play an integral part in a student's educational environment.

As a school, we are also aware that for some parents and caregivers 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 minimize the initial cost outlay, including rent/buy options. From a school perspective, we have determined a platform that we can effectively support and which provides all the essential software for free, minimising total cost outlay.

Students who do not own a notebook will still have access to computers in the laboratories and library and may borrow one for daily use subject to its 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 share with us your son's/daughter'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 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.

LETTER TO PARENT/CAREGIVER

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.
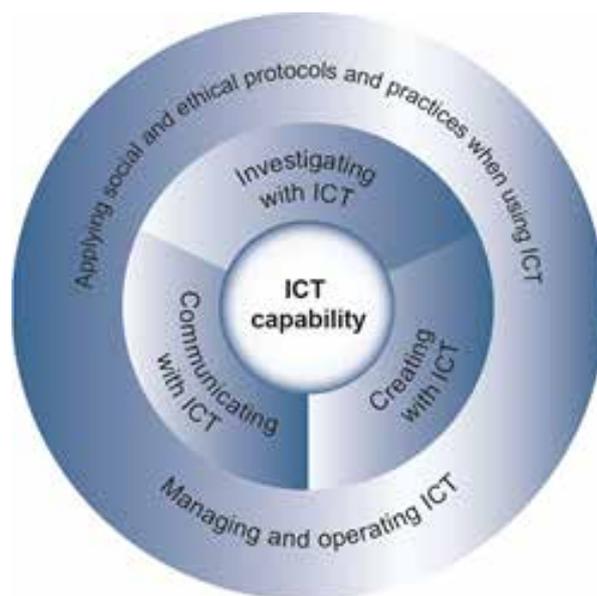
Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

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 learning 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/general-capabilities-over/general-capabilities-overview/general-capabilities-in-the-australian-curriculum

WHERE TO FROM HERE?

- ☐ Be familiar with these guidelines
- ☐ Read, sign and return the Acceptable Use Agreement Form (Page 19)
- ☐ Give the signed Form to your child to return to the front office
- ☐ Consider which MacBook Air
- ☐ Look to purchase/rent/lease the notebook
- ☐ AppleCare Warranty
- ☐ Insurance
- ☐ External Hard Disk for Back ups
- ☐ Cover

Excellence   Respect   Perseverance   Learning

1. PARENT OWNED NOTEBOOK OVERVIEW

Mount Lawley Senior High School has traditionally had a mix of desktop and notebook computers. As part of the previous Federal Government initiative NSSCF (National Secondary Schools Computer Funds) Mount Lawley Senior High School introduced a 1:1 notebook program for students in Years 10-12. Unfortunately the NSSCF program has been discontinued. As such, Mount Lawley SHS has had to introduce a new model of deployment with which to maximise student access to technologies. We believe this is best achieved by students owning their own notebooks.

WHY DO WE NEED COMPUTERS IN THE CLASSROOM?
***Melbourne Declaration on Educational Goals for Young Australians and the Australian Curriculum***

The Melbourne Declaration, committed to by all Australian governments, is a blueprint of what Australian students should attain in the ten year period from 2008 until 2018. A core component of this declaration is the development and attainment of core competencies in information and communication technologies (ICT). Rapid and continuing advances in ICT are changing the ways people share, use, develop and process information and technology. In this digital age, young people need to be highly skilled in the use of ICT. While schools already employ these technologies in learning, there is a need to significantly increase their effectiveness over the next decade. Students must develop the essential skills in literacy and numeracy and become creative and productive users of technology, especially ICT, as a foundation for success in all learning areas. One of our goals is to equip our students to become 21st Century learners, having access to their work anywhere and anytime. It also helps students prepare for their tertiary studies through access to online learning tools. The Australian Curriculum includes ICT as part of every student's development. The Australian Curriculum includes seven general capabilities.

