Student Laptop Program Information Booklet and Acceptable Use Agreement

2016 – 2017 Version 1.3

Disclaimer

Whilst every effort has been made to ensure the accuracy and completeness of the information contained in this document it is acknowledged that:

• Details contained herein may change without notice; and

• Unforeseen circumstances may cause changes in policies, conditions and practices without notice

Overview of the Student Laptop Program

Pascoe Vale Girls College is committed to providing rich and differentiated learning experiences for
our students. Access to appropriate technology through the provision of Student laptop computers has been a goal for the College for some time. Our staged Student Laptop Program will see all students in Years 9, 10 and 11 having 24/7 access to their own device both at school and at home by the start of the 2016 school year. Students in Years 7-8 will be included from the beginning of 2017.

We believe that giving students immediate access to technology in a student program will help engage them in the learning process in new and creative ways. This is an exciting opportunity for our students who will become increasingly skilled at using technology to access and present information, to problem solve, and to work collaboratively. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to actively contribute as 21st century citizens, capable of shaping our future and being productive members of the workforce.

Educational Benefits

The goal of the Laptop Program is to improve student outcomes and engagement through the use of technology. Research shows us that there are several things that can do this. Regular feedback is one of the most important elements of teaching and learning that can improve student performance and this can be significantly enhanced with the use of classroom technology such as Google Classroom and Compass Learning Tasks.

Parental involvement is also an element that we feel is vital for an effective education. Through the use of Compass Learning tasks, parents will be able to be involved on a regular basis with their daughters' education, allowing them to receive regular updates on learning tasks and levels of achievement.

Objectives and Outcomes of the Student Laptop Program

Pascoe Vale Girls College considers that students having access to a Laptop/Information Technology at school and home will result in benefits which extend across the College Community. The objectives and expected outcomes are:

For Students
- Develop essential employability skills required for the future
- Improved learning outcomes
- Increased opportunity to work collaboratively with others
- Increased level of student engagement
- Increased opportunities to access information and class resources via Compass

- Increased variety and flexibility in learning programs to suit learning styles and individual needs
- Access to Google Apps for Education and other educational software
- Opportunity to access the wealth of learning resources on the internet
- Develop the knowledge and skills to be responsible and safe digital citizens
- Ongoing access to an individual Laptop

For Teachers
- New eLearning opportunities
- Increased assessment feedback
- Opportunities to set more work electronically
- Access to a broader range of teaching resources
- Increased opportunities for collaborative work – local and global
- Increased communication with students / parents

For Parents
- Observable improvements in student learning outcomes
- Enhanced communication with teachers and school
- Affordable Laptop program with full technical support and insurance
- Increased computer and current software access at home
- Increased involvement in students' learning and progress

2017 Laptop Purchase Information

The laptops that the College has recommended are available through *Learning with Technologies (LWT)* and *Edunet*. Consideration has been given to the following criteria when selecting these laptops:
- Affordability
- Reliability
- Memory and processor capacity
- Build quality
- Battery life
- Weight
- Warranty Conditions

The laptop package will come with:
- The laptop device
- Software preinstalled
- 1 year warranty (extended warranty is optional)
- Onsite initiation of repairs
- Technical support

Additionally, parents may choose to purchase:
- A laptop case/bag
- Insurance (accidental damage, theft, loss)

Prior to the distribution of the laptops, each device will have been loaded with the College image which includes Microsoft Office and other software commonly used in the classroom.

For more information on each device and purchasing options, please refer to the relevant portals.

Ordering the Laptop

- Order portals for LWT and Edunet can be accessed from the College website or the Favourites (★) menu in Compass.
- Laptops purchased from both *Edunet* and *Learning With Technologies* will be available to collect from the College. Collection date(s) to be notified.
- Payments may be made in full at the time of purchase, or both companies have arrangements with finance companies. Please ensure that you understand the full terms of finance arrangements before undertaking one of these policies.

