



**Narrogin Senior High School
NOTEBOOK USAGE PLAN**

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1. Introduction

The integration of notebook computers and supporting information technology equipment into the classroom represents an exciting era at Narrogin Senior High School. The project provides a wealth of rich educational resources and tools, that when used effectively, can deliver very positive teaching and learning outcomes. However, if the implementation of this new technology is not properly controlled there are certain pitfalls that students may encounter.

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

This document is specifically aimed at parents and students who are involved in the Narrogin Senior High School Notebooks for Students Project and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their notebooks and avoid any problems.

2. Description and Purpose of the Project

The objective of the project is to implement a range of innovations that explore and exploit the latest in educational technology.

State and Federal government initiatives have enabled the introduction of a nationwide project which will see significant numbers of notebook computers in the school. By the end of 2011 Narrogin expects to have 240 notebooks available for student use.

The notebooks will link to a school wide wireless network providing access to the internet, curriculum materials and printing services as well as enabling communication between students.

Subject to certain guidelines, the students will be able to take the notebooks home to complete homework and assignments. In this document you will receive a Home Usage Permission Letter to sign and return to the school Library.

At present, the notebook program is running on a year by year basis and as consequence the machines are issued similarly. Students may be asked to return the notebooks at any time. However, it is likely that students will have their notebooks rolled over from year to year and they will have access to the same notebook for an extended period of time.

Students must return the notebooks to the school prior to terminating enrolment.

3. Responsibilities

3.1 The Role of Students

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

When using their notebook and accessing school information resources students must follow the policy and guidelines detailed in this document.

Students who fail to honour this Code of Conduct may forfeit use of their notebook computer and access to the Internet and/or school network.

3.2 The Role of Parents or Guardians

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

3.3 The Role of Teaching Staff

School teaching staff will monitor appropriate care of the notebooks and use of the notebooks in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their notebooks in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

Teachers will inform the Deputy if a student breaches their responsibilities and apply appropriate sanctions.

3.4 The Role of The School

The school commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the notebooks and relevant curriculum facilities for staff and students.

The school also has a responsibility to ensure information published on the internet by students, or the school, under the school's name meets legal requirements and community standards in relation to copyright and safety.

4. Authorisation and Rules for Home Use

Students will be permitted to take their notebooks home to complete assignments. This will be subject to approval by Parents/Guardians as indicated on the Home Usage Permission Letter and also by student compliance with the usage conditions outlined in this document.

Home usage will be granted subject to adherence to the following rules:

1. Students must bring their notebook to school each day. It must be fully charged.
2. The Students must have their notebook inside their protective cover and inside their school bag when travelling to and from school.
3. Students are responsible for the safe storage and care of their notebook **AT ALL TIMES**. For example Notebooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at friends' houses.
4. The notebooks are school property, hence the school Network Agreement applies at ALL times.
5. Students must return the notebooks to the school prior to terminating enrolment.

Since home use brings with it a risk of accidental damage or theft of the notebook outside of the school, the Department has arranged insurance for the notebooks. However this insurance only covers the notebooks for use as outlined in this document and accompanying Home Usage Permission Letter. The notebooks must be treated with great care.

If an insurance claim is partially or wholly rejected by the insurer due to non compliance with the guidelines, the school may seek to recover the cost associated with the loss or damage from parents or guardians.

5. Guidelines for Proper Care of Notebook

5.1 Security and Storage

At recess and lunchtime, notebooks must be stored in their protective covers inside the student's schoolbags and placed on the undercover bag shelving. Students **are responsible** for the supervision of their notebooks during these break times.

When the notebook is being used away from school, students should not leave it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the notebooks can become a target for theft. When the notebook is at home please ensure that normal accepted domestic security practices are followed. This would include locking the windows and doors in the home when the dwelling is unattended.

5.2 Transport and Handling Procedures

Students will be issued a protective cover in order to take home the notebook. When transporting the notebook, students are to make sure that it is in the cover and in their school bag which must be securely closed. Students must not remove the notebook from its cover and place it directly into their school bag.

5.3 Occupational Health and Safety Guidelines

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

- Keep the upper arms relaxed at the side of the body
- Bend the elbows to around 90 degrees
- Keep the wrists straight
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with special needs will be catered for according to Department of Education guidelines.

5.4 General Care of the Notebook Computer

The notebook computers are not owned by students but are on loan from the school. This requires students to maintain the notebooks in good condition and to return them to the school when required.

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

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Vandalise equipment
- Mark or deface any equipment (eg writing on, engraving or attaching stickers)
- Eat or drink near the notebook
- Attempt to repair equipment
- Unplug cables or equipment unless directed by teachers
- Remove any covers or panels
- Disassemble any part of the notebook
- Disable the operation of the notebook
- Insert anything other than school CDs or DVDs into the CD player

In addition, students must immediately report any malfunction or damage to the notebook to the IT coordinator, through the school library. Procedures for repair and re-imaging will be given to students prior to the distribution of the notebooks.