Bloom's Taxonomy (Benjamin Bloom, 'Taxonomy of Educational Objectives: The Classification of Educational Goals') is a classification of learning objectives within education. Bloom's Taxonomy is considered to be a foundational and essential element within the education community. Within the cognitive domain it is desirable for students to move from remembering to understanding, then applying and analysing before they can eventually evaluate and create. One of our major roles as educators is to enable this progression.

The **SAMR** (Substitution, Augmentation, Modification and Redefinition) model developed by distinguished educator, Dr Ruben Puentedura, shows a progression that adopters of educational technology often follow as they progress through teaching and learning with technology. This progression allows students to progress through the levels of Bloom's Taxonomy from low level recall of information to creation and evaluation of their own information. As you move along the **SAMR** continuum, computer technology becomes more important in the classroom but at the same time becomes more invisibly woven into the demands of good teaching and learning. Mount Lawley Senior High School staff participate in, regularly provided, sessions designed to facilitate this journey, and therefore enhance the teaching and learning in their classrooms. **Teachers can only enable this enhanced learning when their students have access to robust hardware, running shared software on a stable network.** (The diagram overleaf illustrates the fusion of Bloom's Cognitive Taxonomy and the SAMR Model)

The voluntary Parent Owned Model was be implemented across the school in 2015. The school endeavours to facilitate this process as smoothly as possible. This program has the capacity to connect education with today's technological world and provide an experience rich environment for students. The school has a Strategic Plan with a vision to establish an e-learning environment that will:

SAMR MODEL OF COMPUTER INTEGRATION INTO LEARNING AND BLOOM'S TAXONOMY
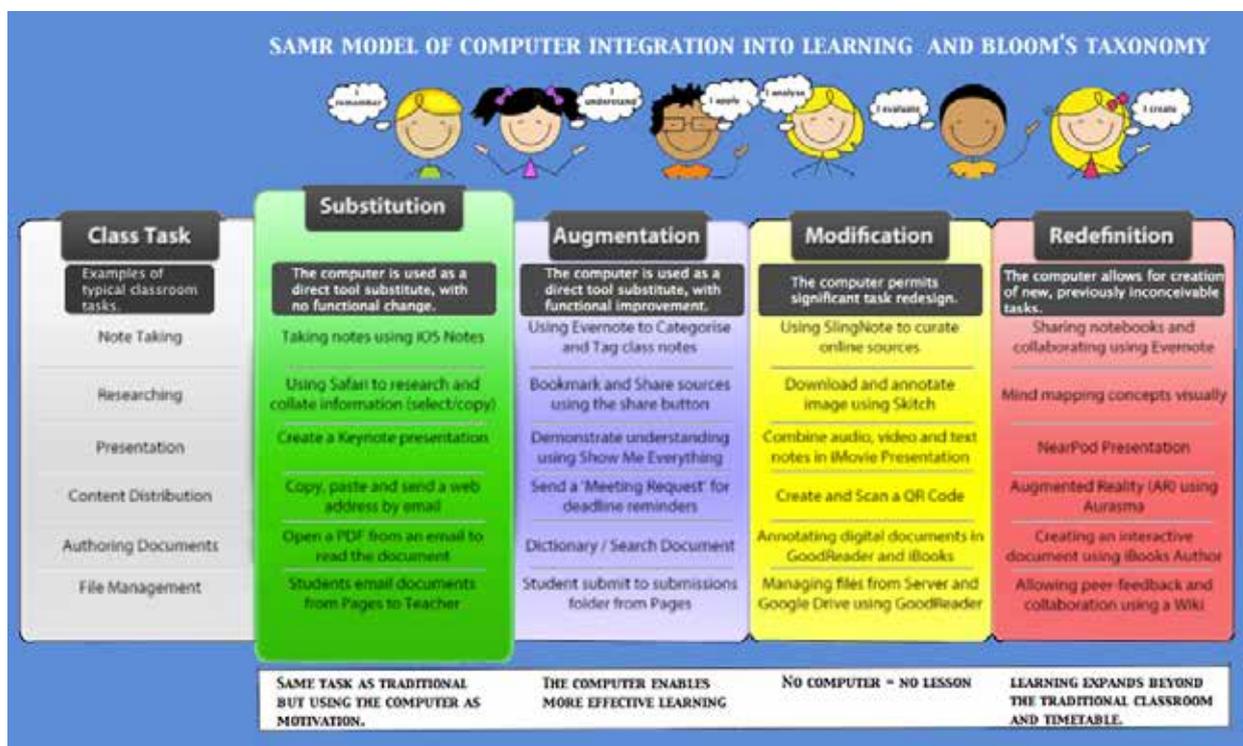
- excite and motivate students,
- promote independent and flexible learning,
- be sustainable and affordable,
- fully engage staff and students,
- enhance and improve learning and teaching by providing relevant and engaging technologies.

