Baimbridge College
Netbooks 1:1
Program

INFORMATION BOOKLET
1:1 Netbook Policy

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Dear Parent,

Your child is about to participate in the Baimbridge College Netbook 1:1 program, that is funded by a Federal Government initiative (National Secondary School Computer Fund – NSSCF), which will see all students in Years 9 and 10 receive a netbook with 24/7 access at no charge to families.

Contained in this booklet is a range of information that will hopefully answer many of the questions that you may have about this program.

One of the greatest gifts we can give our children is the solid foundation of a high quality education. We must help our children develop the knowledge, skills and learning strategies they need to engage in lifelong learning. We must also provide opportunities for every child to develop their unique talents and abilities. One way we can achieve this is by using the latest technology. The netbook is the most recent development in mini notebook technology and will be equipped with more than 85 educational software programs. The government is contributing to the purchase of these notebooks and software so that they are available at a fraction of the cost of their commercial retail price.

The netbook program is the start of a new exciting learning journey in educational technology to equip young people with the skills they will need for a 21st Century world. Netbooks and associated technologies have the potential to transform teaching and learning through activities such as making short films, researching the latest information and connecting your child to students around Victoria, Australia and abroad. They complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. This exciting education revolution will allow students to further their learning through technology at school and at home, foster collaboration and teamwork and encourage shared learning experiences.

I am confident you will see the tremendous benefits the netbook program will bring to your child’s education. Please do not hesitate to contact the College if you would like more information on this NSSCF program.

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

21st Century Skills
Students in today’s schools enter a different world than that of their parents. “21st Century Skills” are skills that build on traditional core subject areas and place higher demands on students, in areas including:
- Learning and thinking skills such as problem solving, creativity and collaboration
- Civic, cultural and global awareness
- Life skills such as ethics and leadership
- Technology, information and media literacy

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

What does Netbook 1:1 look like?
All students in years 9 and 10 will receive a netbook with 24/7 access. This does not require a co-contribution from parents for the life of the netbook. This program is funded through the Federal Government National Secondary Schools Computer Fund (NSSCF). A 21st Century education tool, the netbook is a small computer weighing just over 1 kg that fits into a standard school bag.

Why does my child need a netbook?
In addition to the hardware netbooks 1:1 provides students and families with the latest technology, software and support to enable our students the opportunity to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st Century citizen capable of shaping our future. Netbook 1:1 programs are part of an international move towards individualising learning, which can increase independence and self-initiated learning in students and extend their learning beyond the classroom. Students who have their own computers have been found to take greater pride and ownership over the knowledge they create, with a flow-on to extend formal learning communities to include parents or carers, siblings and other people important in students’ lives.

No costs to families
Netbooks 1:1 will provide to families
- Dell Netbook
- Netbook case
- Power cord
- On-site technical support
- EduSTAR software *(see what is EduSTAR?)
- Free wireless internet at the College when permitted by class teachers

All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device (it does not cover negligence, abuse or malicious damage)
All of the above will be provided to families at NO COST.
Ownership model
The device is to be owned by the school, however, students have 24/7 access. If students leave for any reason, they will return the device to the school in full working order, including all accessories and components. There is no financial charge to students for the provision of this device. Students will receive the netbook at the start of years 9 and 10. At the end of each school year all netbooks will be returned to the school. There will be random “health checks” applied to all devices throughout the year. The school-owned device has access to DEECD software and licensing, and all servicing will be provided by the school. All devices will be imaged with LANSchool, a classroom management program. The school will influence and set requirements around what is stored on the device, what it is used for, and other areas for which these policy guidelines apply.

Optional peripherals
The school will not provide or specifically recommend any additional peripherals as part of the 1-to-1 program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include:

- USB backup devices
- External DVD drives.
- External mouse
- Earphones

Guidelines for participation - (Mandated requirements for students to be issued with a device.)
Prior to devices being issued to students:

- Each device needs to be imaged with the permitted school image for each year level and registered in the school database with a unique identifier against the student’s ID.
- Parents must attend an information event and agree in writing to the terms and conditions of the program.
- Students will participate in an induction to ensure they are familiar with their roles and responsibilities and aware of safe and ethical use.

Power supply management
All devices are to be fully charged at the commencement of every day. The school will not provide the opportunity for students to recharge their devices.

Insurance
If a device is lost or stolen, parents are asked to contact the program coordinator within the school and complete the appropriate form. If a device is stolen, parents will be required to obtain a police report. They should then contact the program coordinator and complete the appropriate form and supply this accompanied by the police report. The 1-to-1 program coordinator will lodge appropriate documentation and notify the parents of progress. In exceptional circumstances a loan device (if available) may be provided to students. Students may be required to pay for the replacement of lost or stolen netbooks. As devices are owned by the school, they may not be eligible for insurance under the Parents’ Home Insurance Policies.

