

Redhead Public School

Laptop Rental Agreement

One to One Computer Program

Please complete the attached agreement and return this document to the school, along with the first payment by Friday 19/02/16.

An electronic copy of this document can be obtained from our school website:

www.redhead-p.schools.nsw.edu.au

Coordinator 2016: Mr James McGill

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School vision

At Redhead Public School we are developing connected, global citizens. We take pride in our safe, inclusive, friendly school where everyone is encouraged to do their best.

Our goal is to:

- Deliver quality, evidence based teaching and learning programs
- Enhance strong existing community relationships
- Encourage confident self-directed learners

At Redhead Public School a holistic approach to education is engendered where individual gifts and skills are developed, allowing all students to reach their full potential and become life-long learners.

The school 1-to-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.

The intent is to provide our students with "anywhere, anytime" inclusive, engaging learning.

Ownership model

The Notebook is to be owned by the school.

Parents/Carers/Carers are to rent the machine and have the opportunity to purchase when their child leaves the school.

If students leave for any reason, they will either;

return the Notebook to the school in full working order, including all accessories and components.

or

make the necessary payment to purchase the machine outright.

Failure to return the Notebook upon leaving the school will be considered theft of Government property and will be immediately referred to the police.

Background Information

A school-owned Notebook has access to lower software licensing costs, as retail and student retail licensing is more expensive than school-based licensing.

Management of the ownership cycle, servicing and insurance is easier with school-owned Notebooks.

A school-owned Notebook provides an opportunity for the school to create a culture on how the Notebook is to be used. The school will set requirements around what is stored on the Notebook and what it is used for as set out in the User Agreement.

Distribution to all Year 5 - 6 students

- Notebook will be used by one student only. These machines are able to be taken home on Monday, Tuesday and Wednesday nights only.
- School contributions will be over two years
- Students of Parents/Carers/Carers not wishing to rent with the option of purchasing will be provided with a school loan machine, but will not be permitted to take the machine home.
- Notebooks will be distributed to Parents/Carers/Carers under a rental arrangement. The first payment will be due immediately and subsequent payments are due prior to the start of each school term. Yearly payment in full is strongly encouraged.

Privately owned devices

Privately owned computers will not be connected to the school network to ensure quality and consistency of service to all students and therefore **will not be permitted**.

Guidelines for participation

Prior to Notebooks being issued to students:

- Each Notebook will be imaged with the permitted school image and registered in the school database with a unique identifier against the student's ID.
- Each Notebook will be registered on the school network.
- Parents/Carers/Carers are encouraged to attend an information event and must agree in writing to the terms and conditions of the program before Notebooks can be taken out of the school.
- Students will participate in an induction program to ensure they are familiar with their roles and responsibilities.

Background Information

- It is important to ensure there is joint participation in this program between the student, Parents/Carers/Carers and the school
- The notion of responsibility for the Notebook becomes inherent when Notebooks are allocated 1-to-1 rather than shared. Unique identification against individuals will ensure this responsibility and foster engagement.
- The induction program will explain students' responsibilities and develop protocols for usage

Insurance

If a Notebook is damaged, lost or stolen, Parents/Carers will be required to contact the Notebook coordinator within the school and complete the appropriate form.

If a Notebook is stolen, Parents/Carers will be required to obtain a police report. They should then contact the Notebook coordinator and complete the appropriate form and supply this accompanied by the police report.

The Notebook coordinator will arrange for repair or replacement and notify the Parents/Carers of progress.

In exceptional circumstances a loan Notebook may be provided to students.

All due care must be taken for Notebooks. Parents/Carers and students will be responsible for negligent damages. (See Appendix 1 for care of Notebook)

Background Information

- An appropriate coordinator will be appointed to be the single point of contact for expediency
- Internal forms and processes should reflect the requirements of the insurance and warranty documentation
- Systems should be in place to monitor and minimise occurrence and repetition of loss and theft. These should be considered as part of the insurance policy.