Collection - School Pick-up

- For laptops ordered for the start of the 2017 school year, pick up times will be advised.
- If you order a laptop before the end of this year, you will be notified when it is available for collection from B3.
- At the time of laptop collection, connection to the school network will be established.
- A signed *Internet and Student Laptop Acceptable Use Agreement* must be submitted when you collect your laptop. Access to the School network cannot occur until this document is completed and submitted.
- When collecting the laptop, identification will be required in the form of the student's ID card or parent identification eg driver's licence

Ownership of Laptops

- As the device is purchased and owned by families, students who exit the school for any reason, will take the laptop with them and be responsible for the continued repayments for the device if it was not purchased outright. At this time the software image installed by the college will need to be deleted from the laptop and a functioning operating system installed. Software licensed to the Department of Education and Training may not be left on devices no longer in use by an employee or student of the department.

- New students who enrol at Pascoe Vale Girls College will be able to purchase a device through either portal (refer to the Laptop Purchase Information section of this document). A loan device can be arranged with the IT Technicians until the ordered device arrives. Alternatively new students may bring their own device to be connected to the network.

Process for Warranty Claims

If a laptop purchased through either portal is not working properly, this may involve a warranty claim.

1. The student delivers the laptop to the IT Office in B3 for initial assessment.
2. Warranty claims do not incur an excess fee.
3. The College technicians process the repair request internally.

4. A loan laptop can be supplied for a short period for student use if the school approved laptop is required for repair. Loan devices may be of a lesser quality than the student's damaged laptop. Students/families will be responsible for any malicious or deliberate damage that occurs to the loan device during the loan period.
5. When the laptop is repaired, the student/family will be notified that it is ready for collection.

Insurance

Insurance is available as a part of the Pascoe Vale Girls College Laptop Program.

- 3 year accidental damage and theft insurance is offered as part of the program at the time of ordering from either portal.
- Insurance is important to ensure students have a reliable and functioning laptop for their studies on a daily basis.
- If your laptop computer is lost or stolen, this should be reported to the police and provided when making any claim to the insurance company
- Please refer to the Pascoe Vale Girls College Laptop Program portal for specific information about the cost and coverage of each option.
- Families should check the policy conditions carefully before committing to an insurance scheme.
- Should a laptop not be functioning correctly or have obvious visible damage, it should be taken to B3 for an initial assessment. The IT Technicians will advise of the required process to have the laptop functioning again correctly or repaired if needed. If requiring repairs, families will be responsible for the payment of the excess (differs depending on the purchased device).

While we have made every effort to accurately represent the essential provisions of the policy it is important that parents familiarise themselves with the actual policy provisions at the time of purchase.

Warranty Conditions

- All servicing will be carried out by Pascoe Vale Girls College technicians, Learning with Technologies technicians or Edunet technicians
- The ICT office will be open before school 8:30 – 8:45, at lunchtime and after school until 4:00pm Monday to Friday during term time.
- This warranty covers manufacture defects only for battery during 3 years, not the expected capacity reduction due to use. If a battery is deemed to have a manufacturing fault, Acer or Apple may choose to replace the battery. Only reductions below the expected decline in battery life will constitute a warrantable fault as determined by *Learning with Technologies* testing process. A battery's capacity to hold charge is expected to diminish with both time and use.

EduSTAR

Edu School Technology Architecture and Resources

All devices purchased through the college laptop program have access to the EduSTAR suite of software as well as having access to the college's wireless EduSTAR network and college technical support.

Software Licensing

Devices come with a modified version of the EduSTAR image pre installed. Software that is installed by the school is subject to Licence conditions. Some of the packages in the image must not be distributed or deleted without permission from the school (refer to the Acceptable Use Policy). The software image to be installed on each laptop has been developed in consultation with teachers. The school and/or the Department of Education and Training have necessary site licences for the proprietary software installed.

Laptops purchased from other sellers

Students who purchase a laptop from sellers other than LWT or Edunet will be able to download some software from the Department of Education's EduStar catalogue. Separate instructions will be provided for this.

Virus Protection

Student laptops come with Microsoft System Endpoint Protection installed. This is a part of the EduSTAR image. This will be automatically updated from the college server as often as necessary. While there is no need for students to install any other virus protection software, it is important that students follow basic virus protection guidelines such as not opening attachments from unknown sources or installing software from untrusted sites. They should also scan potentially risky files before opening them.