Loan/ replacement
Where possible, loan devices will be available to students if their device has been submitted for repair under warranty conditions.

Caring for 1-to-1 devices
For the protection and longevity of devices it is important that clear expectations are set for students in regard to the carrying, storage and security of devices both within and outside the school.

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

- Always store the devices in the protective cover provided
- Do not store it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Do not store it on the bottom of your bag - pressure from books can damage the screen and hinges
- Do not store anything additional to the devices within the device’s sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your device within its protective cover inside your normal school bag.
- Do not overfill your school bag. (Pressure on the device can cause permanent damage to the screen and other components)
- Do not grab or squeeze the screens of the device. (This can also damage the screen, hinge and other components)
- Never leave your device in a car or in an exposed area where it can be stolen
- Never leave your device in unsupervised areas during the school day. They are to be securely locked in the student’s locker. Devices left unsecured may be confiscated to avoid exposure to theft
- See Appendix 1 for Guidelines for students on Caring for their 1-to-1 device.
Appearance and personalisation
As devices are the property of the school they are not to be altered or personalised in any way that is irreversible. Therefore, students may not change the physical look and feel of their device. e.g. stickers, personalised covers or protectors, and engraving. A $50 administration fee will be issued to any student who defaces or removes any of the identification devices placed on the machine by the school or personalises the machine.

Software licensing
Software installed by the school is subject to licence conditions and must not be distributed or deleted without written permission from the school. The DEECD image has been developed in consultation with teachers. Throughout the school year, an image update may be scheduled to allow for the inclusion of new applications on the devices. A full list of the DEECD software image is located in Appendix 2

Internet usage
Appropriate use of the internet service within the school network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network. Use of devices by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents are to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the school environment. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources. Resources for parents and teachers are available at:

Users and security
Access to the school network is independent from access to the device, i.e. when a student accesses the school network they will use their school provisioned network login. Students DO NOT have administrator rights to their own devices..
Students are recommended to use a username and password to access their device, to protect information in incidents of loss or theft.

Virus protection
An increase in the number of 1-to-1 devices on the school campus increases the risk of computer virus. Viruses have the potential to damage and disrupt operations within the school and DEECD’s computer networks. As students have the right to connect to the internet from home, they should take all steps to protect the school and DEECD’s computer network from virus attacks. The devices have Symantec antivirus software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be upgraded from the school network. Students are recommended to:
- Protect their devices from virus attacks by scanning for viruses at least weekly.
- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network
- Not open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer’s database. They can also consume a large amount of disk space on the server, which slows computer networks.

Non-school applications and files are not permitted
The device will be programmed with all the software that students will require for their learning at school. As the students are not administrators of the device they will not be able to install and use additional software. The rationale for this is due to the potential of the netbooks for:
- distraction and disruption with Music, MP3s and games,
- the potential piracy, moral and ethical issues involved in student installed software,
- the implications for storage and bandwidth
- copyright breaches
- the possibility of virus transfer

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

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the device. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their device while at school where given express permission by a teacher for an educational purpose. It is the student’s responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.
Web 2.0 applications
Students must abide by the school’s Acceptable User Agreement whenever the school equipment or services are involved. This includes the device regardless of location. The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

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

Technical support for students
Technical Support will be available daily from ECA between the following hours:

- 8.30 am – 9.00 am
- 11.00 am – 11.30 am
- 1.00 pm – 1.30 pm

Backup/recovery
The school provides all students within the school with enough server space for backup of their critical data. The backup of a student’s critical data is the sole responsibility of a student. If the machine is faulty or needs to be re-imaged, the technicians will not back up and data will be lost. Therefore, it is the students’ responsibility to back up to USB or the server.

Printing from the device.
At school, the devices will not be networked to school printers. Students can:

- Print to PDF for electronic submission
- Save to the Home drive on the server and print from a school computer
- Save to USB and print from home
Anywhere, anytime Learning

Netbooks and your child

Within the next few weeks, your child will be issued with a netbook and therefore have access to their own mobile computer. When your child receives this device, anywhere, anytime learning will only be a click away. Using a mobile computer will open up a whole new world of knowledge for them and prepare them for the innovation and knowledge economy of the 21st century. Light and portable, mobile computers provide students with access to a wide and diverse range of learning software. They will be able to make music, design buildings, translate information and reach into dozens of different learning applications. Most importantly mobile computers provide students with ongoing access to a digital library full of innovative and interactive learning tools and educational resources as well as a window to the Ultranet.

Education in the digital age

Netbooks give students the most important tool of the digital age – their own portable computer – so that they can connect, collaborate and create. Research and experience in Victoria, and around the world, shows that achieving a 1 to 1 student computer ratio is a significant way to achieve improved education outcomes.