Although the notebooks are owned by parents, students must agree to the terms and conditions in the "Acceptable Use Agreement" whilst at school.

As part of the program, parents will be asked to purchase a specified notebook, the MacBook Air. Insurance, sturdy notebook covers and external hard disks for backup are required to ensure care and maintenance of the computer, continuous learning and to avoid losing data.

This document comprising the ICT Usage Guidelines and the Acceptable Use Agreement has been written to provide you with valuable information relating to the provision and acceptable use of the notebook computer at school and at home. Read the information carefully with your child and

consider implementing appropriate measures at home to ensure your child uses the computer safely, responsibly and ethically.

The school must receive an Acceptable Usage Agreement signed by the student and parent/caregiver **BEFORE** being granted students access to online services. Please read, sign and return the Acceptable Use Agreement. If you have any queries and/or require further assistance regarding these documents, please do not hesitate to contact the school on 9471 0300.

2. DEPARTMENT OF EDUCATION/SCHOOL

2.1 ONLINE SERVICES

Online Services provided to students in public schools will only be used for learning related activities and require informed parental/caregiver consent and appropriate management. Please read and make yourself familiar with this policy.

http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/students-online/

All activities conducted using the online services may be logged and accessed for administrative, legal or security purposes at any time. 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.

The School

Mount Lawley Senior High School respects and values academic freedom, the academic ethos and the rights of students, staff, parents and caregivers 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.

School ICT facilities are for the purpose of school-related teaching, learning, research, administration and other school related activities.

Use of the facilities is subject to conditions which are designed to keep the infrastructure operational, in good order and to generate an educational environment that is productive, ethical, legal, secure and effective.

In order to ensure that the facilities function in a secure, efficient and effective manner, the school reserves the right to examine any computer on its facilities and to monitor usage.

No student within the school is authorised to access another person's email /data or log in.

These conditions apply to all: ICT using the school's network, school computers and systems, privately owned computers and tablets, phones, laboratories, computer facilities, networks, peripherals, software and data.

3. INFORMATION COMMUNICATIONS TECHNOLOGIES (ICT) USAGE GUIDELINES

INTRODUCTION

The integration of notebook computers and supporting information technology equipment into the classroom represents an exciting era at Mount Lawley Senior High School. Information technologies can provide a wealth of rich educational resources and tools, that when used effectively, can deliver very positive teaching and learning outcomes. We are focused on utilising technologies to not only engage students but to provide the capacity to optimise learning and to be creative and innovative. We also believe that technologies allow for differentiated learning to occur, providing scaffolding for all our students to participate to the best of their ability. It is also our aim to provide for a learning process that allows for "anytime, anywhere" learning. This has been developed to provide students with optimum opportunities to continue their learning on multiple platforms and hardware, be it on their smart phones, iPads or other devices. This has been achieved through a concerted effort of providing students with a state of the art infrastructure that will permit 'anytime, anywhere' learning. Our infrastructure will complement this capacity and enable students to develop the necessary skills to navigate through their educational requirements. However, if the implementation of new technologies is not properly controlled, there are certain pitfalls that students may encounter.