Laptops purchased from suppliers other than LWT or Edunet must have functioning and up-to-date virus protection installed. Microsoft System Endpoint Protection is available for download from the EduSTAR catalogue, however students may choose to install alternative virus protection.

Technical Support

Full technical support is provided by the college for devices purchased through the *LWT or Edunet* order portals. Limited technical support will be provided for other student-owned devices.

The IT Support Office is located in B3 and operates during the school hours of 8:30 am – 4:00 pm Monday to Friday.

For devices purchased through the *LWT or Edunet* portals:

- Student ID cards will be requested for identification when submitting or collecting Laptops.
- Any issue with a device must be presented to the IT Office in B3 for initial assessment.
- Software problems will be able to be resolved quickly (in most situations) whereas more serious hardware issues may take longer to repair.
- If the laptop is deemed to have a hardware defect, then the repair job will be logged by our technicians for an onsite repair (in most situations).
- Please note – for correction of some faults, devices may need to be reimaged losing any stored data. This is why regular backing up of important files is necessary. The College takes no responsibility for lost data/files. Ongoing backups to a portable hard drive or USB are encouraged.
- Repairs should be resolved in no more than 3 working days in most cases.

Pascoe Vale Girls College IT Technical Support staff are NOT able to support:

- Connecting to the internet at home
- Connecting to non-school printers and other accessories e.g. cameras
- Backup of personal and/or family files

Laptop Loan

Pascoe Vale Girls College may provide a loan device as part of their Student Laptop program.
- Loan devices may be available to students if their device has been submitted for repair under warranty conditions.
- Loan devices may be taken home for short periods of time during the period of repair.
- These devices may not be of the same quality as the student owned laptop.
- Loan devices involve additional costs to the school, so consideration needs to be given to the level of impact on student work and how long a device will take to be repaired.
- Any deliberate or malicious damage, or damage due to negligence to a loan device will incur repair costs to the student/family.

Loan laptops will generally be issued under the following circumstances.
- A student's laptop is inoperable due to hardware failure
- An authorised repair or upgrade exceeds a period of 3 days
- Completion of critical assessment tasks would be compromised

Laptop Use

Network Access and Security

Students with a device purchased through *LWT or Edunet* will be able to log in to the filtered EduSTAR network at school using their school credentials. No other network is to be accessed while in the college. When students log in to the wireless network, they will gain access to many of the school network facilities, including access to the Internet, network drive storage, Compass (School Management System), Library resources, printing and some software. Students will also be

prompted to log in with a password when turning on their laptop (even at home). This is set to protect your daughter's personal information.

Laptop Responsibilities

Responsibilities of the Parent/Guardian, Student and Teacher

How well our students use the device and online resources will help set the standard and tradition for other year levels at Pascoe Vale Girls College to use laptops. The following expectations are set to ensure the security of laptops.

Parents/Guardians

Families will need:

- to understand the responsibilities that apply to them and their children in supervising the appropriate and safe use of the laptop at home and the need to reinforce the guidelines established by the school.
- to be aware of, and familiar with, the school's **Acceptable Use and Laptop Program Agreement**, and ensure that their children abide by the conditions and responsibilities detailed in this booklet.
- signed the **Internet and Student Laptop Acceptable Use Agreement**.

When the laptop is not at school, parents/guardians will need to support their children in the use and care of the device. Families should:

- Encourage their daughter to keep their laptop in its protective case and remind them not to place heavy books on top of the laptop when it is in the schoolbag or on a desk.
- Help their daughter learn to use their laptop when possible.
- Demonstrate interest and encouragement in what their daughter is doing.
- Remind their child to recharge their laptop overnight to ensure it is ready for each school day.
- Supervise use at home by ensuring laptops are used in family areas rather than bedrooms.
- Supervise the use of the internet and consider setting screen time limits to avoid overuse.
- Contact the school if any issues arise.

Families should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

Students

Students should be familiar with the school's *Internet and Student Laptop Acceptable Use Agreement* and abide by the conditions and responsibilities detailed in this booklet. Students are required to agree to use the Internet and digital technologies responsibly at school.