Making the most of the Netbook at home

As a parent, you play a central role in your child’s development. If you don’t feel entirely comfortable using computers, don’t worry – detailed information about how to use the device will be given to your child at school. The most important thing you can do is encourage your child to use the netbook, and show you what they’re learning and how they are using it. Nor is it necessary for you to have the internet on at home. You won’t be expected to offer technical support to your child either; centrally provided technical assistance; network and software products and services will ensure the students are appropriately supported. A fact sheet with tips on the safe and appropriate use of the mobile computers at home and at school has been included in this information pack.

Making the most of the Netbook at school

The recent pilot of mobile computers in Victorian schools proved that students are more motivated and engaged in learning when they have their own mobile computer, because the device emphasises and supports self-directed learning, with access to information anywhere, anytime. It also provides a window to the Ultranet. The pilot also revealed a real need to establish ground rules for student mobile computer use. You can expect that teachers will have discussions with your child and their classmates to discuss the expectations and responsibilities that go with having a netbook. It is vital that students understand that the netbook is a tool which is central to their learning at school and home. Using the netbook inappropriately or failing to have it fully charged and at school each day will result in the netbook access being negotiated with your child.

More information

To make sure that your child enjoys the full educational benefits of their netbook, we encourage you to read all the contents of this information kit. The school will keep you informed through the school website, newsletters, email and parent information evenings. The school will also be able to give you advice on:

- The best academic uses of the netbook
- Safe and responsible internet use
- Copyright, plagiarism and software licensing
- Appropriate screen time limits
- Ergonomics

You can also contact the school if you need further information.
**Tips for safe and responsible Netbook use at home**

Netbooks are a powerful learning tool providing anywhere anytime access to learning and information. Just like any other device that can directly connect to the internet, it is important netbooks are used safely and responsibly at home as well as at school. There will be some difference in how netbooks are used at home and at school. Our school has web filtering and will use the netbooks specifically for learning.

It is not necessary for you to have the internet on at home.

However, if you do have internet access in the home then, students will generally be connected to unfiltered internet and there will be an opportunity for the students to use netbooks for social connections and leisure activities.

As a parent, you have the primary responsibility of ensuring your child has safe and positive experiences when online. Encourage your child to think and question both the information they obtain from the internet as well as the people that they encounter. They should be advised not to accept any offers that seem too good to be true – they probably are.

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

**Top tips for parents**

- Use the netbook in a central, communal place in the home – not a private space like a bedroom.
- Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.
- Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space straight away may be some first steps your child could take.
- Set limits around mobile computer usage.
- Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, birth date and images are kept just that – private.
- Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult (even impossible) to retrieve or remove it.
- Reinforce stranger danger messages and encourage your child to question who they trust online as there is a chance that people may not be who they say they are. This can at times be difficult as the concept of friends online can include people your child does not actually know, but may feel that they know them after chatting over some time. Someone you have never met may not really be a “friend”.
- Remind your child of the importance of keeping their password secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.
- Make sure your child’s online profile is set to private so that their personal information is kept secret.
- Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.
- Parents don’t need good computer skills to help children with their netbooks, your interest and encouragement is more important than computer skills.
- Encourage your child to keep the netbook in its protective cover. Don’t put heavy items on top of the netbook in the school bag or on a desk.
- Remind your child to charge the netbook overnight to ensure it is ready for school each day.
- Talk to the school if any issues arise.

Commonly Asked Questions

What can a netbook do?
Netbooks provide anytime, anywhere access to information and learning. Through a netbook, a student can complement learning that takes place in the classroom using software programs, referring to resources that have been downloaded onto the netbook, or working with audio, picture or video files that have been saved. Students will have broadband internet access at school. You do not need internet access at home for your child to use the netbook.

A suite of 85 educational software programs, EduSTAR.net will come loaded onto each netbook, so that it can be used for work at school and at home. Using the netbook, your child will be able to:

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

What educational benefits do netbooks provide?
Netbooks complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. Wireless access points at schools will foster collaboration and teamwork, allowing students to search for information together and share the learning experience. Netbook use in the classroom will evolve as students and teachers become familiar with the new tools. For example, we may soon see a class where students create a podcast of their original poetry, accompanied by a soundtrack they have written and enhanced with their own digital images to share with the world.

What can be added to a netbook?
Schools may load additional software on to the netbook, subject to appropriate copyright and licensing laws. Students will not be able to load additional software onto the device. Music and movies are also allowed for academic and recreational reasons, provided copyright obligations are met. It is your child’s responsibility to ensure there is enough hard drive space and memory to participate in class activities. Downloading music, games, and videos from the internet during school hours is prohibited except when directed by a staff member. Your child does not need broadband access at home to participate in the Netbook Project. Students can use their netbook to work with files and software already loaded on the computer, or saved on a USB stick, without connecting to the internet.

Is the netbook easy to carry?
Yes. Netbooks weigh just over one kilogram and fit easily into a school bag. They will come with their own case for protection.

