

GIPPSLAND GRAMMAR



NOTEBOOK HANDBOOK



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Introduction

Notebooks and associated technologies have the potential to transform teaching and learning through activities such as making short films, researching the latest information and connecting your child to students around Victoria, Australia and abroad. They complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. This exciting education development will allow students to further their learning through technology at school and at home, foster collaboration and teamwork and encourage shared learning experiences.

This handbook will support the Gippsland Grammar Notebook program that will provide Gippsland Grammar students with notebooks for a 1-to-1 learning environment. 1-to-1 learning is where each student and teacher has one internet-connected wireless computing device for use in the classroom and at home.

Each student is responsible for the notebook which has been issued to them. Students are reminded that while they are permitted to take the notebook home each night, the notebook remains the property of the School for the duration of the program.

Common Questions

What is a notebook?

A 21st century education tool, the notebook is a small computer weighing just over 1KG that fits into a standard schoolbag. Specifications: Model: Acer Travelmate B113 – 11.6”, Core i5, 8GB, 7.5 Hour Battery, 320GB HDD.

What can a notebook do?

Notebooks provide anytime, anywhere access to information and learning.

Through a notebook, a student can complement learning that takes place in the classroom using software programs, referring to resources that have been downloaded onto the notebook, or working with audio, picture or video files that have been saved. Students will have broadband internet access at school. You do not need internet access at home for your child to use the notebook, although logging onto the School’s portal, writing and receiving e-mails from teachers would be advantageous.

Can students bring their own notebook from home instead?

Students will not be able to bring their own notebook to school instead of the notebook supplied. Home notebooks are not configured to the school network, can be a source of viruses and are often not enabled with the licensed software. Home notebooks cannot use the school image due to licensing arrangements and maintenance issues may not be resolved in an appropriate time frame.

How do we look after the notebook?

Encourage your child to store the notebook in its protective cover and avoid packing it at the bottom of a schoolbag where heavy books and other items may cause the screen to crack. Care should be taken to avoid dropping the notebook, or spilling drinks or food on it. Students should avoid displaying or using their notebook in public to reduce the risk of theft or damage. Students are responsible for backing-up their school and personal files. Students should be encouraged to frequently back up their information to a USB stick and keep it in a safe place.

Can we personalise the notebook?

Permanent changes to the notebook, such as engraving, marking, painting or drawing will not be permitted as the repair process may involve the swapping of hard drives into different cases. However, your child may load software on to the notebook **as long as copyright and licensing laws are followed**, and there is sufficient resources available for schoolwork.

Notebooks and student learning

Will students use computers ‘too much’ for schoolwork?

The notebook will complement the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools. The goals of the curriculum are supported, not supplanted, by the use of notebooks. Students will use notebooks where they serve a purpose, for instance, in research, data analysis and generating presentations.

Wireless access will allow for ‘just-in-time’ learning where students can search for information by connecting with and collaborating with other learners in a real-time context. Students will be able to use their school files at home and be able to collaborate with their peers on projects through social networking.

How can notebooks improve learning?

With greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience higher levels of motivation and engagement in their learning.

Typically students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills.

Involvement in 'virtual learning areas' or 'virtual workspaces' creates opportunities for collaboration and communication, improving relationships in the classroom through a greater level of interaction between students, their peers and their teachers. A networked environment, where it is easy to share developing work and research with peers and teachers, is the environment students will live and work in during secondary school and the future.

Students working together and providing solutions to real-world problems will create links beyond the classroom and move levels of thinking beyond a simple knowledge framework to complex analysis and evaluation.

Notebooks will promote increased levels of learning both in and out of school with an emphasis on higher-order thinking, creative thinking and expression.

How will notebooks be used in the classroom?

This is a technology-rich world and students are immersed in digital technology in their out-of-school lives. Schools can either capitalise on young people's affinity for technology or fail to engage them in learning, and be perceived as more and more irrelevant. The use of notebooks in the classroom will evolve over time as students and teachers become more familiar with notebooks and so will be able to optimise the advantage of their use to support teaching and learning in the classroom, wherever that classroom may be.

For example, we may soon see a class where students create a podcast of their original poetry, accompanied by a soundtrack they have written and enhanced with their own digital images to share with the world. The notebook can be used to record and document information, then share learning.

In Art, students can research projects on various artists then use the notebook as a medium to create their own drawings as well as clay animations. Students in Science could attach probes for data analysis and physical education may involve analysing patterns of movement.