Loan/ replacement

Loan Notebooks will be provided to students if their Notebook has been submitted for repair under warranty conditions. Loan Notebooks will not be provided for non-warranty repairs and/or loss or theft, unless under exceptional circumstances.

Caring for Notebooks

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

- Always store the Notebook 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 Notebook within the Notebook sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your Notebook within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on the Notebook can cause permanent damage to the screen and other components)
- Do not grab or squeeze the Notebook. (This can also damage the screen and other components)
- Never leave your Notebook in a car or in an exposed area where it can be stolen
- Never leave your Notebook in unsupervised areas during the school day. They are to be securely locked in cupboards provided in each classroom or classroom doors are to be locked. Notebooks left unsecured may be confiscated to avoid exposure to theft
- See Appendix 1 for Guidelines for Students on Caring for their Notebook.

Appearance and personalisation

As Notebooks are the property of the school, until the student leaves, they are not to be altered or personalised in any way that is irreversible.

Each Notebook will have a removable sticker identifying its owner. Students may personalize their Notebook desktops but 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.

Protective covers may be personalized by students.

Background Information

- Avoid irreversible personalisation. e.g. engraving
- Repair procedures may require the student's hard drive to be placed in a different shell.

Software licensing and copyright

Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.

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

Any media installed on Notebooks 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 confiscation of the Notebook or reimaging

Background Information

The following applies to the Notebooks that are part of the Notebook program:

- Each Notebook will be loaded with a DEC-approved software image configured for use on the school network. A copy of that image will be stored on the school's server to enable the Notebook to be restored to the original image at any time by the system administrator
- 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 Notebooks. This will occur during term holidays
- The school Notebook 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 Microsoft software and curriculum-specific software licensed to the school.
- The school reserves the right to utilize Remote Desktop facilities to observe or control any Notebook logged onto the network at any time. Random checks will occur regularly.
- Royalty free music and images will be provided through the network

Users and security

Students are required to use a username and password to access the network. Individual folders will be located within a grade folder which will need password access

Background Information

- Access to the school network is independent from access to the Notebook, i.e. when a student accesses the school network they will use their school provisioned network login
- Students will not have administrator rights to their own Notebooks
- Students may require support for forgotten passwords.

Internet usage

Use of Notebooks by students is governed by the Acceptable Use Policy that students and Parents/Carers agree to for use of ICT within the school. Parents/Carers are also 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/Carers and teachers are available at:

Click

<http://www.schools.nsw.edu.au/news/technology/usingtechnology/yr2010/digitalcitizen.php>

Net Alert

<http://www.netalert.gov.au/>

Background Information

- 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 Notebooks outside of the school network. Education and support are important for maintaining acceptable use of Notebooks, particularly in relation to internet access.
- Remote Desktop software enables monitoring of web browser histories to ensure inappropriate use of internet is detected
- Random checks will occur regularly

Virus protection

Viruses have the potential to severely damage and disrupt operations within the school and DEC'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 DEC's computer network from virus attacks.

At the moment Notebooks 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 Notebooks have 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:

- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source whilst in Windows. Carry out the scan before returning to the school and connecting to the school network
- Not to open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the internet. Save the files to the Notebook 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.

Background Information

- If a student Notebook connects to the network and is found to have a virus, it will be reimaged possibly meaning any critical data may be lost

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 Notebook. 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 Notebook 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.

Background Information

Copyright is a significant issue with the increased access and availability provided through Notebooks. Refer to the following for resources.

- The national Copyright Advisory Group (CAG) has developed the Smartcopying website <http://www.smartcopying.edu.au/scw/go> to provide a comprehensive guide to copyright issues affecting Australian schools
- <http://www.schools.nsw.edu.au/news/technology/usingtechnology/yr2010/digitalcitizen.php>

In developing our policy we considered:

- Music, MP3s and games can be used for many subject areas to support learning
- There is potential for distraction and disruption.
- There is potential piracy, moral and ethical issues.
- There are implications for storage and bandwidth.

