



Parafield Gardens
High School

Student Netbook
User Agreement

Netbook User Agreement

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Rationale

At Parafield Gardens High School our goal is for all of our students to be connected to and engaged with learning, we know that when students use technology (i.e. computers) they are more likely to be engaged and motivated to learn. We want to use technology to make a difference for our students and to improve their achievement. With the advent of the National Computer Fund (Commonwealth Government funds to provide computers to schools) we have developed a plan that will see us make available computer access for all students in years 8-10, and a Netbook provided for students in Years 11 and 12. Our vision is for our students to be able to access learning anywhere, anytime.

TERMS AND CONDITIONS

The netbook

- The security and use of the netbook is the student's responsibility. It is a requirement that the student must bring the netbook to school fully charged every day.
- The student must comply with all directions we give in relation to the use of the netbook and produce the netbook for inspection whenever requested.
- This netbook is issued to the student for their educational use but remains the property of Parafield Gardens High School (PGHS) and its supply to the student is conditional upon the student's continued enrolment at the School. If the student ceases enrolment at PGHS, the Netbook must be returned to the School.
- On the date we specify by notice to you, or on the date the student ceases to be enrolled at PGHS, whichever is earlier, you must return the netbook to PGHS in good working order and in good repair complete with the AC power adaptor
- Failure to return the netbook in its original condition will result in PGHS invoicing the student or parents/carers for the repair or replacement cost of the netbook.
- PGHS does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the netbook as this is covered by the Manufacturer.
- The netbook is also available for personal use provided this use does not affect the performance of the netbook for learning. All material on the netbook is subject to review by school staff.
- The netbook may not be used for any commercial purposes.
- This agreement is only valid in Australia. The netbook cannot be taken on holiday overseas.

Software, Copyright and Intellectual Property

- Each device will be loaded with a Parafield Gardens High School approved software image configured for use on the school network.
- The image will include operating system software, anti-virus software, standard Microsoft software and Adobe CS4.
- Software installed by the school is copyright and must not be distributed or deleted without written permission from the school.

- Students may choose to add their own private software as required. This software must be legally purchased with a user licence. The software must not be malicious or offensive or breach copyright laws and must be installed by the PGHS IT staff.

Games, Music & Non-school Applications

- Parafield Gardens High School does not object to the installation of non-school applications and files on the school netbooks provided that the installed applications and files:
 - Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
 - Are ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings and privacy issues)
 - Do not affect the efficient functioning of the netbooks for educational purposes (i.e. they do not interfere with the speed and storage capacity of the netbook or the problems that might arise from increased battery use)
 - Do not affect the school's wireless network
 - Do not interfere with the learning program
- In particular, while some games have significant educational benefits, other games have little educational merit and may affect network function. As a result:
 - The use of network games is banned
 - No ad-hoc networks are to be formed
- Where there is a contravention of this policy, consequences will include re-imaging the device which may result in the loss of data if back-ups have not been kept up to date.
- Other sanctions may be imposed as appropriate and determined in consultation with the Coordinator of IT, Network Manager and the Principal

Virus Protection

- Anti-virus software (McAfee) and monitoring software will be loaded onto the device through the initial imaging process. Updates of this software may be scheduled at various times.

If student machine attempts to connect to the school network and is found to have a virus the netbook will automatically be 'cleaned'

- Students should ensure that anti-virus software is kept up-to-date on their devices and regularly check for viruses. This happens automatically when they connect to the school network.
- As students have the right to personally use their netbooks, and connect to the Internet from home, they need to take all steps to protect the netbook from virus attacks. **You must not install any antivirus software as McAfee is already installed and running 2 different antivirus programs on a computer will cause major issues.**
- Viruses can enter netbooks through:
 - Removable media such as CDs, DVDs, floppy disks and USB memory sticks
 - Emails
 - The Internet (including web browsing, FTP programs and chat rooms)

TIPS

- Do not open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet. Save the files to the netbook's hard disk and run the virus scanner on the files before opening them
- Delete chain and junk emails. Do not forward or reply to any of these
- Never reply to Spam

- *Hundreds of viruses are discovered each month. Run your virus scan regularly*
- *Avoid indiscriminately loading non-standard software onto the netbook as it can result in infection by viruses and spyware are common causes of netbook failure.*

Security Procedures

- Do not leave your netbook logged-on when you are not using it. It is strongly recommended that you secure your desktop with a password protected screensaver. This locks your PC after a set period of inactivity, reducing the risk of someone else performing any actions using your username.
- You must keep your anti virus software up to date. This occurs automatically whenever your netbook is connected to the school network.
- You must update software with security patches when they are released. This occurs automatically whenever your netbook is connected to the school network.
- Never disable the Windows firewall.
- During the school day when the devices are not being used and the student is unable to keep the device on their person (e.g. at lunchtime, during PE etc), the devices should be securely stored in their locker. If you are charging the netbook in your locker, ensure that it is **not** inside the protective cover as it will overheat.

