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Overview

Wembley Primary School Laptop Program provides students in years 4 to 6 access to leading technology learning experiences through the lease of a state of the art Apple laptop computer; an integrated approach to teaching and learning; and an extensive set of support services.

Ethical Use of Technology

Wembley Primary School uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Wembley Primary School we:
• have a cyber safe and responsible use program across the school.
• reinforce the school code of conduct values and behaviours when using technology and the internet.
• provide a filtered Internet service.
• provide supervision and direction in Internet activities and when using mobile technologies for learning.
• utilise mobile technologies for educational purpose. e.g. podcasts, photos from excursions.
• work towards setting tasks that ask your child open questions, so they can’t copy and paste all answers from the Internet.
• provide support to parents to understand this agreement (e.g. language support).
• provide support to parents through information evenings and as a document attached to this agreement.

What Wembley Requires of its Students

When I use technology, both at school and at home I have responsibilities and rules to follow. Wembley Primary School sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school. Students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”. Safe and ethical behaviour online is explicitly taught at our school and the request is support at home.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images etc

To behave in a way outlined in the schools’ Code of Conduct

The schools’ Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

To not give out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like MySpace, blogs, Club Penguin etc. We recommend that they:

• don’t use their own name, but develop an online name and use avatars where available
• don’t share personal details including images of themselves or their friends online
• password protect any spaces or accounts they have and never share that password
• don’t allow anyone they don’t know to join their chat or collaborative space. Use the block feature
• are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it). Once it is published they have lost control of it.

**Being respectful online and not participating in online bullying or hurtful behaviour.**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

• being online can make students feel that they are anonymous (however online interactions can be traced)
• the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
• often the online environment has very few adults
• participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
• Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

**Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student**

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as “free.” Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

**Not bringing or downloading unauthorised programs, including games, to school or run them on school computers**

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 of the schools equipment and student work at risk.

**Not go looking for rude or offensive sites**

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student’s internet access will be reviewed with the option of suspension of use for a period of time.

**Using the MacBook at school to learn.**

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.
Remembering that the content on the web is someone else's property so ask a teacher for help to get permission before using information or pictures
All 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.

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. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.
Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt.
If helping with homework ask open-ended questions. “Tell me about wombats” might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don’t like online etc…
The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact the school:
• or call 1800 880 176
• or visit http://www.cybersmartkids.com.au/for-parents_tips.htm
• or email connect.manager@edumail.vic.gov.au
Questions for Teacher/ Parent/ Student Discussion

What can you do?

- You found the car picture you were searching for, but on top of it was a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them 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, phone number, DOB etc.
FAQ

Appearance and Personalization
The MacBook is on lease and it is the property of the school, it is not to be altered or personalised in any way that is irreversible. Each MacBook will have a removable sticker identifying its owner. A student may personalize their MacBook desktop but should be aware that repairs and updates will revert the hard drive image to the original form which may result in students losing stored files if they have not been correctly backed up.

Backup / Recovery
Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or internet-based backup to regularly backup important work.

Student work may be periodically backed up on the school server during the school day. There may be network, bandwidth or access issues when backing up large files such as multimedia files for servers.

Caring For Your MacBook

Packing away your MacBook
- Always place MacBook in protected bag provided
- Don’t wrap the cord too tightly around the power adaptor because this might damage the cord.
- The use of protective gear is to be used at all times to ensure care of the MacBook.

Handling your MacBook
- Try to avoid moving your MacBook around when it is on. Before switching on, gently place your MacBook on a stable surface and then switch on
- You still need to be careful with your MacBook while it is in the bag. Always place protective cover gently down
- Be careful when putting the MacBook in the car that no other items are on top of it and nothing will roll onto the MacBook
- MacBook should be switched off before being put into the protective cover.

Operating conditions
- Don’t place objects on top of your MacBook and never carry it around while it is turned on
- Avoid exposing your MacBook to direct sunlight or sources of heat such as desk lamps
- Avoid exposing your MacBook to dust, dirt, rain, liquids or moisture
- Avoid exposing your MacBook 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 MacBook by its screen
- Don’t slam the screen closed
- Be gentle when putting your MacBook down.

To clean your LCD screen
- Switch off your MacBook
- Lightly dampen a non-abrasive 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.
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 MacBook to the technicians or the MacBook Co-ordinator to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case cleaning
- Use a non-abrasive cloth
- Spray cleaner on to cloth to moisten, but do not spray the MacBook directly. Rub gently.

Insurance
All due care must be taken for the MacBook. Parents and students should read Appendix 1 detailing the insurance policy.

If a MacBook is damaged or lost, parents will be required to contact the MacBook coordinator within the school and complete the appropriate form. If a MacBook is stolen, parents will be required to obtain a police report. They should then contact the MacBook coordinator and complete the appropriate form and supply this accompanied by the police report.