Where there is contravention of this 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, as they will lose all non-school files from the Notebook in this process.

Technical support

- The school has access to DEC technicians to support the Notebook program.
- Students are to inform their classroom teacher or the Notebook Co-ordinator immediately of any problems
- Forgotten passwords etc. may preclude the use of the Notebook until the technician is able to modify it

Background Information

- Education will be the key to minimise technical support overheads. Space management, viruses and spam are areas for focus.

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 a black and white printer and if the need is for colour printing, the 'finished product' file will need to be transferred to the teacher's computer to access the colour printer.

Background Information

- The Notebooks will provide the students with access to multimedia, largely in the form of video, picture, music and sound files which are best presented on screen rather than in print format
- Students will be encouraged to present their final assignment in digital format.
- Colour printing has a cost of approximately 20 cents per page
- Publishing is available on the internet for assignments
- Each senior school classroom has the capacity to display students assignments and other work
- Projectors are available throughout the school for presentation to a larger audience.

Web 2.0 applications

Students must abide by the school's User Agreement whenever the school equipment or services are involved. This includes the Notebook 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.

Background Information

- Despite the dangers associated with applications such as social networks widely publicised in the popular press, authorities such as the Federal Government's NetAlert program clearly advise that banning them does not do anything to educate young people about their effective use
- It is important for staff to understand the various categories of programs that Web 2.0 now embraces, ranging from simple chat through to social networking technologies such as Ning, Facebook, Bebo and MySpace and wikis and RSS (Really Simple Syndication)
- The first issue is to assist staff to be more aware of the range of Web 2.0 applications that are being developed, and look for ways in which they may offer unique teaching and learning opportunities. The second is to allow specialist support staff time to develop learning experiences that leverage Web 2.0; and the third is to be vigilant in ensuring all students are at all times kept abreast of the best knowledge in regard to safe web practice.
- SuperClubsPlus is a DEC recommended and funded initiative to provide safe access to communication forums
- Within schools in Victoria, applications such as blogs and wikis are readily available through the DEECD's Global Teacher, which provides a useful vehicle for students and teachers to engage in extended dialogue and development of ideas beyond the traditional forums.

Power supply management

All Notebooks are to be fully charged at the commencement of every day.

Background Information

- The school will provide one additional charger per classroom that can be used as backup in exceptional circumstances
- Simple development and reinforcement of the importance of the charging policy will ensure it does not become a classroom management issue
- Use of power cords at school involves numerous practical and safety issues.
- If fully charged the Notebook battery will last for the duration of a typical school day.

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.

Background Information

- It is the school's responsibility to provide all students within the school with enough server (or otherwise) space for backup of their critical data.
- There will be a quota on the amount of backup space that the school will provide for students.
- The backup of a student's critical data is the sole responsibility of a student.
- The issue of students' backup and data storage, and whose responsibility it is, has been considered by both technical staff and teachers, as it has ramifications for both technology and classroom management.
- Some students may require significant storage for multimedia files
- Network/bandwidth/access issues occur with backing up large files on servers.

Appendix 1: Caring for your Notebook

Packing away your Notebook

- Store your Notebook bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord.

Handling your Notebook

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

Operating conditions

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

To clean your LCD screen

- Switch off your Notebook
- 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.

AC adaptor

- Connect your adaptor only to your Notebook
- 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 tightly around the adaptor box
- Be aware of the power savings that come from running your Notebook effectively from battery after being fully charged. This can amount 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 Notebook to technicians 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 Notebook directly. Rub gently.

Appendix 2: Acceptable User Agreement

Part A: The agreement to be signed by the student and parent.

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened

When I use my laptop at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device 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 PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Policy for Mobile Devices also applies to students 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.

Student Name:..... Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :.....Date:

Part B –The schools’ support for responsible and ethical use of technology?