Can we personalise the netbook?
Permanent changes to the netbook, such as engraving, marking, applying stickers, painting or drawing will not be permitted as the repair process may involve the swapping of hard drives into different cases. An administration fee will be applied to any student who personalises the netbook or removes labels or programs. Students will not have administration rights on the netbook and therefore will not be able to add or delete programs or change settings.

Will my child be protected when using the netbook online?
At school, students using netbooks online will be protected by cyber safe practices, a filtered environment and teacher supervision. At home, parents are strongly encouraged to supervise any internet use and consider setting screen time limits to avoid over use. Further cyber safety tips will be available from the school and at www.cybersmart.gov.au
Does my home need internet access?
No. Students will be able to access the information they need online when they’re at school and use the software loaded on the netbook at home. Even when not connected to the internet the netbooks are still very useful tools for learning. Of course, if you have internet access at home, and you are happy for your child to share it, you are welcome to do so.

We already have a netbook. Can my child use that?
Your child will be required to use a school-supplied netbook. Privately sourced computers are not covered by the school’s software licensing agreements or repair contracts, and may be a source of viruses. Only school supplied netbooks can be configured to the school network. The netbooks are meant to be a companion device to whatever computer your child may have at home, not a replacement.

Are there any rules about using the Netbook?
You and your child have signed an Acceptable Use Agreement with the school. Your child’s teachers will discuss the expectations and responsibilities of using a netbook, and the school will communicate these expectations to you. They include:
- How the netbook should be used, including what material is regarded as appropriate and inappropriate for students to access
- Having the netbook fully charged and ready for use at school each day
- Guidelines about the need to observe copyright laws.

How do we look after the netbook?
Encourage your child to store the netbook in its protective cover, switched off, and avoid packing it at the bottom of a schoolbag where heavy books and other items may cause the screen to crack. Care should be taken to avoid dropping the netbook, or spilling drinks or food on it. Students should avoid displaying or using their netbook in public to reduce the risk of theft or damage. The school has processes in place to deal with deliberate damage. More information on the repair process, together with greater detail on costs, warranty and insurance arrangements will be available in a separate information sheet. Students are responsible for backing-up their school and personal files. Students should be encouraged to frequently back up their information to a USB stick and keep it in a safe place.

What will happen if a netbook is lost, stolen or broken?
Please contact the school immediately if this should happen.

How can we ensure students don’t misuse the netbooks?
Baimbridge College will provide information about supervised internet use, best academic uses, copyright and plagiarism. The school may also inspect students’ netbooks from time to time to ensure appropriate use.

Parents and students should also be aware that files stored on the netbooks or on the school’s server are not private. To help reduce inappropriate use, parents and students will be asked to sign an Acceptable Use Agreement before being issued with a netbook. The agreement sets out your child’s responsibilities in relation to taking home a school owned netbook. Schools will also have procedures in place to ensure students use their netbooks appropriately. It is important that teachers, students and parents share the responsibility to ensure safe and appropriate use of the netbooks at all times.

Parents have full authority to restrict the use of the netbook outside the school grounds. This may include:
- letting your child use the netbook in family areas rather than their bedroom
- restricting use of the netbook to certain times of the evening or weekend
- encouraging your child to share the documents and contents of the netbook with you
Acceptable Use Agreement
for Ultranet, internet, Netbook 1:1 program and digital technologies

Baimbridge College believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

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

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

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

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

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

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

At Baimbridge College we:
• have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
• provide a filtered internet service
• provide access to the Department of Education and Early Childhood Development’s search engine Connect (www.education.vic.gov.au/primary or www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed
• provide supervision and direction in online activities and when using digital technologies for learning
• support students in developing digital literacy skills
• have a cyber safety program which is reinforced across the school
• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• provide support to parents/carers to understand this agreement (e.g. language support)
• provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home
• work with students to outline and reinforce the expected behaviours in the Ultranet

# The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students and be able to access learning activities both at school and at home. The Ultranet has been active at Baimbridge College from Term 4, 2010.
Acceptable Use Agreement for Ultranet, internet, Netbook 1:1 program and digital technologies

Part B - Student Agreement

When I use digital technology I agree to:

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

When I use my digital camera or other mobile device, as directed by a teacher, I agree to:

- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- follow the school’s guideline on the use of mobile phones.

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

If you have any concerns about this agreement contact Baimbridge College Hamilton.

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parent line 132289 or visit http://www.cybersmart.gov.au/report.aspx
NSSCF REQUIREMENTS:
Requirements for parents/carers and students accessing portable device purchased with Commonwealth Government funding for National Secondary School Computer Funds (NSSCF)  
Baimbridge College is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology. The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

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

2. Equipment
2.1 Ownership. The device is owned by Baimbridge College and remains the property of Baimbridge College even though it is issued for student use.

