Koonung Secondary College
ICT Acceptable Use Agreement (AUA) and Cyber Safety Policy for Notebooks

Including General ICT, Intranet, (Ultranet), Internet and other relevant digital technologies: Refer to Koonung SC Guidelines for Ethical and Responsible Use of Digital Technology.

NOTEBOOK 1-TO-1 ACCEPTABLE USE AGREEMENT (AUA):

POLICY AND PURPOSE

Koonung Secondary College is committed to providing a computer network and Information and Communication Technology (ICT) resources, which promote educational excellence and facilitate resource sharing, innovation and communication. Students are given access to an extensive wireless network and the Internet and are provided with an individual email account as well as 24/7 access to a notebook computer. These resources and our technology programs provide students, teachers and support staff with powerful digital tools that expand learning opportunities.

AT KOONUNG SECONDARY COLLEGE WE:

Support students in developing digital literacy skills and in managing their own learning with the objective of becoming responsible and capable citizens. We seek to enhance student engagement and promote stimulating learning by harnessing new technologies in the classroom. The College will be vigilant in managing student use of digital learning resources to improve learning outcomes.

UNDERPINNING THESE OBJECTIVES THE COLLEGE WILL;

- Provide students with a DEECD approved notebook, and will maintain this notebook (see Koonung Secondary College’s Responsibilities section for details)
- Provide support to parents/guardians through information evenings, the College website and documents attached to this agreement, which should be retained for reference
- Explicitly teach students about notebook maintenance, ethical online interaction, cyber safety and digital technology health and safety issues
- When students are at school, provide supervision and direction in online activities and the use of digital technologies for learning
- Provide a filtered internet service for digital devices logged into the College network and will expect all students while at school to only access the internet using this service
- Encourage students to explore technology as a means of creating new ways of learning and becoming digitally able and responsible citizens. Associated with the opportunities that a digital teaching and learning program allows, is the responsibility for all members of our community to interact in a positive manner with the technologies provided. Sound ethics, integrity and good judgment are expected when interacting with all digital devices provided by Koonung Secondary College. Presently, mobile phones and music storage devices are not required for learning purposes and should not be used at school nor seen in the possession of students during the course of the school day. Finally, this entire document is to be read and retained with the ‘Guidelines for Ethical and Responsible use of Digital Technology Policy’.

ACCEPTABLE USE AGREEMENT (AUA) FOR NOTEBOOKS: ALSO INCLUDING INTRANET, (ULTRANET), INTERNET AND OTHER RELEVANT DIGITAL TECHNOLOGIES:

KOONUNG SECONDARY COLLEGE’S RESPONSIBILITIES:

PROVISION OF HARDWARE

- The College will establish and maintain a comprehensive IT network, including filtered high-speed Internet access.
- Subject to the Acceptable Use Agreement (AUA), the College will provide students with a notebook complying with DEECD requirements, and insured against theft, loss or damage (subject to parent payment of a $50 excess).
PROVISION OF SOFTWARE

- The College will provide notebooks with wireless connectivity and imaged with a wide range of DEECD licensed software, and additional College licensed software.
- Prior to devices being issued to students, each device will be pre-imaged with all required software and registered in the College database with a unique identifier against the student’s ID.
- Software installed by the College is subject to license conditions and must not be copied, distributed or deleted.

INDUCTION

- Student Induction: Students will participate in an introductory session to ensure they are familiar with their roles and responsibilities and are aware of safe and ethical use. This introductory session will be followed up with regular classroom sessions during Term 1.
- Induction of parents: A parent induction program will be offered and parents are encouraged to attend this information event. Parents must agree in writing to the terms and conditions of the program.

PERIPHERALS (ACCESSORIES)

The College will not provide additional peripherals as part of the 1:1 notebook program. 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, additional batteries, external DVD drives. These devices should be responsibly maintained and may be checked by staff at any time.