Staff and students will collaborate to use the notebook as a tool that develops the student as information seeker, analyser and evaluator, problem-solver and decision-maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work.

Will learning outcomes be evaluated differently?

Notebooks complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. Wireless access points at schools will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

What about handwriting?

Students will continue to write with paper and pen and work to improve their handwriting as well as use the keyboard.

What about touch typing?

The notebooks will have a typing tutor program installed which will provide self-paced lessons for students.

Won't students be able to 'cheat' by using the spell checker?

The spell checker is a tool to allow students immediate feedback on the correct spelling of words they use. It supplements our existing school spelling program, but does not replace it.

What if students play on the notebooks during the school day instead of going outside for recess?

The notebooks will provide additional support for student learning, and therefore students will be supervised as they would be for any learning activity.

How will parents continue to be informed about the integration of the notebook into the curriculum?

The School Newsletter will provide updates to the whole school community about the use of the notebooks by students and teachers in and out of the classroom. Ongoing parent information evenings will be held throughout the year. These forums will provide students with an opportunity to showcase the extent of their development with the notebooks.

How will teachers be trained and supported?

Peer support is a strong element for success and teachers will be involved in mentoring and coaching each other to complement their growing ICT capabilities. Staff will also attend regular ICT Professional Learning programs.

Student safety and online privacy

Will children be safe carrying notebooks?

Overseas research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the notebooks out in public, and to carry them in the protective cover provided, which should be placed within their school bags.

Are these notebooks going to add to the heavy loads students carry from home to school?

The notebook has been deliberately chosen for a number of reasons, including its weight specifications. At around one kilogram the notebook is light enough for students to carry without incurring problems. The notebook will alleviate the need for students to carry calculators and some textbooks, further reducing the weight of items students need to carry to school.

The notebook should not be packed into the bottom of an oversized backpack with other books and items, because this can lead to a compression fracture of the screen.

Will the student files on the notebooks be private?

Students can expect their notebooks to be periodically inspected and monitored for appropriate usage. School personnel may request access to the browser history and/or caches as well as any and all files belonging to the student resident on the notebooks as well as stored on the school servers. Students and parents need to be aware that files stored locally on the notebooks or on school servers are not private.

Contractual obligations, cost and maintenance

What kind of contract or agreement needs to be signed?

Prior to receiving a Notebook, students and parents:

- must read the Gippsland Grammar Notebook User Agreement
- students **AND** parents must sign the Notebook User Agreement and return it to their Head of Year.

What will the notebook cost?

Resource Charge: Parents will be charged a resource charge of \$90.05 per term for 3 years. This charge covers software licensing and regular upgrades and maintenance. At the end of 3 years the notebook will become the property of the student.

Insurance Charge: Parents will be charged \$15 per term for notebook insurance over 3 years which is included in the \$90.05 per term fee. An excess of \$100 will be payable by parents for accidental damage, theft or loss. Where the cost of repair is less than \$100, parents will pay the lesser cost.

Will textbooks still need to be purchased?

Yes, but textbooks only need to be purchased at Gippsland Grammar for students undertaking a VCE subject or the VCE. Many books are not yet on CD. When they become available and it is advantageous, we may put such *textbooks directly on the notebook's hard drive. Some book suppliers who have CD-based textbooks require the purchase of the book in addition to the CD or charge more for the CD than the book. In these cases it is cheaper to continue to use the textbook.*

Is the notebook password-protected?

Students will be required to log on with a password when turning on the notebook. A password-protected notebook will help protect students' personal information in instances of loss or theft.

Can students install their own software?

This is a personal device, school-owned with a parent contribution. Students should feel free to change background images and use pictures to personalise the notebook. Software may be installed where students hold appropriate licences. It is the student's responsibility to ensure that there is enough hard drive space and RAM available to engage in all educational requirements.

Music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher. The national Copyright Advisory Group (CAG) has developed the [Smartcopying Website](http://www.smartcopying.edu.au/scw/go) <http://www.smartcopying.edu.au/scw/go> to provide a comprehensive guide to copyright issues affecting Australian schools.

If a game or scenario software is used by a class for academic purposes, the school will purchase licences and install the software for student use.

Permanent changes to the notebook, such as engraving, marking, painting or drawing will not be permitted as the notebooks may be used by more than one family during its lifetime at the school. However students will be able to

personalise the software interface and background.

Who is going to handle warranties and repairs?