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

2.1.2 Parent, carers and students should be aware that files stored on the device or on the school’s server are not private.

2.1.3 If the student leaves the school prior to completing the year or moves to another Government or no Government school, interstate or overseas, the device must be returned to the school.

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

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

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

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

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

2.2.6 Students will be required to replace lost or damaged chargers

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

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

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

3 Standards for the device
The student is responsible for:

3.1.1 Taking care of digital devices in accordance with the school guidelines

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

3.1.3 Backing up data securely

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

If you have any concerns about this agreement contact the school on 55722788.

Please sign and return to the school the Acceptable Use Agreement on the next page.
1:1 Netbook Policy

Acceptable Use Agreement

This sheet must be signed and returned to school.

I acknowledge and agree to follow these rules. I understand that my access to the Netbook, Internet, Ultranet and digital technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Netbook, Internet, Ultranet and digital technology access privileges being suspended or revoked.

Student Name: ________________________________

Year Level: ________________________________

Student Signature: ________________________________

Parent / Carer Signature: ________________________________

Date: ________________________________
Family Information

Advice to support the safe and responsible use of digital technologies at home
At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

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

The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students from their class/school both at school and at home. The Ultranet will be active at Baimbridge College from Term 4 2010. The Ultranet is designed as a learning space, accessible at home. It will not stop or replace access to the internet for your child.

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

The Ultranet provides learning spaces that are moderated by teachers. Moderations track comments and control who can use the spaces and tools. The spaces on the internet are different. The control of these is often with the site or space owners. Ultranet users are able to report incidents and have content removed.

Be a safe, responsible and ethical user whenever and wherever I use it.
The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the Ultranet, the internet and digital technologies at school. The Ultranet and some portable technologies provided by the Department of Education and Early Childhood Development are available in students’ homes.

Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don’t understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology. Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to
Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

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

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

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

• don’t use their own name, but develop an online name and use avatars
• don’t share personal details, including images of themselves or their friends online
• password protect any spaces or accounts they have
• don’t allow anyone they don’t know to join their chat or collaborative space
• are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
• ALWAYS make the space private so that they can control who sees their space and can communicate with them
• understand the terms and conditions of any website or online community that they might join.

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

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

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as ‘free’ however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

The Ultranet is designed as a learning space and the tasks set within it are clearly educational. At a home with internet, students will be able to access their Ultranet learning space. They will also have access to the rest of the internet. If your child is spending hours online ‘doing their homework,’ it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

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

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

The Ultranet is established as a learning space for students. To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

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

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a ‘freebie’ you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.
Think critically about other users’ intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

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

Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
Not reveal my password to anyone except the system administrator or classroom teachers.
Not bring or download programs without permission, including games, to the school or run them on school computers.
Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed. Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students’ login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

When using a digital device such as a camera I will:
• Only take photos and record sound or video when it is part of a class or lesson.
• Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
• Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
• Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

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

The recording of images and sounds can breach students’ rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don’t want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Key Discussion Questions for parents to ask
At home we recommend you make some time to find out how your child is using the Ultranet and the internet. Make some time to sit with them online and ask questions such as:
  o What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
  o How does it work? How do you set it up? What are the conditions of use?
  o Who is else is sharing this space? Do you know them or did you ‘meet’ them online? How can you control who is in your space?
  o Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
  o What are you doing to protect yourself or your friends from these potential dangers?
  o When would you tell an adult about an incident that has happened online? Who would you tell?
  o When wouldn’t you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.

Encourage your child to set their space to ‘private’ if they use a social networking site like MySpace, Bebo or Facebook (they are then in control of who can contact them and access their information).
Ensure that all internet activities occur in a shared place— not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of “safe search filters” freely available as settings on Google, Bing etc.

Scenarios for teacher/parent/guardian/student discussion:

*What can you do?*

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


**Netbook Checklist for parents**

- Ask questions about what your child is doing and learn together. You don’t need to be an expert in technology to help your child learn.
- Remind your child to store the netbook in its protective cover. Don’t put heavy items on top of the netbook in the schoolbag as the screen may crack.
- Remind your child to carry the netbook inside their schoolbag when travelling to and from school. To prevent theft or damage children should not use or display their netbook in public.
- All repairs must be done by the school. Contact them as soon as there is an issue.
- If you believe someone has damaged your child’s netbook on purpose report it to the school as soon as possible. You will also need to report it to the police.
- Encourage your child to save their information regularly to the hard drive or to a USB stick as backup.
- Teachers, students and parents share responsibility for safe and appropriate use of the netbooks. At home you may consider:
  - allowing netbook use in family areas, in preference to bedrooms
  - restricting netbook use to certain times of the day
  - reviewing documents and the contents of the netbook.
- If you don’t have broadband at home your child can participate by:
  - accessing relevant learning software
  - working with files saved to the netbook or USB stick.
- Ask your school for information about appropriate use, copyright and health and safety.
- Encourage your child to explore and enjoy the learning opportunities that using a netbook offers.
Appendix 1
Caring for your 1-to-1 device