The MacBook coordinator will arrange for repair or replacement and notify the parents of progress. In most circumstances a loan MacBook may be provided to students. The excess amount must be paid to the school as soon as a claim is approved.

Internet Usage
Use of MacBook by students is governed by the Acceptable Use Policy that students and parents agree to for use of ICT within the school. Parents are also to familiarise themselves with the Acceptable Use Policy to further support their adoption outside of the school environment.

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 MacBook outside of the school network. Education and support are important for maintaining acceptable use of MacBook, particularly in relation to internet access.

Apple Remote Desktop enables monitoring of web browser histories to ensure inappropriate use of internet is detected. Random checks will occur regularly and any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Loan / Replacement MacBook
A Loan MacBook in most cases will be provided to a student if their MacBook has been submitted for repair under warranty conditions. A loan MacBook will not be provided for non-warranty repairs and/or loss or theft, unless under exceptional circumstances.

The following conditions must be adhered to in order to maintain warranty:
- Always store the MacBook in the protective cover provided
- Avoid storing it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Do not store anything additional to the MacBook within the MacBook sleeve (e.g. cords, papers or disks), as this may damage the screen
• Carry your MacBook within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on the MacBook can cause permanent damage to the screen and other components)
• Do not grab or squeeze the MacBook. (This can also damage the screen and other components)
• Never leave your MacBook in a car or in an exposed area where it can be stolen
• See Appendix 1 for Guidelines for Students on Caring for their MacBook.

Non-School Applications and Files
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 MacBook. 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 MacBook while at school when given express permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student’s responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Printing
We anticipate that students will use very little printing at school however in the event of them needing to print; they will have access to printers near their classrooms.

Power Supply Management
All MacBooks are required to be fully charged at home ready for the commencement of the day. The battery has a 10 hour life span.

Software Licensing and Copyright
Each MacBook will be loaded with a DEECD-approved software image configured for use on the school network. Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school. The image has been developed in consultation with teachers. Throughout a school year, an image update may be scheduled to allow for the inclusion of new applications and software updates on the MacBook.

The school MacBook image is composed of a variety of software packages as part of the standard operating environment. These include operating system software, anti-virus software, standard Macintosh and Microsoft software and curriculum-specific software licensed to the school.

Students will not have access to the necessary password to install software onto their MacBook.

Any media installed on a MacBook must not infringe copyright laws and must not include crude or explicit language or scenes. This will contravene our Acceptable User Agreement and may result in reimaging. Continued inappropriate use will result in consideration by the school for further consequences.

The school reserves the right to utilize Apple Remote Desktop to observe or control any MacBook logged onto the network at any time. Random checks will occur regularly.
Technical Support

• Scott Partenio- High Technician– (Please note that a full time low technician position has also been advertised and will be filled within the next few weeks)
• Matt Symmons- School based ICT Teaching and Learning coach
• Estelle Pizer – Department of Education and Early Childhood Teaching and Learning Coach
• Students are to inform their classroom teacher or the MacBook Co-ordinator (Matt Symmons) immediately of any problems
• **Forgotten passwords etc.** may preclude the use of the MacBook until the technician is able to modify it (the technicians will have administration rights to be able to perform this action and process).
• If you need to see the MacBook Coordinator in relation to a concern, insurance claim or any difficulties, an appointment maybe required.
• Matt Symmons’ contact information
  Wednesday and Thursday at school from 8.00am to 5.00pm/ alternatively can be contacted via email- symmons.matthew.r@edumail.vic.gov.au

Technical Support At Home
The web page link below will provide information on tutorials, manuals, Apple care, contact details etc, or Apple can be contacted on the phone number below.

Apple Care- 1300 321 456

Users and Security
Students are required to use a username and password to access the network at school. A student will not have administrator rights to their own MacBook. Please note a home internet access is required for internet usage at home.

Virus Protection
Viruses have the potential to severely 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.

At the moment MacBook are not threatened by viruses or Trojans etc., however, as the hard drive will be partitioned to allow Windows access, virus protection needs to be observed.

The MacBook has antivirus software installed on the Windows partition. This software will scan the hard drive for known viruses on start-up in Windows. The virus software will be upgraded from the network.

Students are recommended to:
• Not open any files attached to suspicious or unknown emails
• Exercise caution when downloading files from the internet. Save the files to the MacBook 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
• Be aware that USB and similar devices used across platforms may carry viruses, Trojans etc
If a student MacBook connects to the network and is found to have a virus, it will be reimaged possibly meaning any critical data may be lost.
Appendix 1: Insurance Policy
Appendix 2: Acceptable Use Agreement for Digital Technologies