MAINTENANCE AND REPAIR

- Students are required to report any technical issues or damage to the ICT Centre as soon as possible. The ICT Centre technicians will determine through testing procedures whether the device has been accidentally damaged or if a fault has occurred that is covered under warranty.
- If the device is faulty and requires repairs covered under warranty, students will be issued with a Loan Replacement until their notebook is repaired or replaced. No excess payment is required if the problem is deemed to be covered under warranty.
- In the event the device is damaged, lost or stolen, participants in the 1:1 notebook program will be required to pay an excess of $50 for the repair and/or replacement of the device. No action can be taken to repair the student notebook until the $50.00 payment has been made to the Cashiers Office.
- Loan devices will be available to students if their device has been submitted for repair for accidental damage or loss, subject to the $50.00 excess being paid.
- A device that incurs viruses as a result of school based or personal downloads (and other forms of file sharing) will be re-imaged. This will result in the loss of all data so regular (weekly) backing up of all data is essential.
- The College will provide technical support and an online ‘helpdesk’ facility where technical problems (that do not include home internet access) can be logged. A ‘helpdesk’ station is available at the ICT Centre and is staffed before school, at recess and lunch breaks, and after school until 4pm to assist students with technical issues.

PARENT/GUARDIAN RESPONSIBILITIES:

Parents /guardians are responsible for paying an agreed amount to participate in the program. Parents/guardians are responsible for monitoring their child’s ethical and responsible use of the device when used outside of school – this includes both within the home and any other external use outside of school.

PARENTS/GUARDIANS RESPONSIBILITIES FOR MONITORING THE CARE AND USE OF THE DEVICE

1. That the notebook use is consistent with the guidelines set out in the Ethical and Responsible Use of Digital Technology Policy. Parents/guardians may need to provide additional home network filtering and supervision of students on the home network.
2. That the notebook is fully charged overnight so that the device does not require access to power at any point during the school day
3. Children back-up material, so that if re-imaging is required, vital learning material is not lost
4. That the notebook is kept away from areas being used for eating/drinking
5. The power cord is used in accordance with manufacturer recommendations whenever possible, to maintain battery life
6. That students comply with the requirement that notebooks are stored flat and always in the protective case provided
7. Willful and careless damage of the device is the responsibility of the student and parent. Koonung takes no responsibility for such damage.
8. The notebook is solely used by the student named in this Agreement
9. That technical problems (that do not include home internet access) are dealt with using the College ICT helpdesk procedures
10. That the laptop is fully paid for within the time frame agreed to and if your child leaves the school before the end of the lease, the laptop is paid out or returned to the school without refund of the costs already incurred

STUDENT RESPONSIBILITIES:

These responsibilities apply at all times, but especially throughout school hours and during any College sanctioned activities.

THE STUDENT IS RESPONSIBLE FOR:

1. Following published Koonung SC Guidelines for the Ethical and Responsible use of Digital Technologies Policy and the Cyber Safety Policy and refrain from using mobile phones whilst at school
2. Bringing the notebook to school every day in its case and fully charged and leaving the power cable at home
3. Transporting the notebook in a suitably protective case between classes, and in a protective case in a school bag or back pack when travelling to or from school. The notebook should not be left unattended at any time.
4. Only accessing the Internet by using the College network when at school, and accessing and using the notebook under teacher supervision with an understanding that the primary purpose of the device is to support learning.
5. Games, online or installed, and other recreational programs not directly linked to learning should not be accessed during school hours. This includes video conferencing and instant messaging software such as Skype.
6. Students should only use a notebook indoors and be seated at a table when working with their notebook. This includes in the Library Resource Centre, VCE Study Centre, Middle Years Centre and Common Room.
7. Outdoor use of a laptop must be only under strict supervision of a teacher during class time.
8. All actions taken using the student’s user account are the responsibility of the account owner.
9. Understanding that the network account (username and password) identifies the student and that all communications (both external and internal) may be monitored
10. Understand that notebooks may be monitored during lessons
11. Not remove, or attempt to remove, any software installed by the College on the device
12. Ensuring that his/her password is private and confidential, is not shared with anyone, and is changed regularly
13. Not access, or attempt to access, monitor or tamper with information on any of the College servers or any other person’s or organisation’s computer without explicit agreement of that person or organisation
14. Complying with all legal requirements governing the use of the notebook and the accessing of information — such
requirements include, but may not be limited to, privacy and intellectual property rights laws, and Identity Theft