For the protection and longevity of devices it is important that these expectations adhered to in regard to the carrying, storage and security of devices both within and outside the school. The following conditions must be adhered to in order to maintain warranty:

General
- Always store the devices in the protective cover provided
- Never leave your device in a car or in an exposed area where it can be stolen
- Never leave your device in unsupervised areas during the school day. They are to be securely locked in the student’s locker. Devices left unsecured may be confiscated to avoid exposure to theft

Packing away your device
- Do not store it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Don’t wrap the cord around the power adaptor because this will damage the cord.
- Do not store it on the bottom of your bag - pressure from books can damage the screen and hinges
- Do not store anything additional to the devices within the device’s sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your device within its protective cover inside your normal school bag.
- Do not overfill your school bag. (Pressure on the device can cause permanent damage to the screen and other components)

Handling your device
- Do not grab or squeeze the screens of the device. (This can also damage the screen, hinge and other components)
- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and then switch on
- You still need to be careful with your device while it is in the bag. Always place protective cover gently down
- Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device. Also ensure that the device cannot be seen to deter thefts. Devices should be switched off before being put into the protective cover.

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

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

To clean your LCD screen
Switch off your device
Lightly dampen a microfibre cloth with water and gently wipe screen in a circular motion
Do not directly apply water or cleaner to the screen
Avoid applying pressure to the screen.

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

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

Case cleaning
Use a microfibre cloth
Dampen cloth with water to moisten; do not spray the device directly. Rub gently. Use a second microfibre cloth to wipe over.
Appendix 2
EduSTAR

Software on eduSTAR is available to schools through the Department’s School Technology Architecture and Resources (eduSTAR) standard platform. The eduSTAR program provides schools with standardised models, patterns, management practice and tools in order to deliver an effective mix of educational software and tools to enable teachers and students to access and embrace the Ultranet. There are currently over 80 software applications available on the eduSTAR software list. The broad range of applications cover:

- concept and Mind Mapping
- digital video and image creation
- drawing and painting
- interactive curricular resources
- logic and problem-solving
- 3D modelling and game-making
- presentation and multimedia tools
- sound and music making
- thinking skills

For further information visit the following site: http://epotential.education.vic.gov.au/showcase/index.php?showcase_id=63

EDUSTAR SOFTWARE V4 (SECONDARY)

Here is a list of the software that will be installed on the netbooks:

Adobe Acrobat X Pro
Adobe Flash Player
Adobe Photoshop Elements 9
Adobe Premiere Elements 9
Adobe Reader Internet Explorer Plug-in
Adobe Reader X
Adobe Shockwave Player
Audacity
Audacity Tutorial
Blender
CDBurner XP
Comic Life
CutePDF Help
CutePDF Tutorial
CutePDF Writer
Debut Video Capture Software
DVD Click
DVD Click Tutorial
eduSTAR Student Navigator
Encarta Dictionaries
Encarta Kids 2009
Format Factory
FreeCAD
FreeMind
Game Maker
Game_Maker Tutorial
Gcompris
Genius Maker
GeoGebra
GIMPshop
Google SketchUp
Graphmatica
HandBrake
Handbrake Tutorial
Inkscape
InkSeine
Inspiration 9 IE
InspirationData 1.5
IRFanView 4.30
IRFanView Plugins
Java Runtime Environment
Kahootz 2 -
Kahootz 3 -
Kahootz 3 Tutorial
LEGO Digital Designer
Media Center
Microsoft AutoCollage 2008
Microsoft Chemistry add-in for Word
Microsoft Clip Organizer
Microsoft Expression Web 3
Microsoft Expression Web 3 SuperPreview
Microsoft Interactive Classroom
Microsoft Learning Content Development System
Microsoft Learning Essentials for Students
Microsoft Mathematics
Microsoft Maths Worksheet Generator
Microsoft Mouse Mischief
Microsoft Office 2010 Language Settings
Microsoft Office Access 2010
Microsoft Office Communicator 2007 R2 (or above)
Microsoft Office Diagnostics
Microsoft Office Digital Certificate for VBA Projects
Microsoft Office Document Imaging
Microsoft Office Document Scanning
Microsoft Office Excel 2010
Microsoft Office InfoPath Designer 2010
Microsoft Office InfoPath Filler 2010
Microsoft Office Live Meeting 2007 (or above)
Microsoft Office Live Meeting Recording Manager 2007 (or above)
Microsoft Office OneNote 2010
Microsoft Office Outlook 2010
Microsoft Office Picture Manager
Microsoft Office Picture Manager
Microsoft Office PowerPoint 2010
Microsoft Office Project 2010
Microsoft Office Publisher 2010
Microsoft Office SharePoint Workspace 2010 (Formally Groove)
Microsoft Office Visio 2010
Microsoft Office Word 2010
Microsoft Paint
Microsoft PPTPlug add-on for PowerPoint
Microsoft Silverlight
Microsoft Silverlight PivotViewer
Microsoft Student with Encarta Premium
Microsoft Windows Logo
MonkeyJam
Movie Maker Tutorial
NVU
NVU Tutorial Tutorial
Paint.NET
PaintNet Tutorial
Pencil
Pencil Tutorial
Photo Story 3
Picasa
Pivot Stickfigure Animator
Pivot Tutorial
Python Plug-in
Quicktime Picture Viewer
QuickTime Player
Rapid Typing
RapidTyping Tutorial
Ray’s Letters and Numbers
Scratch
ScreenMarker
Shark007 Codecs
Songsmith (Academic Edition)
Stellarium
Stellarium Tutorial
Symantec Endpoint Protection
Symantec Endpoint Protection Help
Tux Guitar
Tux Math Scrabble
Tux of Math Command
Tux Paint
Tux Typing
Tux Word Smith
USB Drive Letter Manager
VirtualDub
VirtualDub Tutorial
VLC Media Player
Wax 2.0
Wax Tutorial
Windows DVD Maker
Windows Fax and Scan
Windows Live Movie Maker
Windows Live Photo Gallery
Windows Live Writer
Windows Media Player
Wolfram CDF Player 8.0
Wolfram Mathematica 8
World Book
XPS Viewer
Yenka
Appendix 3  
Netbook Safe Guidelines for Teachers and Parents