The Department of Education supports students in the appropriate and safe use of their notebooks. By alerting parents and students to potential dangers, developing guidelines and providing advice

and support, the exposure of students to future problems can be minimised.

This document is specifically aimed at parents and students and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their notebooks and avoid any problems.

Within this document you will find an **Acceptable Use Agreement** to sign and return. (Page 19)

It is likely that students will have their notebooks for a number of years. Back up software/hardware will be an important part of preserving valuable data throughout the years.

RESPONSIBILITIES

3.1 STUDENT

Students must use their notebook 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 notebook 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 notebook fully charged to school each day. This is essential, as there are no laptop chargers at school due to Occupational Health and Safety issues.

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.
No attempt should be made to avoid authentication

3.2 PARENTS / CAREGIVERS

Parents or caregivers 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 notebook, especially at home, including access to media and information sources.

3.3 TEACHING STAFF

School teaching staff will monitor use of the notebooks 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 notebooks in support of, and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

3.4 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 notebooks and relevant curriculum facilities for staff and students. To enable this, the school has invested in specialised software to allow for the notebooks 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.

4. GUIDELINES FOR PROPER CARE OF THE NOTEBOOK

4.1 SECURITY AND STORAGE

When the notebook 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 notebooks can become a target for theft. When the notebook is at home, ensure that normal accepted domestic security practices are followed.

4.2 TRANSPORT AND HANDLING PROCEDURES

Students are encouraged to purchase a protective notebook case or carry bags. The covers should have sufficient padding to protect the notebook during normal treatment.

4.3 OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

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

4.4 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 notebook in classrooms;
• attempt to repair equipment at school;
• remove any covers or panels at school;
• disassemble any part of the notebook at school.

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

4.5 LOSS OR DAMAGE/INSURANCE/ WARRANTY

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

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

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

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

AppleCare warranty is required 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.

4.6 DATA MANAGEMENT

Saving or data backup is the student's responsibility. To backup their work it is required that students purchase an external hard drive. The external hard drive should be configured as a "Time Machine" at home, which creates a daily backup of all work.

4.7 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

4.8 VIRUS PROTECTION

The notebooks should be configured with anti-virus software, which regularly and automatically checks for viruses on the notebook. 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.

4.9 SOFTWARE

Upon purchase, the notebook will already be imaged with a variety of software. The school has appropriate licences for any additional software it places on the notebook. 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 notebook. Making illegal copies of material and passing it on to others is prohibited.

5. ACCEPTABLE USE AGREEMENT

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.

Computer operating systems and other software have been set up to maximise the usefulness of the notebook computers.

5.1 USE OF FACILITIES

• A user may use only those facilities for which they are authorised.
• Facilities may be used only for the purposes for which they have been provided and may not be used for other projects, private commercial or private consulting work, unless specifically sanctioned by the Principal or nominee.
• Facilities must not be wasted or consumed by inappropriate or irresponsible use.
• No attempt should be made to tamper with any facility in any way which might alter or impede its use by others.
• Equipment may not be attached to school networks or equipment unless authorised by the school.
• Users must not harass others, including using computing facilities to send obscene, abusive, fraudulent, threatening or unnecessarily repetitive messages.
• Users must not involve themselves in any action that is unethical, illegal, of malicious intent, is in breach of the Communications Act or any state or federal law, is in breach of any school rule, or brings the school into disrepute.
• Users must inform staff immediately if they identify a security breach. They must not inform any other user.
• The school reserves the right to withdraw or modify authorization or access to facilities without notice.

5.2 PROPER CONDUCT

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.

• Revealing their network password to anyone except the System Administrator. Students are responsible for everything done using their accounts and everything on their notebooks. 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 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 materia: unless they own the copyright or
  have the owners permission.

