



*Enlighten*

# **John Willcock College** *Notebook Usage Policy for Parents*



2016



## John Willcock College

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February 2016

Dear Parents / Guardian

Please find attached the John Willcock College and Department of Education Notebook Usage Policy for Parents, relating to the provision and acceptable use of the notebook computer whilst at the college and at home.

Please read and sign the *Take Home Usage Authorisation* to indicate your preference for your son/daughter to participate in taking their laptop home and return to John Willcock College.

***If you have any queries and/or require further assistance regarding these documents please do not hesitate to contact me on 9965 8300.***

Thanking you for your support in this matter.

Yours sincerely

Julie Campbell  
Principal  
John Willcock College

**Table of Contents**

|           |   |              |
|-----------|---|--------------|
| <b>1</b>  | <b>Introduction</b>                           | <b>4</b>     |
| <b>2</b>  | <b>Description and Purpose of the Project</b> | <b>4</b>     |
| <b>3</b>  | <b>Responsibilities</b>                       | <b>5</b>     |
|           | 3.1 The Role of Students                      | <b>5</b>     |
|           | 3.2 The Role of Parents or Guardians          | <b>5</b>     |
|           | 3.3 The Role of Teaching Staff                | <b>5</b>     |
|           | 3.4 The Role of the College                   | <b>5</b>     |
| <b>4</b>  | <b>Authorisation and Rules for Home Use</b>   | <b>6</b>     |
| <b>5</b>  | <b>Training in use of Notebook</b>            | <b>6</b>     |
| <b>6</b>  | <b>Guidelines for proper Care of Notebook</b> | <b>7</b>     |
|           | 6.1 Security and Storage                      | <b>7</b>     |
|           | 6.2 Transport and Handling Procedures         | <b>7</b>     |
|           | 6.3 Occupational Health and Safety Guidelines | <b>7/8</b>   |
|           | 6.4 General Care of the Notebook Computer     | <b>8</b>     |
|           | 6.5 Report of Loss or Damage                  | <b>8/9</b>   |
| <b>7</b>  | <b>Data Management</b>                        | <b>9</b>     |
| <b>8</b>  | <b>Printing</b>                               | <b>9</b>     |
| <b>9</b>  | <b>Virus Protection</b>                       | <b>9</b>     |
| <b>10</b> | <b>Acceptable Use Policies</b>                | <b>9/10</b>  |
|           | 10.1 Access Security                          | <b>11</b>    |
|           | 10.2 Internet Usage                           | <b>11/12</b> |
|           | 10.2.1 Chat lines (IRC, MIRC, ICQ etc)        | <b>12</b>    |
|           | 10.2.2 The College Web site                   | <b>12</b>    |
|           | 10.2.3 Cybersafety                            | <b>12</b>    |
|           | <b>Home Usage Permission Letter</b>           | <b>13/14</b> |

## 1 INTRODUCTION

The integration of notebook computers and supporting information technology equipment into the classroom represents an exciting era at John Willcock College. The project provides a wealth of rich educational resources and tools that, when used effectively, can deliver very positive teaching and learning outcomes. If the implementation of this new technology is not properly controlled however, there are certain pitfalls that students may encounter.

The Department of Education (The Department) has a need to support students in the appropriate and safe use of their new notebooks. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

This document is specifically aimed at parents and students involvement in the John Willcock College Notebooks for Students Project and details the policy, guidelines and support strategies to ensure that students are able to make effective use of their notebooks and avoid any problems.

## 2 DESCRIPTION AND PURPOSE OF THE PROJECT

The Notebooks for Students project was initiated in response to Education and Training Minister Alan Carpenter's 2003 announcement of a range of initiatives to improve the quality of educational facilities at the John Willcock College (The College). The objective of the project is to implement a range of innovations that explore and exploit the latest in educational technology.

Each student in Year 8 or 9 in the college receives a notebook computer to assist them access curriculum and research materials. There is no other 1:1 Laptop Project School-wide in the State system so this is a unique opportunity for our students.

The notebooks link to a wireless network providing access to the internet and curriculum materials as well as enabling communication between students, backup of data files and printing.