Gippsland Grammar is an authorised ACER repair agent and will either repair or exchange the failing notebook at school and verify its operation.

Please be aware that warranty DOES NOT COVER any damage or changes to configuration due to the installation of GAMES or UNAUTHORISED SOFTWARE. A service charge of \$79.00 will be applied to repeat offenders.

What happens with theft, loss and non-warranty repairs?

Parents will be charged \$15 per term for insurance over 3 years. An excess of \$100 is payable by parents for accidental damage, theft or loss. All theft and loss claims must be accompanied by the appropriate Police report. Where the cost of repair is less than \$100, parents will pay that cost of repair. Non-warranty repair will attract market pricing for parts and labour and will be charged to parents accordingly. A notification of loss must be accompanied by an appropriate police report.

Where do the notebooks go when not in use?

When not in use, the notebooks should be locked in a student's locker or locked classroom. An unattended notebook around buildings or school grounds will be picked up immediately by a staff member and treated as a lost item. This may incur a penalty such as confiscation of the notebook for a period of time as unattended notebooks invite theft and/or damage.

Batteries and chargers

The notebook battery should be charged to last the entire day at school. For Occupation, Health and Safety reasons notebook chargers are not to be brought to school.

If the battery does go flat, the battery should be taken to IT Services for charging. The student's battery will be exchanged for a charged battery.

Home use of notebooks

The school monitors usage at school, but who monitors it at home?

That is the responsibility of the parents. When off school grounds, parents have full authority to monitor notebook usage. Examples of this include:

- encourage use in a family room and not in the bedroom
- restrict use at certain times of the evening or weekend
- advise not to take on long trips, and
- examine the documents and other contents of the notebook.

What does it mean to 'reimage' a notebook?

Reimaging a notebook removes all software and re-installs the School's original notebook image. The notebook is set up again, just like the first time the student received it. Whilst every effort is made to retain personal documents, music, pictures, and home settings, it is the responsibility of the student to backup and restore these files.

How can students access the internet from home?

Home internet connection is not supplied by the school. There is no mandated expectation that internet access is available at home. If there is an existing internet provision at home, a notebook is able to be configured for access.

How can notebooks be used at home?

Examples of home use for which internet access would be required include:

- using online collaborative websites such as class blogs, wikis and potential online conferences via the School's Portal and subject virtual learning areas (VLAs).
- using school email if available
- completion of homework using online resources.

Examples of home use for which internet access would not be required include:

- using any of the Microsoft applications or open source software provided
- using any subject-specific software
- working with audio, picture or video files on the notebook.

Notebook Checklist for Parents

- Ask questions about what your child is doing and learn together. You don't need to be an expert in technology to help your child learn.
- Remind your child to store the notebook in its protective cover. Don't put heavy items on top of the notebook in the school bag as the screen may crack.
- Remind your child to carry the notebook inside their schoolbag when travelling to and from school. To prevent theft or damage children should not use or display their notebook in public.
- If you believe someone has damaged your child's notebook on purpose, report it to the School as soon as possible. You may also need to report it to the police.
- It is permissible for your child to add extra software to the notebook, as long as your child complies with copyright and licensing rules and there is enough memory left for schoolwork.
- Encourage your child to save their information regularly to the hard drive or to a USB stick as backup.
- Teachers, students and parents share responsibility for safe and appropriate use of the notebooks. At home you may consider:
 - allowing notebook use in family areas, in preference to bedrooms
 - restricting notebook use to certain times of day
 - reviewing documents and the contents of the notebook.
- If you don't have broadband at home your child can participate by:
 - accessing relevant learning software
 - working with files saved to the notebook or USB stick.
- Ask the School for information about appropriate use, copyright and health and safety.
- Encourage your child to explore and enjoy the learning opportunities that using a notebook offers.

Acknowledgement: © State of Victoria 2007. This work is based on the Victorian Department of Education's Notebook Program and copyright is owned by the Crown in right of the State of Victoria. Some alterations have been made to accommodate specific requirements.

Things the Students Should Know:

1. The notebook is the property of the School; therefore, it should not to be altered or personalised in any way that is irreversible.
2. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all School activities and educational requirements.
3. You must retain the School's anti-virus software on your notebook. It is your responsibility to keep it up to date. You will be advised on a regular basis on how to do this.
4. Do not install other anti-virus products on your notebook as this will affect performance, reliability and security.
5. The installation of illegal software is not allowed.
6. You are encouraged to return your notebook to IT Services if you believe your security or settings have been compromised or changed in any way.
7. If something is broken or not working correctly you should bring your notebook to IT Services to have it rectified immediately.
- 8. Network games should not be played at school.**
9. Internet file sharing and **torrent programs** are not encouraged as they promote the spreading of viruses and malware.

