



## **A.B. PATERSON COLLEGE** Student Computer and Network Use Agreement

### **Rationale**

eLearning is hereby defined and referred to as the use of information and communication technologies (ICT) to enhance and support learning. This definition covers a wide range of systems, ranging from use of email, accessing study material online, to courses provided online.

The contemporary skills that A.B. Paterson College students require include problem solving and innovation, self-regulation and assessment, collaboration, ICT use, skilled communication, knowledge building, and a global awareness.

An effective eLearning platform and a stable IT Infrastructure is the basis to develop these skills. To incorporate such a platform into Teaching and Learning here at A.B. Paterson College, we have undertaken to provide:

- A College-owned laptop device that allows students the flexibility to use anywhere, anytime.
- A learning environment that will utilise the flexible and creative capabilities of a device with a touch enabled screen.
- A blended-learning environment, using both digital and non-digital tools to engage students in a range of learning opportunities to support the learning needs of the students.
- The integration of technology across the curriculum, with students using technology as a routine part of their learning to develop skills and ways of working in an information and technology-rich environment.

In order to receive the device, the Student Computer and Network Use Agreement must be signed and provided to the College before the device will be issued. Students and parents/carers must carefully read this policy prior to signing it. Any questions should be addressed to the College and clarification obtained before the policy is signed.

### **Ownership of the Device**

The College retains ownership of any device issued to a student for their educational use while enrolled at the College. Given this, the computer must be returned to the College as part of the leaving process. At all times, it is expected the devices will be kept in a good condition. Any damages must be reported promptly to the ICT Helpdesk and shall be repaired by the vendor.

Upon the return of the laptop device, students are responsible for backing up any data that they wish to keep. Returned devices need to be in good condition. If not, they will be repaired, and the cost charged to the student account. Students will be required to replace lost or damaged chargers and other peripheral equipment supplied by the College. Customisation of the device, such as the application of stickers, is not permitted under any circumstance. Graffiti or markings on the device will not be accepted and considered wilful damage to College property. Permanently marking or causing damage to the equipment will result in costs being charged to the parent account for replacement equipment.

## Warranty and Insurance

### Laptop

All new computers are covered by a manufacturer's warranty. The warranty covers manufacturer's defects occurring through normal use of the device.

### Serial No.

It is important to note that the serial numbers cannot be defaced on laptops or chargers. Any changes to a serial number will be classed as deliberate damage. Serial Numbers are an important issue as they register and track items to individuals. This will be a chargeable item if the s/n is defaced on the chargers or machines.

**PLEASE NOTE: Parents are responsible for the insurance of the device when the device is not situated on College grounds. This includes when the device is in transit to and from the College.** For insurance purposes, the value of the device is listed on the Device details web page, along with the make and model. The onus for insuring, and maintaining insurance for the device, is the responsibility of the parent. It is an expectation of the College that the device is insured for loss, theft, and non-accidental damage.

All devices are covered by an *Accidental Damage Protection Plan*. This plan covers repairs associated with accidental breakage caused from drops and falls etc. It does not cover negligence, abuse, or malicious damage. *Accidental Damage Protection* claims may incur an excess, which is outlined in the *Device Insurance Details* document accompanying the device issued to the student. Any problems, vandalism, damage, loss, or theft of the computer must be reported immediately to the College. In the case of suspected theft, a police report must be made by the family and an event number provided to the College. As soon as any damage has occurred, or any malfunctioning is noticed, regardless of apparent severity, students should report it to the ICT Services Helpdesk. Students should never attempt to repair damaged or malfunctioning devices themselves due to the risk of voiding the warranty or accidental damage policy. All device repairs must be carried out through the ICT Services Department at the College and not taken to any external repair individuals or companies.

**PLEASE NOTE: If the supplier deems damage to the device to be 'non-accidental' then the parent will be responsible for the full cost of repairs, or if necessary, replacement of the device.**

## Guidelines for Appropriate Use

All material on the computer is subject to review by authorised College staff. Only programs and data limited to educational purposes which include classroom activities, professional or career development, and suitable research may be stored on the device hard drive. Programs and data for personal use must be stored on a portable storage device, not on the College network storage. It is the student's responsibility to back-up files and data on a regular basis. Loss of data resulting in the late submission of assessment tasks and classwork will not be deemed an appropriate excuse for non-submission of course work.

Students may install software for personal use, but this must not restrict the functioning of the computer for curriculum purposes. Should illegal (including games and videos with an inappropriate age restriction) or inappropriate material be found on the computer, the hard drive will be restored to the original settings and all data stored on it (both College and personal) will be lost. Music may be saved onto student devices but under the following criteria only:

- All music was acquired legally, and ownership can be proven.
- Music will not be listened to in class or played on speakers outside of class time.
- All music saved on the device is sensitive to the values upheld by the College.

Any images saved on the device should also be sensitive to the values upheld by the College. Students may access videos on websites such as *YouTube* and *Vimeo* providing, they are educational and relevant. Students should not save any other videos on their devices so as to prevent wasted resources. Videos should not be downloaded and saved from online video resource websites, such as YouTube, without the written permission of the video uploader or copyright owner. All material on the device is subject to review by authorised College staff.