Students receive on-going training in the operation of the notebooks to gradually increase their skills in the use of technology to achieve positive learning outcomes.

**Initially**, usage of the notebooks is limited to within the college. However, it will be possible that, subject to certain guidelines being adhered to, the students will be able to take the notebooks home to complete homework and assignments. In this document you will receive a Home Usage permission letter to sign and return to your child's sub school leader.

The notebooks are obviously very valuable and, as such, **certain procedures must be followed to ensure that the notebooks remain in good condition and operate effectively.**

Provided these procedures are followed, then the Department's insurance will honour claims for accidental damage or loss.

## 3 RESPONSIBILITIES

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### 3.1 The Role of Students

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**Students must use their notebook computers and college computer networks responsibly.** Communications on the information networks are often public and general college rules for student behaviour, conduct and standards of communications will apply.

At all times, students must attempt to follow the policy and guidelines detailed in this document when using their notebook and accessing college information resources. They must also undertake the training provided in a diligent manner, so that they are in a position to properly utilise and care for the notebook computer.

**Students who fail to honour their Code of Conduct may forfeit use of their notebook computer and access to the Internet and/or college network.**

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### 3.2 The Role of Parents or Guardians

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**Parents or guardians are expected to take responsibility for conveying the importance of the policy guidelines in this document and other college policies to their children.** They are also expected to monitor their child's use of the notebook, especially at home, including access to media and information sources.

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### 3.3 The Role of Teaching Staff

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**College teaching staff will monitor appropriate care of the notebooks and use of the notebooks in accessing curriculum information.** They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their notebooks in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

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### 3.4 The Role of the College

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The College commits to upholding the Usage Policy Guidelines and providing appropriate physical and financial resources to enable safe, educationally relevant access to the notebooks and relevant curriculum facilities for staff and students.

The College also attempts to ratify information published on the Internet by students or the College under the College's name meets legal requirements and community standards in relation to copyright and safety.

## 4 AUTHORISATION AND RULES FOR HOME USE

From time to time and when directed by their teacher, students will be able to take their notebooks home to complete assignments. This will be subject to approval by Parents/Guardians as indicated on the Home Usage Permission letter (Appendix A) and also by the student to comply with the usage conditions outlined in this document.

Home usage will be granted subject to the following rules being adhered to:

1. Students **MUST** return their notebook and their Battery Charger Power Pack to school each day. Each day during *form* 8.40am-9.00 am confirmation of return of the notebook will occur by the form teacher, whilst students read and/or listen to the daily notices.
2. The student **MUST** have their notebook inside their carry bag inside their backpack when travelling to and from college (including the Power Pack).
3. If the student is collected by parents (or other) they must **NOT** leave their notebook in the car if they are going in shops etc. (i.e. notebook must be put in the boot).
4. Students are **NOT** to re-configure their notebook to their home Internet Service Provider.
5. Students are **NOT** to take the notebook to friends' houses etc.....it is for STUDENT HOME USE ONLY.
6. The notebooks are College Property; hence The College Network Agreement applies at ALL times.
7. The laptop is provided for "Work" purposes, **NOT** "Personal" uses.
8. Students are **NOT** to use their personal Apple ID on the device.

Before allowing students to use their notebooks at home, the college requires Parents/Guardians signed authorisation on the Home Usage Permission letter, which is Appendix A of this document.

Since home use brings with it a risk of damage or theft of the notebook outside of the college, the Department has arranged insurance for the notebooks. However this **insurance only covers the notebooks for use as outlined in this document and accompanying Home Usage Permission letter.** The notebooks must be treated with great care.

If an insurance claim is partially or wholly rejected by the insurer due to non compliance with the guidelines, the college may seek to recover the cost associated with the loss or damage.

## 5 TRAINING IN USE OF NOTEBOOK

On receipt of their notebook, the college provides students with comprehensive training in the operation of the notebook as well as the procedures mentioned in this document.

It is a requirement that students complete this training satisfactorily before being allocated their notebook.

A major emphasis is made on the fact that the laptop is provided for "Work" purposes, **NOT** "Personal" uses.