5.5 Report of Loss or Damage

The notebooks are covered for warranty repairs and insurance cover against loss and damage for the duration of the program. However, insurance claims will only be honoured for loss or damage if reasonable care has been exercised by students.

In circumstances where deliberate damage or theft has occurred, then the incident will be required to be reported to the Police and action may be taken by the Department of Education against the perpetrators or their parents/guardians to recover costs for repair to, or replacement of, the notebook.

Any loss or damage which occurs to the notebook must be reported to the school as soon as practicable. If this occurs within the school, during school hours, the student must report the incident to the IT Coordinator, again through the school library, immediately.

If loss or damage or theft occurs outside school hours, either the student, or their parent/guardian must report the incident to the school as soon as practicable. In cases of theft outside school hours, the student or parent/guardian must also report the incident to the Police. The police incident report number must also be communicated to the school for insurance claim purposes.

6. Data Management

Saving or back-up of data is the student's responsibility. To backup their work it is recommend that students purchase a USB flash drive or preferably, an external hard drive.

If a notebook needs virtual repair, students will have access to healing stations in the library where they may re-image their machine. Naturally re -imaging the notebook will lose all data. Full procedures for virtual recovery will be published at a later date.

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

7. Printing

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

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

Costs may be incurred by students for excessive printing.

8. Virus Protection

The notebooks are configured with anti-virus software which regularly and automatically checks for viruses on the notebook. On the detection of a virus or the suspicion of a viral infection, the student must inform the IT Coordinator, through the school library.

9. Acceptable Use Policies

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the Department of Education system and are bound by Department of Education rules of use.

Computer operating systems and other software have been set up to maximise the usefulness of the notebook computers. Students are prohibited from:

- Bringing or downloading unauthorised programs, including games, to the school or run them on school computers. Online internet games are banned.
- Deleting, adding or altering any configuration files.
- Break software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
- Deliberately introduce any virus or program that reduces system security or effectiveness.
- Attempting to log into the network with any user name or password that is not their own, or change any other person's password.
- Revealing their network password to anyone except the system administrator. Students are responsible for everything done using their accounts and everything on their notebooks. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Using or possessing any program designed to reduce network security.
- Enter any other person's file directory or do anything whatsoever to any other person's files.
- Attempting to alter any person's access rights; or
- Storing the following types of files in their home directory, without permission from their teacher:
 - Program files
 - Compressed files
 - Picture files, unless they are required by a subject
 - Obscene material – pictures or text
 - Obscene filenames
 - Insulting material
 - Password-protected files
 - Copyrighted material.

9.1 Access Security

It is a condition of entry to the Notebooks for Students Project that students agree to the monitoring of all activities including their files, e-mail and Internet accesses.

A log of all access to the internet including e-mail will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of e-mail remains within the guidelines described in this document.

9.2 Internet Usage

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way.

Because the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians.

The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

It is the responsibility of the school to;

- provide training on the use of the Internet and make that training available to everyone authorised to use the school's internet link
- take action to block the further display of offensive or inappropriate material that has appeared on the internet links.

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or "revenge" activities

Students must:

- Follow school guidelines and procedures when preparing materials for publication on the web
- Not use material from other web sites unless they have permission from the person who created the material. If unsure, they should check with their teacher
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off the notebook and notify a teacher. They should not show the site to their friends first.

9.2.1 Social networking sites and chat lines

Social networking sites such as Facebook or real-time chat programs such as MIRC or ICQ are not to be used by students.

9.2.2 Cybersafety

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

Parents are encouraged to check the following sites online for further useful information:

The main government cybersafety information website at www.cybersmart.gov.au

Cybernetrix page on the internet: www.cybernetrix.com.au Internet Safety for Secondary Students section.



Narrogin Senior High School NOTEBOOK HOME USAGE AGREEMENT

I have discussed the implications and rules of taking the notebook home with my son/daughter and will adhere to the Narrogin Senior High School Guidelines and the Department of Education Usage Policy Guideline for Students and Parents.

I give permission for my son/daughter to take their notebook home for learning purposes and will ensure the notebook returns to school, fully charged, each day with the student.

Student's Name: _____ Form: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

I do not give permission for my son/daughter to take their notebook home for learning purposes for the following reasons.

Student's Name: _____

Parent/Guardian signature: _____ Date: _____

Please return this form to the School's Deputy Principal as soon as possible.



Narrogin Senior High School NOTEBOOK REGISTRATION FORM

STUDENT NAME.....

YEAR 9 10
(CIRCLE)

BARCODE NUMBER 34039 _____
(BARCODE STICKER ON BACK OF NOTEBOOK)

NUMBER ENGRAVED ON THE FRONT OF THE
NOTEBOOK

4039
30 _ _ _

Once you have completed this form please take it to a library staff member along with your notebook.