Power Issues/Battery/Charging

- Students should come to school with their netbooks fully charged. Classrooms have limited facilities to recharge netbooks.

Battery Life

Conditioning the battery

- The battery needs to be conditioned to ensure a long life.
 - The netbook battery should be completely powered down before recharging.
 - It should then be fully charged over night.
 - This needs to be repeated 3 times before you run the netbook from the power outlet. **RUN DOWN FULLY/RECHARGE/RUN DOWN FULLY/RECHARGE/RUN DOWN FULLY/RECHARGE**
- Then it can be used connected to the power outlet if needed. This is not usually required as the netbooks run effectively when fully charged.

Software

- A standard set of software has been pre-loaded onto your netbook and is covered by PGHS& DECS licence agreements. This software should be sufficient for most students. Avoid indiscriminately loading non-standard software onto the netbook as it can result in infection by viruses and spyware are common causes of netbook failure.
- In the event of failure, your school IT technician may be able to restore your netbook to its original state. However, there is no guarantee that data stored on your netbook can be recovered. Before installing new software, ask first and make sure your backup is up to date.

Packing away your Netbook

- For extra protection, always pack your netbook in the protective cover if you are carrying it from one place to another or in your school bag.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged
- Try to avoid moving your netbook around when it is on. Before switching it on, gently place your netbook on a stable surface and then switch it on.
- You still need to be careful with the netbook while it is in your bag. Do not drop the bag from your shoulder. Always place the bag gently down.
- Be careful when putting the netbook in the car or bus that no other items are on top of it and nothing will roll on to it.
- Netbooks should be switched off before being placed into the protective cover. If you are charging the netbook in your locker, ensure that it is **not** inside the protective cover as it will overheat.

Operating conditions

- Please do not place objects on top of your netbook and never carry it around while it is turned on
- Avoid exposing your netbook to:
 - Direct sunlight or sources of heat such as desk lamps
 - Dust, dirt, rain, liquids or moisture
 - Heavy shock or vibration

LCD Screens

- LCD screens are delicate – they don't like being poked, prodded, pushed or slammed.
- Never pick up your netbook by its screen. Don't slam the screen closed and always be gentle when putting your netbook down.
- To clean your LCD screen:
 - Switch off your netbook
 - Lightly dampen a non-abrasive cloth with water and gently wipe the 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 netbook
- 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 too tightly around the adapter box
- Be aware of the power savings that come from running your netbook effectively from battery after being fully charged. This can amount to a significant amount per year.

Loss and Damage

- The warranty covers normal defects and usage issues. It does not cover negligence, abuse, malicious damage or loss.
- It is the student's responsibility to take appropriate precautions to prevent wilful damage or theft.
- Each student issued with a netbook is expected to care for and safeguard the netbook in a responsible manner. The netbook is an expensive item of school property and the school issues this property to the student on the understanding that it will be well cared for.
- Any instances of vandalism, damage, loss or theft must be reported immediately to the School. In the case of a suspected theft a police report must be made by the family and an event number provided to the school.
- In the case of loss or damage as a result of negligence, abuse or malicious act the student or the parents/carers will be responsible for meeting the cost for repairs or full replacement of the netbook to an amount of \$740.
- Parents/carers will have to replace lost or damaged chargers.
- Students are not to deface the netbook; any stickers used on the netbook surface will need to be easily removed and not leave traces on the netbook surface.
- The student or their family must not try or purport to sell the netbook, offer the netbook as security nor give possession of the netbook to anyone else.;
- Students are expected to place their netbook in their locker at times when they are not using it (examples being recess, lunch, practical periods). Failure to comply with correct storage will be seen as negligence. Loss or damage as a result of not securing the netbook will result in the student being charged the cost of repair or replacement.
- If possible, parents should evaluate their personal home contents and car insurance to cover equipment on loan to their child, in the event of loss or damage to such loaned equipment while in the care and custody of the child.
- In instances where damage or loss has occurred involving students other than the student it has been assigned to, the incident will be further investigated.
- In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided.
- If a netbook is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not a student retains access for home use.

Appearance / Personalization

- As the netbooks are the property of the school, they are not to be altered or personalised in any way that is not completely irreversible. Labels or stickers are OK but must be easily removable.

- The protective carry case may be personalized to promote easy identification.
- The netbook will be permanently marked with identifying information as required by the Administrative Instructions & Guidelines (AIG's). Additionally a label containing the Asset Tag Number will be attached. This label must not be removed.

Device Specifications

- It is expected that all devices will be of the same specification to assist in management and curriculum development.
- Students are not permitted to change the device specifications, make modifications or add upgrades.
- Note. The device warranty is void if attempts are made to change the hardware.