## 6 GUIDELINES FOR PROPER CARE OF NOTEBOOK

### 6.1 Security and Storage

When the notebooks are not being used at college, the main facility for their secure storage is a special locker. Each student is allocated a specific locker in which they are required to store the notebook when it is not being used.

The lockers have a power outlet in them to enable them to be re-charged when not in use. The lockers also have enough space to store the notebook carry bag.

Each student is the custodian for their locker key. It is very important for students to keep their key in a safe place.

When the notebook is being used away from college, students should avoid leaving it unattended or where it is visible to the public (eg in a vehicle). In these circumstances, the notebooks can become a target for theft.

When the notebook is in your home please ensure that normal accepted domestic security practices are followed. This would include locking the windows and doors in the home when the dwelling is unattended.

### 6.2 Transport and Handling Procedures

Carry bags provided with the notebooks are designed to be carried over the shoulder. These bags have sufficient padding to protect the notebook from normal treatment and will provide a suitable means for carrying it around the college. The bag has been designed to be carried over the shoulder using the shoulder strap. Students are shown the correct way of carrying the bag over the head and resting on the shoulder so it cannot fall.

When transporting the notebook, the student is to make sure that it is in the carry bag and the flap on the bag is securely closed. The computer must always be transported in the carry bag. Students must carry their laptop inside the carry bag and place this inside their school bag when leaving the college. Students must never remove the notebook from its carry bag and place it directly into their backpack. Students should never sit on the bag as this could cause damage.

When removing or placing the notebook in the bag it must be closed and held by the edges of the casing. When open, the screen must never be touched. Students should **never** lift the computer by the screen. The bag should be flat on a desk to remove the laptop and to put it back.

Students should ensure that the power pack and cables are carefully placed into the special pouch in the carry bag. The cables should not be wound around the power pack. Do not store other large items in this pouch. Large items can be pressed against the screen and cause damage. **Only laptop gear should be in the bag. Everything else should be in the student's backpack.**

### 6.3 Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to notebook use:

- Keep the upper arms relaxed at the side of the body
- Bend the elbows to about 90 degrees
- Keep the wrists straight

## Department of Education

- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with small hands might find that the smaller notebook keyboard is easier to use than a regular keyboard. However, those with larger hands may find it uncomfortable. If students find that using the notebook keyboard is uncomfortable, they should let their teacher know. Other options might be available such as plugging in a regular keyboard or mouse. This may be constrained by available desk space.

Students will find that looking down at the notebook screen is generally comfortable however, if students find that this is uncomfortable, they must let their teacher know. Notebooks allow users to sit in a range of positions. Students don't always have to sit at a desk but should always keep the basics above in mind.

When transporting the notebook, always use the carry bag provided and, if carrying additional items such as your normal college carry bag, attempt to distribute the weight as evenly as possible on both sides of your body. Students should also avoid carrying more than 20% of their own bodyweight.

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### 6.4 General Care of the Notebook Computer

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The notebook computers are usually owned by the Department over a three-year term. This requires the Department to maintain the notebooks in good condition to sell at the expiration of the ownership period.

In order to achieve this, students must follow some simple guidelines. Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Steal equipment
- Vandalise equipment (e.g. graffiti)
- Mark or deface any equipment (eg Writing on, engraving or attaching stickers)
- Eat or drink near the notebook
- Attempt to repair equipment
- Unplug cables or equipment unless directed by teachers
- Remove any covers or panels
- Disassemble any part of the notebook
- Disable the operation of the notebook
- Attempt to clean the notebook themselves. This must be handled by the college technicians. This will be done on a regular basis for the whole class. If the notebook does require cleaning then the student should ask the teacher to arrange this.
- Insert anything other than college CDs or DVDs into the CD player

In addition, students must immediately report any malfunction or damage to the notebook to their form teacher.

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### 6.5 Report of Loss or Damage

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The notebooks are covered for warranty repairs and insurance cover against loss and damage for the duration of the program. However, insurance claims will only be honoured for loss or damage if reasonable care has been exercised by students.

## Department of Education

In circumstances where deliberate damage or theft has occurred, then the incident will be required to be reported to the Police and action may be taken by the Department against the perpetrators or their parents/guardians to recover costs for repair to, or replacement of the notebook.