Students will be responsible for ensuring that:

1. They are ready to learn with their laptop
   - Students are required to bring their Laptop to school on every academic school day and take it home each day.
   - The laptop is fully charged at the start of the day and brought to class leaving power cords at home.
   - They adhere to the school's Acceptable Use Agreement when using their laptop.
   - Students are expected to regularly backup their files to USB or external hard drives or cloud-based storage.
2. They take care and responsibility for their laptop by:
   - Placing their name clearly on their laptop and bag for easy identification.
   - While at school, use their laptop in supervised classrooms and in the Library. Overfill their laptop bag. (Pressure on the device can cause permanent damage to the screen and other components).

   - Find a safe place to store their laptop at home so that young children cannot access it and that it is difficult to locate in the event of a burglary.
   - When travelling in the car or on public transport to school, ensure the laptop is placed inside its protective case. Keep their school bag with them at all times and avoid placing it where it could be stood on, bumped or misplaced.
3. Students must not:
   - Leave their laptop in unsupervised areas during the school day.
   - Share their password with anyone.
   - Leave their laptop logged on when not in use.
4. They maintain their computer, data and provision for software by:
   - Taking care of digital devices in accordance with school guidelines
   - Backing up data regularly and securely
   - Keeping the settings for virus protection, spam and filtering that have been set as a departmental standard.
   - Ensuring inappropriate content for school is not accessed or shown to others while at school.

Furthermore, at Pascoe Vale Girls College we:
   - Have policies in place which outline the values of the school and expected behaviours when students use digital technology and the internet.
   - Provide a filtered internet service.
   - Provide supervision and direction during online activities and when using digital technologies for learning.
   - Support students in developing digital literacy skills.
   - Have a cybersafety program at the school which is reinforced across the school.

Teachers

Teachers will endeavour to:
   - Support students in their development of responsible behaviour and actions to reinforce the safe and appropriate use of technology and teach students to be responsible digital citizens.
   - Develop teaching and learning programs that maximise the educational benefits of laptops.
   - Be involved in professional learning leading to increased use and diversity of use, of laptops in class.

Teachers will not:

- Store laptops for students
- Be responsible for charging students laptops
- Attempt to repair laptops
- Lend students laptops for any reason
- Allow students to use another student's laptop

Power Supply Management

Students should always come to school with their laptops fully charged. There will not be a facility to charge laptops at school. Students who bring an uncharged laptop may not be able to use their laptop. This will be treated as a student management matter, similar to a student repeatedly not bringing their required books to class. This could include being required to catch up on classwork at home or during lunchtime as directed by their classroom teacher or Year Level Coordinator.

Backing Up and Storage

Students are responsible for their own backup of important data and files at all times. This may be done using external USB storage or cloud-based storage.

Guidelines for Laptop Use at Home – for Parents

Some suggestions to help in the process of maintaining responsible use at home include:
- Reinforce the College prescribed *Internet and Laptop Acceptable Use Agreement* at home
- Establish guidelines for use of the laptop at home
- Do not hand over total control of the laptop to your child
- Use filtering software and check regularly for any alerts it provides
- Monitor by regularly checking the Internet history of the user and looking at saved files
- Ask questions and be involved with your child's use of her laptop

Off-Campus or 'at home' guidelines for connecting printers

Families may choose to connect 'home printers' to the laptop. To do this you need to go to the manufacturer's website and follow their instructions to install the printer. Pascoe Vale's ICT Support team is not authorised or able to assist with this issue.

CyberSafety

Pascoe Vale Girls College 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. The College believes the teaching of cybersafe and responsible online behaviour is essential and is best taught in partnership between home and school.
- Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. Pascoe Vale Girls College promotes the values of respect and responsibility and expects students to behave appropriately on line, regardless of whether they are being directly supervised or not.

- Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
- Some online activities are illegal and as such will be reported to police.
- This agreement applies to the use of the Internet (including email) and the use of digital and mobile technologies at school or those that are brought into the school. These technologies include the school computers, laptops, cameras and any other device used to create digital information.