Students will have their computers with them and available for use throughout the College day. This does not mean that they will be used in every class. Like other learning tools, the use of devices will depend on the particular learning activity and is at the discretion of the teacher. Students must ensure that the battery is fully charged at the beginning of the day and that there is sufficient charge available to last a full day. This may mean limiting personal use of the device outside of lesson time. Chargers should be left at home. Students who have forgotten to bring their device to school put themselves at a significant learning disadvantage. The College does not have adequate supplies of spare computers to loan to students who have simply failed to remember their device.

Due to the nature of contemporary electronic learning tools, it may not be possible for students to share a device with a classmate to complete a task. This may result in students potentially falling behind or having to make up significant amounts of work at home. All teachers at A.B. Paterson College will provide interesting and engaging learning experiences. Students must not stray from tasks in class by engaging in such activities as computer games, the internet and social networking sites, or use email inappropriately.

Parents have always had a key role in the education of their sons and daughters. It is important for parents to continue to be as involved in all aspects of their child's education as possible and they are encouraged to regularly spend time with their son or daughter overseeing schoolwork done, both with and without the device. Work on the device is likely to include a variety of forms from traditional tasks, to movies, podcasts, web pages, drawings, photo essays, compositions (visual and musical), presentations, reports, spread sheets, and animations. The creativity expressed in this work will be supported by the interest of parents, as well as teachers. Looking through it on the device should be as regular as looking through child's workbooks. Parents should also have full access to both the device and their child's work. We expect that all students will make their passwords available to parents. If a parent has any concerns about what is on their child's laptop, they should contact the ICT department.

Whilst on the College campus, access to the internet is controlled via content filters. This filter excludes all sites that contain inappropriate content. Every internet request and download is recorded, logging user ID, time, page accessed, method of access, and the machine from which the request was made. All data created by the student on their device remains the property of the student. All software installed on the device by the College remains the property of the College. Students will not disable settings for virus protection, spam and filtering that have been applied as a College standard. Students will keep passwords confidential and never allow others to use their personal eLearning account. Students will never send or publish sexually explicit or sexually suggestive material or correspondence.

Students will never send or publish unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments. Students will never send or publish threatening, bullying, or harassing content to another person or make excessive or unreasonable demands upon another person.

## Cyber Safety

At the College, every internet request and download is recorded, logging user ID, time, page accessed, method of access, and the machine from which the request was made. Whilst the network and software filters will assist in limiting access to inappropriate material at the College, computer software needs to be supported by supervision from a parent at home. Further advice on this matter is available from the Office of Australian Information Commissioner, website: <https://www.oaic.gov.au>

A.B. Paterson College makes the following recommendations to parents to ensure that your child has positive online experiences is to stay in touch with what he or she is doing, for example:

- Device use should be restricted to family areas of the home, such as the family room or kitchen, where it is quite normal to pass through and notice what is happening. This is particularly important where a wireless access allows internet use throughout the home;
- Set reasonable rules and guidelines for device use. For example, discuss what is the appropriate amount of time to be spent on the internet as well as appropriate content to access;
- Encourage your son or daughter to use the internet safely. For example, they should not respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make them feel uncomfortable;
- Encourage your son or daughter not to access any links contained in emails from persons unknown to them;
- Explain to your son or daughter the importance of protecting private and personal information e.g. passwords, addresses, PIN numbers, credit card details, phone and email details are all private and should never be given to anyone (particularly if that person is only known online) via the internet or published on the internet e.g. in Facebook.

## Maintaining the Device

ICT Service Centre personnel will:

- Manage the repair of College-owned computers if they are faulty or accidentally damaged and organise the associated warranty or accidental damage claim;
- Provide students with a replacement computer if repairs are likely to take a significant period of time (e.g. more than 24 hours);
- Assist with providing information on student computer operations and maintenance (e.g. virus protection, set up, battery management etc.);
- Provide software and hardware support and advice.

## Transportation of the Device

Mobile computers are a precision tool and should be treated with care; students must make every effort to avoid hard knocks and rough treatment. Students must always transport the computer in the carry bag provided. Once in the carry bag, the computer can be either placed in the school back pack or carried separately as described in the training sessions when travelling to and from school. Students must use the carry bag to carry the computer between classes.

College-owned computers are **never** to be left in an unsupervised or unsecured area or unattended around the grounds. Lockable storage units are available for Junior School students to store their device if they are at school outside of regular lesson times for school-based activities. Senior School students have personal lockers for storage. Students taking public transport to and from school should take extra care of their College-provided devices. Students should refrain from using their computers on public transport, and should never leave a bag with a computer in it unattended.

**A.B. PATERSON COLLEGE****Student Computer and Network Use Agreement****Student Declaration:**

Student Name (please print): \_\_\_\_\_

Year Level: \_\_\_\_\_ Class / Tutor Group: \_\_\_\_\_

I have read the ***Student Computer and Network Use Agreement*** and I understand that if I do not abide by the conditions, my electronic privileges may be revoked during any investigation, and may not be re-established depending on the outcome.

I acknowledge that I have received the laptop/charger/stylus and carry bag.

(please tick the boxes to verify that you have received: )

- Laptop
- Charger
- Stylus
- Carry Bag

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent / Guardian Declaration:**

Parent / Guardian Name (please print): \_\_\_\_\_

I have read and understood the above and my responsibilities as a parent under the Agreement. I have discussed this document and the associated Guidelines with my child. I agree to support the A.B. Paterson College Policy and Guidelines.

I acknowledge that my child has received the laptop/charger/stylus and carry bag.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_