Any loss or damage which occurs to the notebook must be reported to the college as soon as practicable. If this occurs within the college during school hours then the student must report the incident to college administration (Associate Principal) immediately.

If **loss or damage occurs outside school hours** then either the student or their parent/guardian must report the incident to the college as soon as practicable. In cases of loss outside school hours, the **student or parent/guardian must also report the incident to the Police.**

## 7 DATA MANAGEMENT

Saving or back-up of data is the students' responsibility.

During normal class use, the notebook should be logged on to the wireless network. At the completion of each class or activity, students must save their data to the network file folder they have been allocated by the college. The location of data within the folders is determined by technicians. These network folders are backed up on a daily basis by college staff.

Training is provided in these operations when students receive their notebook.

## 8 PRINTING

John Willcock College has online systems to send, receive and collect student work in order to reduce unnecessary printing but when needed, teaching staff will provide access to printers. Printing will be supervised by the teacher in charge of the learning area for which the student wishes to print materials. Students must arrange for this to be conducted during class time or at another time convenient for the teacher.

Students should minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing. Work can be sent direct to teachers using our online system. Students should not load paper into printers without permission. Paper that is pre-used, torn, creased, damp, irregularly shaped or sized or unsuitable for laser printers should not be used in laser printers.

Students are not expected to print out work from the notebook at home. All printing from the notebook must be carried out at college. This is because the notebooks are only configured to work with college printers.

## 9 VIRUS PROTECTION

The notebooks are configured with anti-virus software which regularly and automatically checks for viruses on the notebook. On the detection of a virus or the suspicion of a viral infection, the student must inform the college technician.

## 10 ACCEPTABLE USE POLICIES

Acceptable Use Policies are written agreements that formally set out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the Department of Education Statewide System and are bound by DoE rules of use.

Computer operating systems and other software have been set up to maximise the usefulness of the notebook computers. **Students will not:**

- Change any computer settings (including screen savers, wallpapers, desktops, menus standard document settings etc) without permission;
- Bring or download unauthorised programs, **including games**, to the college or run them on college computers. Online internet games are banned unless directed to use them by teachers in class.
- Delete, add or alter any configuration files;
- Break software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute college software. Illegal software from other sources is not to be copied to or installed on the college equipment;
- Deliberately introduce any virus or program that reduces system security or effectiveness;
- Attempt to log into the network with any user name or password that is not their own, or change any other person's password;
- Reveal their password to anyone except the system administrator or classroom teachers, if necessary. Students are responsible for everything done using their accounts and everything in their home directories. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause college rules to be broken;
- Use or possess any program designed to reduce network security;
- Enter any other person's file directory or do anything whatsoever to any other person's files;
- Attempt to alter any person's access rights; or
- Store the following types of files in their home directory, without permission from their teacher:
  - Program files
  - Compressed files
  - Picture files, unless they are required by a subject
  - Obscene material – pictures or text
  - Obscene filenames
  - Insulting material
  - Password-protected files
  - Copyrighted material
- Connect the laptop to any cable connection except a healing station as they are fully wireless
- **Use the laptop for “Personal” uses, just “Work” purposes.**

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## 10.1 Access Security

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It is a condition of entry to the Notebooks for Students project that students agree to the monitoring of all activities including their files, e-mail and Internet accesses.

### Monitoring and Logging

A log of all access to the internet including e-mail will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of e-mail remains within the guidelines described in this document.

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## 10.2 Internet usage

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Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way. For **work** purposes only.

Because the Internet is an unsupervised environment, the college has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene college rules or rules imposed by parents/guardians.

The college is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The college is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

**Students must only access the college's Internet link through the notebook. Other internet accounts such as private family accounts must not be used through these notebooks.**

It is the responsibility of the college to:-

- provide training on the use of the Internet and make that training available to everyone authorised to use the college's internet link
- take action to block the further display of offensive or inappropriate material that has appeared on the Internet links.

Students will not deliberately search for, enter or remain in any site that has any of the following content:

- Nudity, obscene language or sexual discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or "revenge" activities

Students must also:

- Follow college guidelines and procedures when preparing materials for publication on the web;

## Department of Education

- Not use material from other web sites unless they have permission from the person who created the material. If unsure, they should check with their teacher; and
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off the notebook and notify a teacher. They should not show the site to their friends first.