The federal government has set up the Office of the Children's eSafety Commissioner to collect all cybersafety resources from the states. The following link to the website of the OCEC is a valuable resource for students, parents and teachers: https://www.esafety.gov.au/

Frequently Asked Questions

Why does my child need a laptop?
The way in which we work has changed dramatically in the last decade. The way we access information, manipulate data and present findings all increasingly involve the use of information technology. While the basic thought processes required to do all of these things effectively have remained the same, and will still be the foundation of all that we do, it is imperative that our students learn to harness ICT to work effectively and efficiently in a 21st Century environment. More specific uses of student laptops include:
- Note taking is a critical learning skill. Using a laptop will allow students to manipulate their notes, submit tasks outside class and share these with others if working collaboratively.
- Curriculum will be created and delivered utilising Compass and a range of other education-specific platforms. Using a laptop, curriculum delivery will provide a more engaging and personalised learning experience for students.
- Students will have access to the majority of their work stored in files on their laptop, on Compass or other eLearning platforms. Not having the task or access to partially completed work because it is in a locker or at home/school will be minimised.
- In the future, the majority of the learning resources will be electronic (eBooks). Curriculum, in formats such as Portable Document Formats (PDFs), slideshows, videos, lesson instructions, will be increasingly accessed, submitted and stored online.

How much will it cost?
- Access the Pascoe Vale Girls College *Learning with Technologies* ordering portal and/or the *Edunet* portal for the most up to date laptop costs (accessed via the College website or the ★tab on Compass).
- The cost for students purchasing a laptop varies according to which device is purchased. Costs involved will be determined by the specifications of the laptop selected at the time of purchase. Portal prices are a guide only and are not fixed until the time of purchase.

Are there any additional costs?
- No. The amount paid to *LWT or Edunet* is inclusive of all aspects of the program. There are no ongoing costs once your device has been purchased.
- Insurance claims may incur an excess charge for each claim.

Does the cost include digital textbooks (ebooks)?
- eBooks are not included as part of the laptop package. However, the College will ensure that the cost of resources for Year 7 -12 classes is as low as possible to balance the cost of

student laptops. Some resources e.g. English novels will still be in paperback. Wherever possible, students have the option of purchasing eBooks, rather than hard copy textbooks in
Years 7 -12.

Can I reduce the cost by not insuring the laptop or having a lesser warranty?
- All devices purchased through *LWT* or *Edunet* include at least a 1 Year Warranty as part of the purchase price. Purchasers can not choose to reduce the price by waiving the standard warranty. However, there is no compulsion to purchase additional or extended warranties.
- Insurance is optional, however, we strongly advise you to purchase insurance. Accidental damage, theft and loss insurance coverage provides a significant benefit for families and could avoid lengthy repair times and the associated repair costs.

Can I buy my own laptop from a retailer?
Families may choose to purchase and use laptops other than those supported by the program. However, it must be noted that:
- All devices must conform to the minimum specifications of the program outline on the college website (http://www.pvgc.vic.edu.au/student-learning/student-laptop-program)
- While the college will make reasonable efforts to connect alternative devices to the network, we cannot guarantee that any device other than those purchased through the program will be able to be connected to the network.
- Devices not purchased through the program will not be able to receive the same level of technical support from the college technicians.
- Servicing and repairs will need to be organised by individuals and will not be subject to the warranty conditions (eg turnaround times) of the program devices.

What if my daughter leaves Pascoe Vale Girls College?
- If a student leaves Pascoe Vale Girls College she will take the laptop with her.
- The laptop needs to be reimaged and the EduSTAR suite removed. If this does not happen the operating system will cease to function correctly after 90 days.
- On-site warranties continue to apply for students who have left the college. Ex-students contact the warranty provider who will service the laptop at a location of the customer's choice.

Why has the College selected these particular laptops as the student device options?
The laptops are high-quality and reliable devices that are particularly well suited to learning environments. In choosing the devices, Pascoe Vale Girls College carefully considered the balance between cost and quality. They were chosen for the following benefits:
- Long battery life will allow them to be used all day at school without recharging.
- Slim line shape and size, ease of transport and design means that they can be used in almost any learning situation.
- A device that would be easy to use and enable the College to provide technical support.
- A device that will be effective over the next 3 years.

What is the advantage of purchasing through LWT or Edunet?
- *LWT and Edunet* will assist with technical problems related to the insurance and warranty of the laptops. Given this arrangement, the College can provide a quick turnaround time for repairs.