5.3 ACCESS SECURITY AND PRIVACY

Computer accounts are for the exclusive use of the person to whom they are allocated and must not be used by anyone else.

It is a condition that students agree to the monitoring of all activities including their files, e-mail and Internet access whilst on the school network.

Monitoring and logging of all access to the Internet including email will be periodically scanned to ensure that undesirable Internet sites have not been accessed and that the content of email remains within the guidelines described in this document.

Every reasonable precaution must be taken to ensure that passwords, accounts and data are adequately secured.

No attempt should be made to find out another user's password, nor to gain access to another user's account.

Regardless of the prevailing level of security, users must not:

• publish video recordings, photographs or comments of students without explicit written permission from the student's parents.

• attempt to examine, disclose, copy, rename, delete or modify another person's data.

• attempt to recover deleted data belonging to someone else.

• attempt to subvert any restrictions imposed on the use of any facility.

• access any data or software except that which belongs to, or has been provided for the use of that user.

• forward any emails to another person without the permission of the sender.

The school utilises JamfPRO to enable efficient support for all Bring Your Own Devices (BYOD) and school-owned devices. 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

ACCEPTABLE USE AGREEMENT

download them via the school network at higher speeds than what would be possible at home. This is because the software has been cached on the school's servers.

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/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 notebook that you are not prepared to share with staff or your parents. Student activity on the notebooks can be monitored at any time at school, and this may include remotely viewing and taking control of the notebook. School staff may request access to the notebook, including access to the Internet browser history, logs, caches and files and programs stored on the notebook.

Due to the software installed in these machines, notebooks 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 notebook 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 notebook outside of the school, and it is the responsibility of the parent to ensure it is used appropriately at home.

5.4 INTERNET USAGE

Internet access is expensive and has been provided to assist students' education. Students must only use it with permission, and not in any unauthorised way. As the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been deployed. Ultimately, however, it is the responsibility of individual students to ensure their behaviour does not contravene rules imposed by parents/caregivers or the school.

The school is aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed. It is the responsibility of the school to take action to block the further display of offensive or inappropriate material that has appeared on Internet links.

Students must not deliberately enter or remain in any site that has any of the following content: nudity; obscene language or discussion intended to provoke a sexual response; racial vilification, violence; information about committing any crime; information about making or using weapons; booby traps; dangerous practical jokes or "revenge" activities.

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 online services account unless it is with the teacher's permission.

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• 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.

5.5 SOFTWARE COPYRIGHT REGULATIONS

The school adheres to copyright laws and expects students to do the same. The notebook is not to be used for illegally downloading or copying software, games, music, video or other material at school. There must be no illegal peer to peer file sharing using Torrents or other means. Do not plagiarise i.e. present the work of others as your own.

Only legally obtained software is to be used on school computing equipment - the penalties for breaching copyright are very high. All users of school equipment are warned that any such breach is the liability of the user. The School will not be liable for any breaches made by users.

Unauthorized software may not be used on any school facility.

The school has appropriate licences for all its software. Students should ensure that all other software meets with the legal requirements regarding software. In other words, ALL software on any notebook must be legal. Downloaded software must be legal and not infringe on any intellectual property rights. Offensive or other such material must not be on the notebook. Making illegal copies and passing them on to others is prohibited.

COPYRIGHT ON THE INTERNET

All material on the Internet is covered implicitly by copyright law. Unless the web site states that the material can be used for educational, non-commercial or other purposes, permission should be sought to copy that material.

5.6 SOCIAL NETWORKING SITES (IRC, ICQ, SKYPE, FACEBOOK, QQ, TWITTER ETC)

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

5.7 CYBERSAFETY

Parents 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 online. The school runs programs informing students and parents on Cybersafety.