As with all computers of a portable nature, Netbooks are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to use Netbooks safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

**General Guidance:**

<table>
<thead>
<tr>
<th>Duration of Usage:</th>
<th>There are no defined time limits with regards to portable computer usage. For the purposes of this guideline however:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ <strong>Sustained</strong> usage may be continuous work periods of 30-60 minutes; and</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Extended</strong> usage may be continuous work periods of &gt;1hour.</td>
</tr>
<tr>
<td>Posture:</td>
<td>Promoting and encouraging suitable posture during use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:</td>
</tr>
<tr>
<td></td>
<td>▪ Back;</td>
</tr>
<tr>
<td></td>
<td>▪ Neck and Shoulders;</td>
</tr>
<tr>
<td></td>
<td>▪ Arms and Forearms; and</td>
</tr>
<tr>
<td></td>
<td>▪ Wrists and Hands.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Awkward Postures</th>
<th><strong>Sustained or Extended</strong> use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ Sitting on the bed;</td>
</tr>
<tr>
<td></td>
<td>▪ Sitting cross legged;</td>
</tr>
<tr>
<td></td>
<td>▪ Standing, sitting and leaning against a wall with Netbook on flexed knees;</td>
</tr>
<tr>
<td></td>
<td>▪ Kneeling;</td>
</tr>
<tr>
<td></td>
<td>▪ Lying on back;</td>
</tr>
<tr>
<td></td>
<td>▪ Side lying;</td>
</tr>
<tr>
<td></td>
<td>▪ Slouching whilst seated;</td>
</tr>
<tr>
<td></td>
<td>▪ Resting Netbook on hand / arm; and</td>
</tr>
<tr>
<td></td>
<td>▪ Sitting on floor with Netbook on a desk or chair.</td>
</tr>
<tr>
<td><strong>Rest breaks</strong></td>
<td>It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of use.</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Stretches/ exercises</strong></td>
<td>Regular breaks should be combined with some approved stretches and exercises. Eye exercises and visual rest should be used to assist in preventing eye strain (e.g. look at an object 10 metres away for 20 seconds).</td>
</tr>
<tr>
<td><strong>Noise</strong></td>
<td>There may be an issue when listening to music or other media, particularly for long periods of time at a high volume, usually when using earphones. This should be monitored and kept to a minimum.</td>
</tr>
</tbody>
</table>

**Environment Specific Guide: Classroom**

<table>
<thead>
<tr>
<th><strong>General</strong></th>
<th>Avoid <strong>Sustained or Extended</strong> usage while adopting awkward postures. Where <strong>Extended</strong> usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided.</th>
</tr>
</thead>
</table>
| **Hazards** | ▪ Regularly rotate between Netbook/iPad, paper and teacher-based activities where possible.  
▪ Regularly rotate between typing-based and browsing tasks where possible.  
▪ Where Netbook/iPad usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises. |
| **Ergonomics** | ▪ Provide sufficient lighting.  
▪ Enlarge the print or change the contrast or brightness for better viewing.  
▪ Maintain a comfortable viewing distance from the Netbook/iPad screen – approximately 450-700mm.  
▪ Tilt the screen of the Netbook/iPad so that it is at a 90 degree angle to the users line of sight.  
▪ Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available. |
| **Lighting/ Glare** | ▪ Ensure that cables are managed appropriately and a sufficient number of power outlets have been provided.  
▪ Ensure that electrical safety tags are current. |
| **Electrical** | ▪ Ensure that cables do not cause a trip hazard. Wall mount or use cable covers where appropriate. |
| **Slips, trips and falls** | |
### Environment Specific Guide: Home

**General**

Avoid **Sustained or Extended** usage while adopting awkward postures. Where **Extended** usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided.