15. Protecting their own privacy rights and those of other students by not giving out personal details such as: full names, telephone numbers, addresses and images (this includes personal details, school details, images or photos)

16. Recognising other users’ intellectual property and acknowledging these sources (in a bibliography including all text, images, and multimedia) where used

17. Not participating in cyber-bullying practices. In particular students should not read or forward material that may be interpreted by others as bullying material and should report instances and material to a teacher. Students are expected to be Upstanders in relation to any Cyber bullying, in line with the College anti-bullying policy.

18. Seeking teacher or parent advice if unsure regarding internet content or search methods, hostile or unpleasant emails, blogging or wiki content

19. Avoiding all potentially offensive sites and refusing to be guided to these sites

20. Ensuring that external data storage devices do not contain any programs or files which may cause harm or contain offensive material

21. Respecting the rights of others in all collaborative, online communication forums and email by using language which is polite and professional

22. Respecting computer network security and the data of other users (including individuals, the school and the Department) and only log in using their own login code and password

23. Downloading and running only authorised programs and learning games; and maintaining settings for virus protection, spam and filtering which have been set by the school and/or Department

24. Understand that students are responsible for the backing up of all school work and other data. Weekly backing up of school related work is encouraged. Only school related work can be backed up on the student Z:Drive on the Koonung network. Students are encouraged to store personal data on an external device. The College is not responsible for the loss of any work from students notebooks due to damage, hardware or software failure.

25. Not tampering or changing any anti-virus, security, monitoring or remote access settings set by the College

26. Understand that the College reserves the right to remotely install or make changes to existing software in network updates and students must not override these changes

27. Submitting the notebook for reimaging or other services/purposes as required. A notebook that is experiencing hardware or software issues due to virus, damage or fault, is to be reported to the ICT technicians as soon as possible. College staff reserve the right to report a student continually using a damaged notebook.

28. Ensure that the language settings on the notebook remain set to Australian English.

29. Promptly returning the notebook in good condition if he/she ceases to be enrolled at the College or at the end of the notebook lease period (subject to any agreement which might be reached between the College and the student for retention of the notebook).

30. The notebook computer remains the property of Koonung Secondary College unless the full agreed payment is made. If a student leaves the College and does not pay out any remaining debt on the lease, the notebook is to be returned to the College and any payments already made are forfeited.

Acknowledgements: Department of Education Vic (DEECT), GWSC, Ringwood SC, PEGS
ACCEPTABLE USE AGREEMENT

This agreement exists as a set of guidelines to assist Koonung Secondary College to provide a safe and workable environment for all computer users including all students and staff. It is a condition of continued use of the College network and provision of a notebook will only be available to students at Koonung Secondary College after they have signed and returned this agreement.

We ask parents to read this Acceptable Use Agreement (AUA) and the Guidelines for Ethical and Responsible Use of Digital Technology Policy which accompany it.

Before signing this agreement, we ask parents to discuss it with their son or daughter and make sure that he/she understands the intention, detail and implications of this agreement to a level which ensures that he/she can comply with the requirements herein.

DECLARATION

I AGREE THAT AS A PARTICIPATING MEMBER OF THE 1-TO-1 NOTEBOOK PROGRAM AND WHENEVER I USE DIGITAL TECHNOLOGIES AS A MEMBER OF THE KOONUNG COMMUNITY I WILL:

1. Follow published Koonung SC Guidelines for the Ethical and Responsible use of Digital Technology Policy and the Cyber Safety Policy and refrain from using mobile phones during school hours.

2. Bring my notebook to school every day fully charged, and leave my power cable at home

3. Transport the notebook in the protective case between classes, and in the protective case in a school bag or back pack when travelling to or from school. I will not leave the notebook unattended at any time.