Parents are encouraged to check the following sites online for further useful information; the main government Cybersafety information website is

https://esafety.gov.au/education-resources/iparent

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

Never reveal personal information, passwords, addresses, geotagged images, phone numbers of fellow students and staff, via the notebooks or school network. Students will not circumvent school Internet access control systems settings (including using proxy anonymisers) to access unauthorised web sites. Do not use your notebook to access inappropriate websites. Students will not harass, threaten, intimidate or attack others, either through email, social network sites, chat sites or other electronic means. Students will use

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cybersafe and cybersmart strategies when using the internet at school. If a student becomes a victim to inappropriate behaviours, teachers and parents are to be informed.

Students will comply with all school policies, procedures and guidelines in respect to cyber-safety. The school considers the safety of students as its highest priority.

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 notebook 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.

5.8 GAMES
Games, listening to music, watching videos, accessing websites not relevant to the lesson, or any other activity on the notebook which is a distraction will not be tolerated during class time. This policy will be strictly monitored by the class teacher and remotely by other staff, and action will be taken if this policy is breached. The extent to which the student conducts these activities at home is at the discretion of the parent/caregiver, but it is to be remembered the notebook at school is primarily an educational tool. As good practice, parent /caregiver should retain accessibility to the notebook should they need to examine the notebook.

This Policy will be available on the school website at *lawley.wa.edu.au* and is to be read in conjunction with the ICT Usage Guidelines. Access to the school network is granted to those who abide by the policies in this document. Parents/Caregivers are asked to discuss this policy with their child before signing it.

5.   FREQUENTLY ASKED QUESTIONS

WHY A MACBOOK AIR?
There are many reasons. After a lengthy evaluation process, including visits to other schools running 1:1 notebook programs, we chose the Apple MacBook Air. Many schools including large public and private schools use MacBooks of some variety as we have for the past few years.

Factors that contributed to our decision included the following: the MacBook Air is made from an aluminium unibody shell that is durable and has a much longer battery life than most comparable notebooks. They are light yet strong and appear in a functional form/size for students to use both at school and home, being the only computer they need to use. Our own experience using various platforms indicates that the MacBooks require fewer repairs and have less "downtime" and have been virtually free from virus attacks during our 1:1 program. Many of our notebooks have been in use for well over five years. The Apple operating system is relatively easy to use and has taken less technical time from our Network Administrator to maintain. Ease of use and maintenance of the ecosystem are significant factors in identifying this product. With over 1500 Apple notebooks deployed, we are well versed in the deployment and maintenance of the system. The included "Time Machine" software allows students to easily recover lost files or restore the entire hard disk. In addition, all the relevant software and OS X upgrades are available free from Apple with no yearly fees.

In addition, we have built our infrastructure to support the hardware and software so students enjoy a seamless experience including the exchange of files either with their teacher or other students through the use of Apple Air Drop, Moodle, iCloud Drive and Air Play. Together with the predominantly free suite of software that includes the latest operating system plus Pages-a word processor, Numbers–spreadsheet software, Keynote-presentation software, iMovie, iPhoto, GarageBand and others, it is a cost effective

method of delivery. Apple provides an extensive and comprehensive educational facility through the iBook store and iTunes U (the world's largest online catalogue of free education content). Students have created iBooks in a number of learning areas. It is also possible for students to continue their work on their other devices through cloud based services. In addition, Microsoft Office is also available for free. The focus should be on learning outcomes and not on learning about the tools to get there. We believe our infrastructure will support the end user to accomplish this.

DO I NEED INSURANCE?
Yes. Insurance for your notebook is required. It is essential to limit any "down time" from the loss of devices 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.

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/caregiver'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 are not covered by the school.

WHAT ARE THE RESTRICTIONS ON WHAT STUDENTS CAN DO WITH THEIR NOTEBOOKS?
We want students to be educationally engaged with their notebooks but we have a responsibility to make sure that the notebooks are not used for any illegal purpose whilst at school, where they are 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 computer at school must not breach copyright and the content must be ap-

propriate. They are not to be used for torrent sharing or anything that might be considered cyberbullying or the accessing of web sites unsuitable for students under 18. Students must understand that we will monitor activity on the notebooks at school, including Internet access and email, and that we have the right to inspect the notebooks if we consider that they are being used for unlawful or unsuitable purposes.

