IT Device Overview

To the student:

- Share this information with your parent / carer.
- Together, complete the TWO agreements and return them to school by 29 January 2016.
  - Acceptable Use – Intranet, Internet and Digital Technologies
  - Acceptable Use – IT Equipment Loan
- You will then be issued with your school owned loan device as soon as these forms are processed at school.

- Year 9/10 students will normally have access to a school desktop computer, iPad 4, BYOT
- Year 8 students will normally have access to a school desktop computer, iPad 4, iPad mini, BYOT
- Year 7 students will normally have access to a school desktop computer, iPad Mini 32GB, BYOT

The type and model of the device the school will issue may depend on availability and student course selection.

Students/families borrowing equipment enter both an:

- Acceptable Use Agreement for students to use Intranet, Internet & Digital Technologies
- Acceptable Use Agreement for students to borrow an electronic device

Agreements need to be signed prior to any equipment being loaned and access to school network granted.

STUDENT’S OBLIGATION

Keep the screen clean during each use – avoiding scratching through particles on screen.

Keep the protective case in good order and the iPad in the protective case to protect the iPad at all times.

Having the iPad charged and ready for use in every class – charge over-night and, if possible, leave charger at home.

Grade 7 and 8 iPads remain at school and should be left on the charger in the designated area at the end of each day.

iPad SOFTWARE

We have selected a general set of software for each iPad.

iPad software is referred to as an Application (App). Apps are purchased from the iTunes store, Apple’s software site.

Students need access to an iTunes account. An existing iTunes store account can be used but students need to have full access to the account and associated email.

The school provides the funding for the student Apps approved by the school for educational purposes.
FREQUENTLY ASKED QUESTIONS

1. **How are the machines identified?**
   Each machine has a unique serial number. The serial number and owner/user of each is recorded.

2. **What do I do if the machine is lost or stolen?**
   The person entering the agreement is required to immediately report loss or theft to the police AND to the WHS School Business Manager.

3. **Insurance against loss or damage?**
   This program allows all students to access technology for no cost. Where a machine is not cared for appropriately the following applies.
   - It is difficult to place a value on used electronic equipment.
   - WHS self-insures.
   - If a machine is lost or damaged e.g. screen cracked, large dents or scratches up to a $300 excess will apply payable for each occasion of damage by the borrower.
   - The excess applies regardless of the cause of the damage - wilful or accidental.
   - WHS decides if a replacement is warranted.

4. **Case damage?**
   We encourage students to take responsible ownership of the electronic device.
   The case is expected to have normal wear and tear.
   Wilful damage, graffiti, scratching of the case is not acceptable.
   Replacement at a market rate may be required.

5. **Loss of power adaptor? (Year 9 & 10)**
   A power adaptor not handed in with the machine will incur a replacement cost, currently $25.

6. **Can a student take the machine home, overnight, weekends and holidays? (Year 9 & 10)**
   Yes, one of the aims of the program is to encourage responsible use. We are encouraging students to care for their device, transport it to and from school and use it outside the classroom.
   All students not purchasing an iPad are required to return devices as requested at the end of the school year.

7. **Can I download music? (Year 9 & 10)**
   Students are able to download music stored on their iTunes account.

8. **What are the costs of iTunes? (Year 9 & 10)**
   iTunes is freeware, however some applications require payment before they are downloaded. This payment is via an iTunes account that may operate from a credit card or an iTunes prepaid card. It is possible to gift Apps without sharing credit card details.
   WHS required Apps will be supplied by the school. WHS will not ask for additional Apps to be paid for by parents.
9. **If use of a machine is abused?**
   At the Principal’s discretion students who breach the Acceptable Use Agreements will experience one/some or all of the following consequences:
   - School Network/email access cancelled.
   - iPad/laptop confiscated for a period of time
   - participate in “usual” school sanctions eg detention, suspension etc.

   In extreme situations, WHS will not hesitate to inform or seek advice from the Tasmanian Police.

10. **Printing?**
    Each student accesses their printing account at school for printing from PCs.

11. **Why iPads?**
    After a trial at the end of 2010, research we have undertaken indicates the following advantages
    - portability
    - much decreased log on time (a few seconds compared to minutes)
    - extended battery life (in excess of 6 hours)
    - availability of education based Apps
    - ease of use
    - high resolution graphics
GENERAL INFORMATION

Advice to support the safe and responsible use of digital technologies at home

At WHS 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 and chat.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images and videos for students to view. Not all content is presented as a space.

The school’s Intranet is a password protected online learning space for all WHS students. In this space your child will be able to use tools to communicate and collaborate with other students from their class/school both at school and at home. Our intranet is designed as a learning space, accessible at home. It will not stop or replace access to the internet for your child.

1. About the agreement:

In signing this agreement your child is agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the principal of WHS to clarify or receive additional information.

The intranet provides learning spaces that are moderated by teachers. Moderations track comments and control who can use the spaces and tools. The spaces on the internet are different. The control of these is often with the site or space owners. Intranet users are able to report incidents and have content removed.

2. Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

3. Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don’t understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.
4. **Students are advised to report an incident if:**

- they feel that the welfare of other students at WHS is being threatened
- they come across sites which are not suitable
- someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

5. **Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.**

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is “Don’t post what you wouldn’t want your Grandparent, Principal, or future boss to read.” Many employment agencies and employers search Facebook content to profile future employees.

6. **Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.**

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don’t use their own name, but develop an online name and use avatars
- don’t share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don’t allow anyone they don’t know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

The intranet environment is controlled so that only the WHS community is able to see information. Teachers will outline expected processes with students in these spaces. However, it is still important to think before you post to any online space.

7. **Use the internet at WHS for educational purposes and use the equipment properly**

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as ‘free’; however even just looking at a page on the internet incurs a download cost. The State Government currently pays our download fees. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

The intranet is designed as a learning space and the tasks set within it are clearly educational. At a home with internet, students will be able to access their intranet learning space. They will also have access to the rest of the internet. If your child is spending hours online ‘doing their homework,’ it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.
8. **Use social networking sites for educational purposes and only as directed by teachers.**

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

The intranet is established as a learning space for students. To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

9. **Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).**

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. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. 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. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

10. **Think critically about other users’ intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.**

Not everything on the internet is true, accurate or unbiased. WHS is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

Not reveal my password to anyone except the system administrator or classroom teachers.

Not bring or download programs without permission, including games, to WHS or run them on WHS computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

At WHS we use filters to block out a lot of inappropriate content, but these filters are not always fool-proof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students’ login details. WHS connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all WHS equipment and student work at risk.
11. Mobile Phones and Cameras

In 2009 students agreed to
- Keep their phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).

12. When using a digital device as a camera students are expected to
- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos they take or video they capture and never use these as a tool for bullying.

Mobile phones and digital devices are a seamless part of our lives. WHS allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students’ rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don’t want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. WHS is required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.