Redhead Public 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/Carers should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Redhead Public School we:

- have a cyber safe and responsible use program across the school. We 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/Carers to understand this agreement (e.g. language support)
- provide support to Parents/Carers through information evenings and as a document attached to this agreement.
- Involve all students in Grades 3 to 6 in a DEC recommended and funded initiative to provide safe access to communication forums both local and overseas; SuperKids Plus

Part C: The Lease

1 Lease Arrangements

- (a) Redhead Public School shall lease the Notebook to the Lessee during the lease period. The Lessee shall pay the lease fees set out in Schedule One (attached). The lease fees must be paid by the due date without any set off or deduction.
- (b) The lease fee does not include any consumables such as paper, ink or toner that may be required to be used with the Notebook.

2 Termination

- (a) This agreement comes to an end:
 - (i) At the end of the lease period.
 - (ii) In the event of default as defined in subclause (b) hereof.
- (b) Default occurs if:
 - (i) Lease fees are not paid by the due date.
 - (ii) The Lessee is subject to insolvency or other proceedings which place the Notebook at risk for loss or seizure by others.
 - (iii) The student leaves Redhead Public School prior to the end of the lease period.

3 Cost

- (a) The total cost payable under the lease is \$530.

4. The Notebook

- (a) The Lessee and the Student will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by the school

5 Insurance

The Notebook is subject to the warranty policy of the supplier as attached.
 Redhead Public School is providing a self insurance model for loss and non warranty repair.
 For loss and non warranty repair:

- (i) An excess of \$100 will apply, payable by Parents/Carers for the lease period.
- (ii) A loss notification must be accompanied by the appropriate police report.

Lease Arrangements

I have read the above information about leasing arrangements for the use of a Notebook.

I understand and agree with the terms and conditions of this lease and commit to make all payments in accordance with Schedule One.

Student's name :

Parent/Guardian Signature :

Date:/...../.....

SCHEDULE ONE

1. The Lessee (parent or guardian)

Name: _____

Address: _____
_____Contact email/telephone number: _____

2. The Student

Name: _____

Address: _____

3. The Notebook

Make/Model: _____

HP 210 G1 Notebook

4. Lease fee and due dates

Due Date	Year 5 Cost
19/02/2016	\$60
29/04/2016	\$60
22/07/2016	\$60
13/10/2016	\$60
3/02/2017	\$60
28/04/2017	\$60
21/07/2017	\$60
13/10/2017	\$60
Payout Cost	\$50

Fees may be paid in advance at any time

5. Lease Period

Start date: _____

19/02/16

End date: _____

15/12/17 (Year 5)

Part D - Advice for Parents/Carers

Please keep this as a resource to use 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, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" Issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their "space" if they are using a site which allows them to chat, publish photos, play games etc
- always get them to set the space to "Private" if they use a social networking site like Myspace, Bebo, Pixo etc – They are then in control of who contacts them and who accesses their information. They can block out anyone at anytime.
- have the computer with Internet access in a shared place in the house – **not your child's bedroom**
- negotiate appropriate times for you child's online activities and use of mobile phones.
- ask questions when your child shows you what they are doing
 - how does it work and how do you set it up? Can you block out people?
 - who else is sharing this space or game - did you know them before or "meet" them online? What do you know about them?
 - why is this so enjoyable – what makes it fun?
 - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
 - what are you doing to protect yourself or your friends from these potential dangers?
 - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- they might get the blame for any incident
- they don't think adults "get" their online stuff – it is for students only
- they might put at risk their own access to technology by either:
 - admitting to a mistake or
 - highlighting a situation that might lead a parent to ban their access. (Even to protect them)

Support information for Parents/Carers around the agreement.

When I use technology, both at school and at home I have responsibilities and rules to follow.

Redhead Public 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.

21st Century 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

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.

Not giving 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. The first virus to be written for a Macintosh was discovered in February 2009.

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/Carers 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 Internet / mobile technology 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 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/Carers, 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/Carers_tips.htm or email the school redhead-p.school@det.nsw.edu.au