WHAT HAPPENS IF YOU LOSE YOUR DATA?
A "back up" hard disk is required. The MacBook Air can be backed up to a "Time Machine" external disk stored at home. It is a simple procedure to regain your lost data from the "Time Machine" at home. "Time Machine" is Apple software used to backup your data in a regular manner from your external hard disk. Your machine will 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.

WHAT HAPPENS IF YOUR COMPUTER SYSTEM BECOMES UNSTABLE OR CORRUPTED?
The school recommends you purchase AppleCare. AppleCare is required to provide 3 years 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 purchased through the portal, the supplier will provide on site repairs. 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 notebook should be taken back to your place of purchase.

DO I HAVE TO BUY AN EXTERNAL HARD DISK AND A STURDY COMPUTER COVER?
Yes. Again, a back up procedure is essential to pro-

FREQUENTLY ASKED QUESTIONS

vide 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 notebook during normal use.

CAN MY COMPUTER BE CONNECTED TO THE SCHOOL NETWORK?

Yes, the computer will be connected to the school network provided that the ICT Usage Guidelines is adhered to and the Acceptable Use Agreement has been signed. By following these guidelines, you should be able to utilise your notebook both at home and school with a minimum of effort.

WHAT IF I FORGET MY SCHOOL NETWORK PASSWORD?

If your Password has been forgotten or compromised in any manner, you must report it to the System Administrator immediately. You will be able to apply for a new Password once it has been reset.

I HAVE A MACBOOK PRO, CAN I USE IT?

Yes, so long as it is able to utilise the current operating software and various applications the school is using.

SUMMARY OF COMPUTER USE @ SCHOOL

All students will be bringing their own MacBook Air Notebooks to school for classroom use. The Macbook Air has all the software programs that are needed for use in class, such as Pages (similar to Word/Publisher), Keynote (similar to PowerPoint), Numbers (similar to Excel).

All software update are done using the school's "Self Service" app. This will ensure that you are kept up to date with upgrades and this is where you can download Microsoft Office if you wish to use this software

It is the student's responsibilty to bring their MacBook Air Notebooks to school FULLY charged EACH day. They will not be able to bring their chargers to school to recharge. The MacBook Air Notebook should have a protective cover/case to protect the Notebook. Ensure that the computer is covered by AppleCare and that there is insurance coverage for loss/damage to your computer.

Ensure that students have an external drive to back up their work using 'Time Machine" application which is on the MacBook Air. 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 back up, is done daily. So at the end of the day the student comes home, recharges their MacBook Air and backs up their work on the external drive using Time Machine. EVERY school day.

All the information relating to MacBook Air Notebooks usage for students/parents can be found in the Parent Owned Notebook policy on the school website and in this booklet that was given to all parents.

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 Main Administration Office.

This booklet and the agreement can be downloaded from:
http://www.lawley.wa.edu.au/view/20141112121802

FREQUENTLY ASKED QUESTIONS

8	CHECKLIST

☐ Be familiar with these guidelines
☐ Read, sign and return the Acceptable Use Agreement Form (Page 19)
☐ Give the signed Form to your child to return to the Main Admin Office
☐ Consider which MacBook Air
☐ Look to purchase/rent/lease the notebook
☐ AppleCare Warranty
☐ Insurance for notebook
☐ External Hard Disk for Back ups
☐ Sturdy notebook Cover

**ALL STUDENTS ARE ENTITLED TO AN EDUCATION DISCOUNT:
DON'T FORGET TO ASK YOUR AUTHORISED RESELLER**

WHAT TO BUY
The current MacBook Air is the requested model which will provide for extended use.
For full specifications, please refer to the following web link:
http://www.apple.com/au/macbook-air/specs.html