<table>
<thead>
<tr>
<th>Hazards Ergonomics</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Regularly rotate between Netbook and paper-based activities where possible.</td>
</tr>
<tr>
<td>- Regularly rotate between typing-based and browsing tasks where possible.</td>
</tr>
<tr>
<td>- Where Netbook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lighting/ Glare</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Work where lighting is most sufficient, or provide additional lighting</td>
</tr>
<tr>
<td>- Position work area so that glare does not cause a visual disturbance (<em>e.g.</em> use blinds to eliminate sun glare).</td>
</tr>
<tr>
<td>- Enlarge the print or change the contrast or brightness for better viewing.</td>
</tr>
<tr>
<td>- Maintain a comfortable viewing distance from the Netbook screen – approximately 450-700mm.</td>
</tr>
<tr>
<td>- Tilt the screen of the netbook so that it is at a 90 degree angle to the users line of sight.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ensure that cables and power outlets are managed appropriately</td>
</tr>
<tr>
<td>- Ensure that Netbook is turned off when not in use and appropriately stored overnight</td>
</tr>
</tbody>
</table>

### Environment Specific Guide: Out-of-class, Free time or Excursion (Includes transit)

**General**

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

<table>
<thead>
<tr>
<th>Hazards Ergonomics</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ensure that the Netbook is appropriately stored for carriage</td>
</tr>
<tr>
<td>- Ensure that the designated bag/carry-case is used at all times</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ensure that only permitted power outlets are used</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Slips, trips and falls</th>
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<td>- Ensure that cables do not cause a trip hazard</td>
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Appendix 4
Ultranet

WHAT IS THE ULTRANET?
The Ultranet is a new online system that will take Victorian government schools and students into the learning environment of the future. It is a state-wide, secure site that students, parents and teachers can access on the internet.

Students and teachers can use the Ultranet for online learning activities. The Ultranet provides the opportunity for parents to gain a better understanding of their child’s learning progress. It aims to encourage open communication about what’s happening at school.

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

The Ultranet presents opportunities to open lines of communication between parents and their child so they can discuss learning or schooling issues as they arise. The Ultranet also allows students and teachers to work together using online tools such as wikis, blogs and discussion forums. Students can create their own learning portfolios and take part in online learning activities, whilst teachers will be able to liaise and share resources with other teachers across Victoria.

WHAT IF A PARENT DOESN’T HAVE THE INTERNET AT HOME – CAN THEY STILL ACCESS THE ULTRANET?
Once parents have their username and password, they will be able to access the Ultranet from any computer with internet access. This means that they can log into the Ultranet anywhere, at anytime.

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

WILL PARENTS MISS OUT ON IMPORTANT INFORMATION IF THEY ARE UNABLE TO ACCESS THE ULTRANET ON A REGULAR BASIS?
Parents will not receive any less information than they do currently if they do not have access to the internet. However, there will be a lot of valuable information on the Ultranet and teachers may invite feedback about students’ progress from parents via the site. The Ultranet will not replace personal communication between parents and teachers – parents should continue to contact the school directly if they have concerns about their child’s learning.

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

HOW SAFE IS THE INFORMATION ON THE ULTRANET?
The Ultranet is accessible to school staff, teachers, students and parents in Victorian government schools. It is a closed website which means it cannot be accessed by other internet users.

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

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

WHO CAN PARENTS CONTACT FOR FURTHER INFORMATION?
Parents should contact their child’s school for further information or visit the Ultranet Information website: www.education.vic.gov.au/ultranet
Dell Specifications

U510799AU-Dell™ Inspiron™ M102z

Components

1 Inspiron M102z (1122) Direct Base
1 AMD Dual-Core E-450 Accelerated Processor
1 11.6" (29.5cm) HD WLED Display with TrueLife(TM) (1366 x 768)
1 Integrated 1.3 Mega Pixel Webcam
1 LCD Back Cover - Peacock Blue
1 4GB (1 X 4GB) 1 DIMM DDR3 1333Mhz
1 320GB 7200RPM Hard Drive
1 Power Cord (AU)
1 65W AC Adapter
1 56Whr 6-cell Battery
1 AMD Radeon(TM) HD 6320 Graphics(AMD E-450)
1 Dell Wireless(TM) 1530 802.11b/g/n
1 Dell(TM) Keyboard with Touchpad (English)