- Most warranty and insurance repairs are done onsite.
- Access to the College operating system and programs. An advantage for families in purchasing a College selected laptop is that we can deliver to each student, a laptop with the Windows 8 Enterprise image pre-installed which contains a suite of software such as Microsoft Office and other specialist educational software.

Can the laptop be used for home and personal use?
Yes. Students can use their laptop at home and are able to set up personal software and information folders.

Do VCE Options/VCAL Students need a Laptop?
Yes. All students in the College will be part of the Laptop Program. VCE Options and VCAL students regularly use computers to complete work, to individualise their course and enrich their learning.

Do students need to be connected to the Internet at home?
No. Students do not need to be connected to the Internet. However, for students to gain the full educational and learning potential of their laptop, access to the Internet at home may be beneficial. Students are able to download/upload required documents at school to either enable them to work from home or submit assessment should they not have access to the Internet at home.

Parents should contact the College if they have any further questions or concerns about the Laptop Program.

Contact Details

Jan Campione   Eric Jensen
Assistant Principal   eLearning Coordinator
cam@pvgc.vic.edu.au   jey@pvgc.vic.edu.au

Pascoe Vale Girls College
Internet and Student Laptop Acceptable Use Agreement

User Agreement

All students and parents are required to sign an Acceptable Use Agreement for students to be able to access and connect to the School's network. This agreement applies to use of ICT within the school and the use of laptops. Students and parents/guardians are asked to read and agree to abide by the conditions of the agreement and the policies detailed in the Laptop Policy and Information Booklet by returning a signed copy of the Agreement to the school. Access to the school's ICT network, resources, software and facilities will be granted once the agreement is signed. Parents/guardians are also encouraged to implement similar guidelines at home. Resources for parents are available from:

Office of the Children's eSafety Commissioner: https://esafety.gov.au/

Acceptable Use Agreement – Possible Consequences for Breaches

Adherence to the agreement will help ensure a positive, supportive and productive learning environment for all students. Students must follow the directions of teachers and school staff at all times. Students should not run any applications unless directed by a teacher. Students are to advise the teacher of any ICT problem immediately.

Depending on the nature and type of a particular breach of the Acceptable Use Agreement, an appropriate response will be made by the school. Possible responses could include one or more of the following:

- A discussion with the student
- Informing parent/ guardian
- Loss or suspension of student access to school ICT network, resources or facilities
- Taking disciplinary action (e.g. Detention, Suspension, etc.)
- Recovery of any incurred costs

If illegal material or activities are involved, it may be necessary for the school to inform the police.

Standard Operating System

All laptops purchased through the college's laptop program will conform to and operate the schools Standard Operating System and software suite.

Device Working Order

All laptops are expected to be brought to school each day in a state that allows them to be used as intended for learning purposes. This includes being fully charged and free of physical damage that prevents them from accessing the network or completing other functions.

Accessing Inappropriate or Illegal Material – Your Responsibilities

When using the School's ICT equipment or student laptops, on-site or at any school related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by means such as copying, storing, emailing or printing
- access or attempt to access web proxy sites

In the event of accidental access of such material, the user has a responsibility to:
- not show others
- close or minimise the window
- report the incident to a teacher or IT support staff immediately

Please note --- If students bring inappropriate or illegal material (including illegally downloaded music, movies, games, pornography, etc.) stored on their laptop to school, access to the school network will be removed. Students will also be dealt with via the appropriate student management processes and may receive additional consequences.

Copyright Matters
Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements. All software, music, games, images and material on a student's laptop must not be in violation of copyright laws, hence downloading, storing, playing or sharing illegal or pirated material is prohibited. Any illegal material will result in network access being removed. Refer to the following for resources.
- The Smart Copying website http://www.smartcopying.edu.au/ provides a comprehensive guide to copyright issues affecting Australian schools.

Music, Games, Media and Non-School Files
- Downloading music, games and videos from the Internet during school hours is prohibited except when directed by a staff member. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements. The more that is stored on the laptop, the slower it will operate for learning purposes. Games, music or other unauthorised files (e.g. videos) cannot be played in class. Students found playing any games during class time may have network access removed and face disciplinary action from their teacher, Year Level Coordinator or Assistant Principal.
- At no time are online games to be played on the College network. Games and media files are also more likely to cause software issues and hardware malfunction of the laptop. These may also contain viruses that are downloaded onto laptops, potentially affecting both the laptop and College network.