HOW TO BUY
Apple Stores and any Apple Resellers
Procure your device and accessories through any of the following Apple Authorised Resellers listed on
http://www.apple.com/au/buy/

General Information from Apple:

PRICING AND FINANCING
Apple offers Mac book special pricing for parents of students attending your school. Special pricing is available for purchases made at Apple Retail Stores. Parents purchasing in-store or over the phone will just need to provide your school's name. Parents purchasing at a Retail Store or online also have access to financing options.

LEARNING AND SUPPORT
The Apple Store is a great place to learn about, try and buy Apple products for education. Our Specialists are on hand to help parents and children get to know their new Apple device, and with Personal Setup we can help get new devices up and running before they leave the store.

Parents and students can join one of our daily in-store workshops to learn a new skill, and kids can get learning and creating at one of our Apple Camp or Field Trip events. Visit www.apple.com/au/retail to find an Apple Store and view the schedule.

Parents can learn more at *www.apple.com/au/education,* where they'll also discover all the great education content available. The App Store has more than 75,000 apps made just for learning; iBooks has interactive books on almost every subject; and iTunes U features speeches, virtual tours and videos from experts and institutions around the world.

At Apple we value parents' time, and we're here to help with everything related to their new Apple purchase — from using iPhone to troubleshooting iTunes. Parents can get support by phone, email or online chat, or they can set up a repair or Genius Bar reservation at *getsupport.apple.com.*

UNDERSTAND YOUR CONSUMER RIGHTS
The Australian Consumer Law at the shops: *www.consumerlaw.gov.au/content/Content.aspx?doc=fact_sheets/shops.htm*
The Australian Consumer Law at home:
www.consumerlaw.gov.au/content/Content.aspx?doc=fact_sheets/your_home.htm

Parents are under no obligation to purchase from any of these links.

ICT USE AGREEMENT - Permission for students to have an online services account

Please complete and return this form. Forms must be returned to Main Administration Office.

This form is to be completed by the parent/caregiver and is binding on the child and parent.

PARENTS / CAREGIVER

I give my child permission to have an online services account. I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the school or the Department of Education.

Note: while every reasonable effort is made by the school and the Department of Education to prevent student exposure to inappropriate online content when using Online Services, it is not possible to completely eliminate the risk of such exposure. The Department/School cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

STUDENT

I agree to abide by the *Acceptable Use Agreement* for school students.
I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal.

I understand that should I (and my child) not wish to abide by the terms and conditions of the ICT Usage Policy and Acceptable Use Agreement then my child will not utilise any ICT at school.

We indemnify the School against any civil or legal action initiated by third parties that may arise as a result of activity that is against the terms and conditions of the ICT Usage Policy and Acceptable Use Agreement.

I accept the terms and conditions outlined in the ICT Usage Policy and Acceptable Use Agreement.

Student Surname _____

Student First Name _____

Form _____

Student Email _____

Parent/Caregiver Surname _____

Parent/Caregiver First Name _____

Parent/Caregiver Email _____

Parent/Caregiver Phone _____

Parent/Caregiver Signature _____   Date _____

Student Signature _____   Date _____

_____

Excellence   Respect   Perseverance   Learning

INSPIRE to ASPIRE

OUR VISION

- Inspiring
- Nurturing
- Successful
- Persevering
- Innovative
- Respectful
- Engaged

DEDICATED TO STUDENT LEARNING

OUR VALUES

- Achievement
- Excellence
- Tolerance
- Respect
- Perseverance
- Learning

MOUNT LAWLEY SENIOR HIGH SCHOOL

Mount Lawley Senior High School,
Main Administration:
Middle School (Yr 7-9)
Senior School (Yr 10-12)

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Tel - 08 9471 2419   Fax - 08 9471 0338
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