Failure to observe the above points may lead to the student's notebook and network access being restricted.

Responsible Use of ICT Agreement – Secondary Students

Part A: Introduction

1. Purpose

Gippsland Grammar recognises that electronic information and communication skills are essential knowledge for all members of our society and as future employees/employers.

The electronic communication and information resources of Gippsland Grammar are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the school's educational program. Electronic communication systems include Internet, Portal, email, software and related applications. The purpose of this document is to provide a set of guidelines on the utilisation of these resources.

2. Access

Gippsland Grammar provides access to information and communication technology resources for students as part of their courses.

Gippsland Grammar recognises the need for students to be safe and responsible users of digital technologies. We understand that teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. Parents and/or guardians should work with us and encourage this behaviour at home.

Our school has cybersafety practices and policies in place, which include Responsible Use of ICT agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a technology/cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations; to support this, the school will work within the eSmart Schools framework. This Responsible Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a user agreement and once signed consent has been returned to School, students will be able to use the School ICT equipment/devices. This should be completed upon enrolment, or when the student receives a Notebook Computer.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. **This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.**

There may be times where this document needs to be reviewed at a more regular frequency due to an occurrence of particular event/s or changes in legislation. These changes will be communicated through electronic means.

At Gippsland Grammar we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Building Respectful Relationships Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Part B: Student Declaration

This Responsible Use Agreement applies when I am using any digital technologies at school, at home, during school excursions, camps and co-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the Gippsland Grammar Building Respectful Relationships Policy if I do not behave appropriately.

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Confirming that I meet the stated terms and conditions for all online material accessed; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Not bringing to school or downloading unauthorised programs, including games.
- Understanding that these rules also apply to any privately owned electronic device I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- Obtaining written consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- Ensuring that these devices are not taken on Outdoor Education programs.
- Understanding that when my mobile phone/digital device is used inappropriately there will be consequences put in place by both the teacher and Head of Year. This will usually include confiscation of the device for a period of time.

Part C: Conditions of use for Notebook Computers

Ownership

- If taken home, the student must bring portable devices fully-charged to School every day.
- The School retains ownership of the device until the student completes Year 11. At this time ownership of the device will be determined by the School.
- Parents/guardians and students should be aware that files stored on the device, or on the School's server, are not private.
- If the student leaves the School prior to completing Year 11 or moves to another School, interstate or overseas, the device must be returned to the school, or the final payments made to the School.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- Students may be required to replace lost or damaged chargers.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

- Adhering to the school's Responsible Use Agreement or Student Behaviour Management Policy when using the machine, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set

Definition of Digital Technologies

This Responsible Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices**
- Mobile phones/Portable Electronic Devices**
- Email and instant messaging**
- Internet and Intranet**
- Social networking sites**
- Video and photo sharing websites/podcasts/vodcasts etc**
- Blogs, Forums, discussion boards and groups**
- Wikis**

Please sign and return this page to your Mentor.

This will then be forwarded to the IT Department.

Section for student

My responsibilities include:

- I will read this Responsible Use agreement carefully
- I will follow the cybersafety rules and instructions whenever I use the school’s ICT
- I will also follow the Responsible Use rules whenever I use any electronic device on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask my Mentor or Head of Year if I am not sure about anything to do with this agreement.
- I will advise the school of any change to my Mobile Phone number on the phone I bring to school

I have read and understood my responsibilities and agree to abide by this Responsible Use agreement. I understand that any breach of these conditions will result in computer and Internet access privileges being suspended or revoked.

Name of student:

Mentor Group:

Signature:

Date:

Student Mobile Phone Number:

Section for parent/guardian

My responsibilities include:

- I will read this Responsible Use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school’s work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss
- I will use technology to communicate in a respectful manner in accordance with this policy.
- I will advise the school of any change to my child’s Mobile Phone number.

I have read this Responsible Use agreement document and am aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s responsibilities.

Name of parent:

Signature:

Date:

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

This document was developed using document adapted from the Department of Education & Early Childhood Development’s Acceptable use for Secondary Students Policy template, and material from www.netsafe.org.nz

Review cycle: Annually by eSmart and/or Pastoral & Welfare Committee