Where there is a breach of this policy, the school may need to restore the original image on laptops purchased through the program.

Internet Use and Monitoring by the School
- Internet usage may be monitored and excessive use will be investigated and appropriate action taken.
- Students must not seek to find any information that could harm, embarrass or offend other members of the Pascoe Vale school community. If students should accidentally come across sensitive or offensive information they must exit that screen immediately.
- Accessing, viewing or sharing of any material that is sexually explicit, obscene, violent or offensive via the College network is strictly prohibited.
- The school has the right to monitor, access and review all computer use whilst students are accessing the College network. This includes personal emails sent and received whilst accessing the College network facilities.
- The College Internet filtering and monitoring software endeavours to restrict access to inappropriate sites and data, including email where appropriate.

Personal Safety and Online Behaviour
- Students should not share any personal information electronically about themselves or others, including home addresses, telephone numbers, EFTPOS or Credit Card Numbers.
- Students must not attempt to invade the privacy of others, send anonymous, offensive or threatening messages.
- Students should promptly disclose to a teacher or parent/guardian any message she receives that is inappropriate or makes him/her feel uncomfortable.
- Students must not agree to meet with someone they have met online without their parent/guardian's approval.
- In all communications online students are to be respectful, accurate and use appropriate written expression.
- Students must not use inappropriate communications including obscene, inflammatory, threatening or disrespectful language. Personal attacks and harassment are also not permitted.

System Security
- Students are responsible for the data stored on their laptop, College network folders and email account. They should take all reasonable precautions to prevent others from being able to use their account.
- Students must not provide their password to another person under any circumstances.
- Each student's network directory is restricted in size and students should minimise the material stored there, routinely deleting out of date or unnecessary files and thereby not overloading the school's facilities.
- Students cannot hold the school responsible for any viruses that are transferred from the school network to home computers.
- Students are responsible for exercising due care in this regard. Students should check their email frequently and delete unwanted messages promptly.

Once you have read the preceding pages, please carefully read the *Internet and Student Laptop Acceptable Use Agreement* below. A signed copy of this agreement must be received by the College before you will be able to connect to our wireless system (non panel devices) or the College IT network (panel devices).

Pascoe Vale Girls College
Internet and Student Laptop Acceptable Use Agreement

Student surname:	First name:
Year Level:	Student Code:

- We have read and understand the conditions of use as detailed in the *Internet and Student Laptop Acceptable Use Agreement* and the *Laptop Policy and Information Booklet*. This signed Agreement will apply for 3 school years following the date of signing.

- We also understand that while Pascoe Vale Girls College will make every effort to ensure that students comply with these conditions, we will not hold Pascoe Vale Girls College or its staff responsible or legally liable for material distributed to or acquired from the school Internet connection.

- We also agree to report any misuse of the Internet or Computer System to a member of staff. We also agree to changes that might occur to the *Internet and Student Laptop Acceptable Use Agreement* and the *Laptop Policy and Information Booklet*. Any such changes would be made in the interests of students and families. Any significant change to the policy document would require a new Acceptable Use Agreement to be signed. The most current version of the Laptop Program Policy is available on the Pascoe Vale Girls College website and in Compass School Documentation.

- We understand that any breach of the *Internet and Student Laptop Acceptable Use Agreement* or provisions in the *Student Laptop Information Booklet* may result in disciplinary action. It may also be necessary for appropriate legal action to be taken.

Student
As a student at Pascoe Vale Girls College, I accept and will follow the conditions of use detailed in the Internet and Computer/Laptop Acceptable Use Agreement and the Laptop Policy and Information Booklet.

Signature:	_____

Date:	_____

Parent/Guardian
As parent/guardian of	_____	(*student's name)*
I accept the conditions of use detailed in the Internet and Computer/Laptop Acceptable Use Agreement and the Laptop Policy and Information Booklet and will reinforce the conditions and supervise the use of the Laptop and Internet at home.

Parent Name: _____

Signature:	_____

Date:	_____