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## Swan Hill Primary School

### No. 1142

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 **Responsible Use of ‘Digital Technology Resources’ document.**

Student total access to a netbook is subject to the following document being read and agreed to by signing the Netbook User Agreement provided.

All students at Swan Hill Primary School (SHPS) (Year 3 to 6) have access to a netbook through the School Individual Netbook Program. This netbook is available for use at school and at home. Principles of SHPS acknowledges the educational advantages for student learning in a digital environment by providing students access to a broad range of digital learning devices and resources. It is expected students will use SHPS digital resources responsibly at all times to assist and enhance their learning. Responsible use is in keeping with the accepted philosophy and standards of the SHPS and the laws of the Commonwealth of Australia.

Responsibilities

1. SHPS Ownership and Responsibilities

* SHPS retains full ownership of all netbook computers issued to students for learning.
* SHPS holds licensing of and responsibility for all software installed on digital devices.
* SHPS takes responsibility for updating digital devices, software and learning resources.
* Students must return netbook computers, including battery chargers and laptop bags issued to them before leaving the SHPS.
* SHPS acknowledges that after the four year life cycle of the netbook has expired, parents can have the netbook provided the payment schedule has been completed each year.

 Warranty Repair

* The netbook is subject to the Warranty Policy of the computer supplier. Swan Hill Primary is providing a self-insurance model for accidental non-warranty repairs***.***
* If accidental damage occurs then please inform your class teacher or digital technology co-ordinator
* Students affected by the accidental damage incidents are issued replacement netbooks to use until the original device is repaired or returned.
* Theft and Loss

2. Student Responsibilities

* Students, when required, will engage with netbooks in classrooms to support and enhance their learning.
* Students will use netbooks safely.
* Students must bring their netbooks to school every school day unless otherwise advised.
* The SHPS provides a protective case for netbooks. Students must keep their netbooks in the cases to avoid damage.
* Students must handle their netbooks and associated digital devices carefully to avoid damage
* Students must carry netbooks to and from school in the netbook case provided.
* When moving between locations netbooks must be closed and remain zipped inside the case.
* Students must not eat or drink, or have or use potentially damaging materials, near their netbooks.
* Students must keep information about computer passwords private at all times. They must not share password information, for any reason, with other people.

3. Parent/Guardian Responsibilities

* Partnership
* Parents/guardians are expected to support the SHPS digital learning program by endorsing relevant SHPS policies and guiding their children in adhering to the practices highlighted in this document.
* Parents/guardians are encouraged to provide Internet access at home for their children who are enrolled at the SHPS to allow their children to engage in continued learning at home.
* Parents/guardians are encouraged to guide and monitor their children’s Internet practices and behaviours in keeping with the SHPS’s Netbook User Agreement and Digital Technology Policy.

4 Costs

* Parents/guardians pay a financial contribution to the netbook annually per student to contribute to the cost of the device, netbook insurance and netbook warranty. General tuition fees (as in the past) contribute towards the costs of network and wireless infrastructures, internet access and service, hardware and software maintenance, daily support for students, and repairs.
* Parents/guardians may be liable to pay an excess for theft and loss claims related to netbooks issued to their children.

6. Behaviour Management of Inappropriate Use

* Deliberate and/or malicious damage by students to SHPS digital devices is a behavioural management matter.
* Costs associated with repair and/or replacement of deliberately or damaged SHPS digital devices are apportioned, at the SHPS’s digital technology coordinator discretion, to the parents/guardians of students identified as responsible for the damage.
* Use of SHPS digital devices, software and internet access by students to create or send offensive, abusive, sexually suggestive or discriminatory documents, messages or images is a serious behavioural management matter.

 **SHPS Individual Netbook Program----Frequently Asked Questions**

* ***Can I take my device home during school holidays?***
* The device must be returned for reimaging in December/January holidays.
* ***What happens if the netbook is damaged?***
* Any damage to the Netbook needs to be reported to the Digital Technologies Coordinator or classroom teacher. School Technicians will survey the damage and notify the Digital Technologies Coordinator of the subsequent repairs needed and costings. Once payment has been received, the School Technicians will fix the damage the next time they are scheduled at the school. Please refer to the Non-Warranty Damage section in the Swan Hill Primary Summary and Acceptance Agreement for more information.
* NB: It is important that parents/students do not try to fix the damage themselves, as this can cause further issues or void the warranty. The Netbook should only be fixed by the School Technicians.
* ***Does Swan Hill Primary School provide maintenance on my device?***
* Yes. The School Technicians at SHPS will coordinate maintenance tasks, which include updating software, organising warranty repairs, and ensuring compliance with Swan Hill Primary School & Department of Education and Training ICT Policies. It is the student and parents responsibility to maintain cleanliness of the netbook.
* ***What will I do in class if I am without my device?***
* If your device is with the School Technicians for repair or maintenance, you may borrow a ‘loan’ device from the School Library for lessons, as required.
* ***If I purchase other programs, will SHPS School Technicians load it for me?***
* No. Only Department of Education approved software may be installed on your device. Individual cases will be considered in order to allow all students to access education on the same basis as others. For example, a disability impairment assistance software may help a student. Any software not approved may be removed, without notice, during scheduled and random maintenance checks of the device.
* ***Can I connect to the Internet at home?***
* Yes, provided you have internet access at home. A student can connect to your home wireless or ethernet network (blue or yellow cable) to access your home resources. Please note, it is not possible for the School Technicians to assist any more than this with connecting to your home network. Internet use outside of school hours will be at the cost of the parent or guardian. It is recommended that parents/guardians have Internet-protection software and set parental controls to ensure all content is age-appropriate, legal and ethical. Please note, the School cannot filter the internet usage on the device when they are not using the School’s network. Parents should monitor internet usage when not at the school.
* ***Can I connect to the School Network at home?***
* The device comes installed with the “Network Logon Program”. This Program sets the device to use the SHPS resources at school, printing, shared drives and Internet. One of the functions of the software is to automatically remove those settings each time you shut down the device. In effect, this means your device should work on your home network but you will be unable to use the School Network or Internet.
* ***What if I want to add options to the device?***
* Only upgrades made by the School Technicians or SHPS staff may be performed or installed on the device.
* ***What if I want to run a different operating system on the device?***
* Only the operating system and software chosen and installed by the School Technicians may be installed on this device.
* ***What does Swan Hill Primary School do to help prevent students from going to inappropriate Internet websites?***
* Swan Hill Primary School runs a dedicated commercial filtering system between all school users and the internet.
* SHPS makes use of the Department Of Education Netspace Filtering System, in addition to the School’s own system.
* The School performs random checks on internet usage to ensure the internet is used responsibly.
* The School undertakes educational programs, which contains focus on responsible and safe use of the internet and electronic devices.
* The School cannot filter the internet usage on the device when they are not using the School’s network. Parents should monitor internet usage when not at the school.
* ***Where can I find more information about cybersafety?***

The Office of eSafety Children’s Commissioner has an informative website that can help parents, students and educators navigate the online world in a safe and respectful way. Check out the website at <https://www.esafety.gov.au/>. Swan Hill Primary School is also a member of e-Smart schools. <https://www.esmart.org.au/esmart-schools/>

Enquiries: If you have questions regarding the Individual Student Netbook program please contact the Digital Technology Co-ordinator Leigh Paynter at SHPS.