4. Only access the internet using the College network when at school, and access and use my notebook under teacher supervision with an understanding that the primary purpose of this device is to support learning

5. Games, online or installed, and other recreational programs not directly linked to learning should not be accessed during school hours. This includes video conferencing and instant messaging software such as Skype.

6. Students should only use a notebook indoors and be seated at a table when working with their notebook. This includes in the Library Resource Centre, VCE Study Centre, Middle Years Centre and Common Room.

7. Outdoor use of a laptop must be only under strict supervision of a teacher during class time.

8. Be responsible for all actions taken using my user account

9. Understand that my network account (username and password) identifies me and that all communications (both external and internal) may be monitored

10. Not remove, or attempt to remove any software installed by the College on the device

11. Understand that my device may be monitored during lessons

12. Ensure that my password is private and confidential, is not shared with anyone and is changed regularly

13. Not access, or attempt to access, monitor or tamper with information on any of the College servers or any other person’s or organisation’s computer without the explicit agreement of that person or organisation

14. Comply with all legal requirements governing the use of the notebook and the accessing of information. Such requirements include, but may not be limited to, privacy and intellectual property laws

15. Protect my own privacy rights and those of other students by not giving out personal details such as: full names, telephone numbers, addresses and images and applies to, but is not limited to identity theft (this includes school details, images and
16. Recognise other users’ intellectual property and acknowledge these sources (in a bibliography including all text, images, and multimedia) where I have used them

17. Not participate in cyber-bullying practices by reading or forwarding material that may be interpreted by others as bullying material, and will report any questionable material to a teacher. Students are expected to be Upstanders in relation to any Cyber bullying, in line with the College anti-bullying policy.

18. Avoid all potentially offensive sites and refuse to be guided to these sites

19. Seek teacher or parent advice if unsure regarding: internet content or search methods, hostile or unpleasant emails, blogging or wiki content

20. Ensure that external data storage devices do not contain any programs or files which may cause harm or contain offensive material

21. Respect the rights of others in all collaborative, online communication forums and email by using language which is polite and professional

22. Understand that I am responsible for the backing up of all school work and other data and that only school related work can be backed up on my Z:Drive on the Koonung network.

23. Respect computer network security and the data of other users (including individuals, the school and the Department) and only log in using my own login code and password

24. Download and run only authorised programs and learning games; and maintain settings for virus protection, spam and filtering which have been set by the College and/or the Department

25. I will not tamper or change any anti-virus, security, monitoring or remote access settings set by the College

26. Understand that the College reserves the right to remotely install or make changes to existing software in network updates and I must not override these changes

27. Ensure that the language settings on the notebook remain set to Australian English.

28. Submit my notebook for reimaging or other services/purposes as required.

29. Ensure that if my notebook is experiencing hardware or software issues due to virus, damage or fault, I report it to the ICT technicians as soon as possible.

30. Promptly return the notebook in good condition prior to leaving the College or at the end of the notebook lease period (subject to any agreement which might be reached between the College and myself for retention of the notebook)

31. Understand that the notebook computer remains the property of Koonung Secondary College until the full agreed payment is made and the lease has expired. If I leave the College and do not pay out any remaining debt on the lease, I will return the notebook and understand that all previous payments made will be forfeited.

**Koonung Student:**

I have read the Koonung Secondary College Acceptable Use Agreement and the Guidelines for the Ethical and Responsible use of Digital Technology Policy, understand the meaning of all the rules and conditions and agree to abide by them. I understand that my privileges and access to the digital technology provided by Koonung SC may be withdrawn in the event I breach these conditions.
NAME: ____________________________ FORM GROUP: ________

SIGNATURE: ______________________ DATE: ______________

PARENT OR GUARDIAN:

I have read and understood the Acceptable Use Agreement for Koonung Secondary College and the Guidelines for the Ethical and Responsible use of Digital Technology Policy, have discussed these agreements with my son/daughter and have satisfied myself that he/she understands the intention, detail and implications. I understand that my son’s/daughter’s privileges and access to the digital technology provided by Koonung SC may be withdrawn in the event he/she breaches these conditions.

PRINT NAME: ____________________________ SIGNATURE: ______________________ DATE: ______________