Acceptable Use

- The Network Managers maintain computers and networks so that they operate effectively, ensuring that the resources needed are available, and that the screen interface operates in a consistent way.
- The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.
 - Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
 - When at school, Engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
 - The Federal Communications Act determines guidelines for appropriate use. Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g. sending a message over the internet using someone else's name.
 - Passwords should remain confidential. No user should log-on another student using their password.
 - It is the responsibility of students to maintain sufficient credit in their Internet and printing accounts to allow subject related tasks to be carried out.
 - Do not remove files or folders that have been installed to the hard disk or network.
 - Do not use inappropriate or offensive names for files or folders.
 - Do not bring to school, or use, games or any other materials which may be offensive to others.
 - Do not engage in cyber bullying or e-crime.
 - No netbook (or mobile phones) with camera capabilities are to be used in change rooms or toilets.
 - Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.

Cyber bullying

- E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.

- Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, WebPages or SMS (text messaging)—with the intention of harming another person.
- Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.
- Activities can include flaming (repeated negative messages), sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking.
- The targeted person often feels powerless and may need help.

Electronic crime (e-crime)

- Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.
- Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.
- E-crime occurs when a computer or other electronic communication devices (e.g. mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

Consequences

- Any form of cyber bullying or e-crime will be dealt with through the school's "Harassment Policy" and "Acceptable Use of Technology Policy".
- Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.

Private Devices

- The use of private devices (netbooks) on the school's network has consequences on management and maintenance costs.
- The school wireless network is able to accommodate private netbooks and setup instructions and assistance are available.
- It should be noted that the school cannot support the maintenance of private devices and that all software needs to be supplied by the user.
- The school is not licensed to put software on private devices and this is the responsibility of the owner at their cost.
- We suggest you make arrangements for software with your supplier at time of purchase. A list of suggested software is available on request.

Data Storage

- Always backup your data files on a frequent and regular basis. You should have at least two copies of your files. E.g. One copy on your netbook hard drive and another copy on an external disk, such as a flash drive, external hard drive CD-ROM disk or DVD. You can also copy smaller files to your H: Drive for backup. All data stored in your H: Drive, is automatically backed up twice.

- When saving files onto the hard drive of your netbook, save them to the D drive of your netbook, not the C Drive (This includes the desktop). The contents of the C drive will be lost if the netbook needs to be re imaged.
- Upon return of the netbook to PGHS, please remove from the netbook any data you wish to preserve. We are not to be responsible for any loss of any data nor for any disclosure of information that may be stored on the netbook.

Technical Support

- Students who require support (passwords, functioning of netbook) are able to obtain this from the IT-Support Centre in Room A19
- Students experiencing technical and software faults should proceed according to the following steps:
 - If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the IT-Support Centre, where the vendor will be contacted for support. If necessary, a replacement netbook will be loaned to the student until the hardware fault is rectified.
 - If the netbook has any other issues a re-image must be performed. Instructions and assistance on how to re-image a netbook can be obtained from the IT-Support Centre. **IMPORTANT FILES MUST BE BACKED UP BEFORE RE-IMAGING.**
- If a problem still persists the vendor will be contacted.

Internet Usage

- Students can access the Internet through the school's network while on site. Access to the Internet through the school's network at school will be monitored and subject to strict filtering.
- Students may also use the Internet for their personal use at home after setting up the device to access it through their home Internet Service Provider. (Consult your ISP for processes to do this.)
- Students are reminded that inappropriate downloads can be detected when the devices are connected to the school's network.

Printing

- At school you will be able to print to a printer in the Resource Centre from your netbook or use a USB to print from a network desktop computer to a computer room printer..
- At home you may need to save your work to a USB storage device and print from a computer connected to a printer. You may also want to install your home printer to the netbook. You can also print to a printer with a wireless network card that is connected to your modem if you have this feature. Your supplier can give advice on how to set this up, the school is unable to support you with this.

Student Netbook User Agreement

PLEASE RETURN THIS PAGE TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.

STUDENT GIVEN NAME:..... **SURNAME:**.....**HOMEGROUP:**....
(Please Print)

1. I confirm that I have received the following:

- PGHS Netbook
- Power Supply and cord
- Protective case

Office use Only - Other information -

Serial Number.....

2. We have read and understood this Computer Use Agreement, incorporating Cyber-safety and we are aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. We understand that failure to comply with the Netbook Use Agreement could result in recall of the netbook and/or loss of access for home use, and/or costs associated with repairs or replacement of the netbook while in the care and of the student.

My responsibilities as a Parent/Caregiver include:

- reading this Computer Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using computing devices in learning
- ensuring this Use Agreement is signed by my child and by me and returned to the school
- encouraging my child to follow the cyber-safe strategies
- evaluating my personal home contents and car insurance to cover equipment on loan to my child, in the event of loss or damage to such loaned equipment while in the care and custody of my child.
- contacting the school if there is any aspect of this Use Agreement I would like to discuss.

This agreement will remain in force as long as your child is enrolled at this school.

I have read the Netbook User Contract. I understand my responsibilities regarding the use of the netbook and the Internet. In signing below, I acknowledge that I understand and agree to the Netbook User Contract. I understand that failure to comply with the Netbook User Contract could result in recall of the netbook and loss of access for home use

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

Date:.....

Parent/Caregiver Name:..... Parent/Caregiver Signature:.....

Date:.....