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### 10.2.1 Chat lines (IRC, MIRC, ICQ etc)

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Real-time chat programs (MIRC, ICQ) are **not** to be used by students unless instructed by a teacher.

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### 10.2.2 The College Web site

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Material placed onto the college web site must:

- be checked for appropriateness and (as far as possible) accuracy
- not violate copyright
- have the written permission of a parent/guardian if that parent/guardian has requested a veto capability on their child publishing material on the web site
- not contain the home address or home phone number of an individual
- not contain the e-mail or web address of a student unless specifically required and requested

Links to sites beyond the college site will be checked for appropriate content. It must be recognised that the content of external sites may change after links have been made, and the college cannot be held responsible for the contents of linked sites. The college will exercise all due care to ensure no objectionable material is directly accessible via links on our site.

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### 10.2.3 Cybersafety

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This is a major concern these days. Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important that you keep as safe as possible while online.

Students work through a session on cybersafety as part of their initial training each year. This covers the use of mobile phones, Social networking sites, cyberbullying, email etiquette and general safety online. We revisit this several times during the year to refresh the messages.

We also send home pamphlets with students which outline relevant information at the time of laptop training so that families can reinforce the positive messages of staying safe online.

Parents are encouraged to check the following sites online for further useful information:

The main government cybersafety information website found at <http://www.cybersmart.gov.au/>  
Cybernetrix page on the internet: [www.cybernetrix.com.au](http://www.cybernetrix.com.au) Internet safety for Secondary students section.

## HOME USAGE PERMISSION LETTER



### John Willcock College

January 2015

Dear Parents / Guardian

#### Request for Notebook Home Use

The purpose of this letter is to inform you of the John Willcock College Guidelines for your son/daughter to take their notebook home for learning purposes.

The notebooks are obviously a very valuable piece of equipment and as such certain procedures must be adhered to ensure the notebooks remain in good condition and operate effectively.

Provided the *Notebook Usage Policy for Parents* and the John Willcock College Network Agreement are followed, then the Department's insurance will honour any claims for accidental damage or loss. If however there is **deliberate damage or breach of the rules outlined below then the cost of repair or replacement may be the responsibility of the student and their parent/guardian.**

1. The student **MUST** return their notebook to school each day. Each day during *form* confirmation of return of the notebook will occur by the form teacher, whilst students read and/or listen to the daily notices.
2. The student **MUST** have their notebook inside their carry bag inside their backpack when travelling to and from college (including the Power Pack).  
**Students are not permitted to use their Notebooks on the Bus in a car, or while walking to and from College.**
3. If the student is collected by parents (or other) they must **NOT** leave their notebook in the car if they are going in shops etc. (i.e. notebook must be put in the boot).
4. Students are not to re-configure their notebook to their home Internet Service Provider or connect to any wireless network outside of John Willcock College.
5. Students are **NOT** to take the notebook to friends' houses etc.....it is for STUDENT HOME USE ONLY.
6. The notebooks are College Property; hence The College Network Agreement applies at ALL times.
7. The laptop is provided for "Work" purposes not "Personal" uses.

Please sign the **return slip** to acknowledge confirmation and permission for the notebook to go home with your son and or daughter, or to indicate you do not wish the notebook to go home.

Thanking you for your support in this matter  
Yours sincerely

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Julie Campbell  
**Principal**  
John Willcock College

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Phil Pound  
**Associate Principal**  
John Willcock College

**JOHN WILLCOCK COLLEGE**  
**Notebook for Students**

**Take Home Authorisation**

Please return this form to the Admin Office as soon as possible.

**I have discussed the implications and rules of taking the notebook home with my son/daughter and will adhere to the John Willcock College Guidelines and the Department of Education Usage Policy Guideline for Students and Parents.**

**I give permission** for my son/daughter to take their notebook home for learning purposes and will ensure the notebook returns to school each day with the student.

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent/Guardian Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**I do not give permission** for my son/daughter to take their notebook home for learning purposes.