



# ICT & E-Learning Policy



*Craigieburn Secondary College*

*2021 - 22*

# Table Of Contents

<b>Our vision</b> .....	3
<b>Introduction</b> .....	3
<b>Objectives</b> .....	3
<b>Personal Computing Options</b> .....	3
<b>Expectations and Responsibilities</b> .....	6
<b>Guidelines for General Use of devices at the College</b> .....	7
<b>Data Management</b> .....	7
<b>Printing</b> .....	7
<b>Software &amp; DET Programs Licencing</b> .....	8
<b>Acceptable Use Policies</b> .....	8
<b>Access Security</b> .....	9
<b>Monitoring and Logging</b> .....	9
<b>Internet Usage</b> .....	9
<b>Breaching Terms of Agreement</b> .....	10
<b>A. Payment Options</b> .....	11
<b>B. Student Expectations</b> .....	11
<b>C. Authorisation and Rules for Home Use</b> .....	11
<b>D. Guidelines for Proper Care of Netbook</b> .....	12
<b>E. Report of Loss or Damage and Bond Deductions</b> .....	13
<b>F. Schedule of Charges for Damage</b> .....	13
<b>e-Learning &amp; ICT Policy</b> .....	14
<b>Acceptable Use Agreement Form (Parent Copy)</b> .....	14
<b>e-Learning &amp; ICT Policy</b> .....	15
<b>Acceptable Use Agreement Form (College Copy)</b> .....	15

## Our vision

Craigieburn Secondary College understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Craigieburn Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their full potential and to equip them to become digitally literate, innovative and confident users so they can contribute responsibly, positively and meaningfully to society as happy, healthy young people.

## Introduction

Craigieburn Secondary College endeavours to create a learning environment where every student can achieve their fullest potential. We aim to promote confident learners who are curious and creative who can solve problems using a variety of tools. As part of this commitment, the college is beginning the integration of student Netbook computers into the classrooms and the embedding of digital literacy and e-learning practices across all key learning areas. It is envisaged that students at the College will become effective global learners in multiple real and virtual arenas.

The College, in conjunction with the Department of Education and Training (DET) aim to provide a wealth of rich educational resources and tools, that when used effectively, will deliver very positive teaching and learning outcomes. Each student is required to have a portable Netbook that will link them to their teachers, learning communities, multimedia software and online tools and resources.

With the connected mobile device students will have enhanced communication opportunities with their teachers and peers to seek feedback regarding learning opportunities and activities, participate in synchronous and asynchronous learning and have anywhere, anytime access to documents, projects, revision tasks and evidence of their learning. The access to information and communication technologies (ICT) will create expanded learning opportunities that are more active and student centred.

DET recommends appropriate and safe use of their student allocated netbooks. This document aims to provide information about the policies and guidelines that inform the proper use and care of the student netbooks. 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.

## Objectives

The objective of the College is to implement a range of innovations that explore and exploit the latest in educational technology both in the classroom and at home, by allowing our families a variety of flexible device options to suit their unique circumstances.

## Personal Computing Options

To meet the above stated vision and objectives, the College has three available personal computing options, each with their own strengths and weaknesses.

1. Purchase recommended device from JB Education (potential delays due to pandemic)
2. Bring your own device (BYOD)
3. Co-contribution

## Purchase device through JB Education

The College has entered into a purchasing agreement with JB Education. Devices can be purchased directly through the JB education online portal, at a group discounted price and delivered to the College. To connect to the College network, the device media access control (MAC) address must be provided to the ICT technicians. The respective strengths and weaknesses of this option are outlined below:

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>▪ Family owns the device</li> <li>▪ Microsoft office suite available</li> <li>▪ Flexible purchasing options</li> <li>▪ Computers are delivered to the College (other pickup locations can be arranged through JB)</li> <li>▪ Optional 3 year on-site warranty repairs</li> <li>▪ Accidental Damage protection available</li> </ul>	<ul style="list-style-type: none"> <li>▪ No technical hardware support by the College technicians</li> </ul>

## Device options

Portal Address: <http://www.jbeducation.com.au/byod>

College Code: CBURN2022



**Lenovo 11e 5th Gen Celeron / 11.6 / N4120 / 4GB / 128GB / W10Pro / 1 Year Depot Warranty**

Model Number: 20LRS0NC00

This 11.6-inch convertible laptop has four versatile modes, is reinforced to withstand the physical demands of the primary school experience, and is equipped with the necessary features and software to create and nurture a digital learning environment.

**Specifications:**

- 11.6-inch 1366x768 HD Display
- Intel Celeron N4120 Quad-Core Processor (up to 2.60GHz)
- 4GB DDR4 RAM
- 128GB SSD
- Intel UHD Graphics 600
- 720p HD Camera
- Bluetooth
- Intel 802.11a/b/g/n/ac wireless
- Ports:
  - 1x USB-C
  - 2x USB
  - 1x HDMI
  - 1x RJ45
- Windows 10 Pro National Academic Operating System
- 1 Year Depot Warranty included

\$556.00

inc GST

12 Month Interest Free Available ?

✔ In Stock

Your order will be sent to your nominated address from mid November. ?

Please allow up to 10 business days for your order to arrive after dispatch.

ADD TO CART

Compare



**Lenovo 11e Yoga 5th Gen / 11.6 Touch / N4120 / 4GB / 128GB / W10Pro / 1 Year Depot Warranty**

Model Number: 20LNS1F600

With its extra-durable design, this 11.6-inch convertible Windows-based laptop is engineered to withstand the rigours of the classroom. A flexible 360-degree hinge and 10-point multitouch display accommodates just about any work style and turns this device into a tablet when needed. Lightweight and portable starting at 1.54 kg, the ThinkPad Yoga 11e also boasts battery life that lasts all day—and more. It's perfect for on-the-go learning in school and at home.

**Specifications:**

- 11.6-inch 1366x768 Touchscreen IPS HD Display
- Intel Celeron N4120 Quad-Core Processor (up to 2.60GHz)
- 4GB DDR4 RAM
- 128GB SSD
- Intel UHD Graphics 600
- Bluetooth
- 720p Webcam + World Facing Camera
- Intel 802.11a/b/g/n/ac wireless
- Garaged Active Pen
- Ports:
  - 1x USB-C
  - 2x USB
  - 1x HDMI
  - 1x RJ45
- Windows 10 Pro National Academic Operating System
- 1 Year Depot Warranty included

**\$695.00**  
inc GST

12 Month Interest Free Available ?

**In Stock**

**Your order will be sent to your nominated address from mid November.** ?  
Please allow up to 10 business days for your order to arrive after dispatch.

**ADD TO CART**

Compare

### Bring Your Own Device (BYOD)

Students may bring any device to school, that meets the specified [requirements](#).

The respective strengths and weaknesses of this option are outlined below:

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>▪ Family owns the device</li> <li>▪ Microsoft office suite available</li> <li>▪ Existing family owned devices can be used</li> <li>▪ Students can choose device to meet school and personal needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ No technical support by the College technicians</li> <li>▪ Printing available via USB only</li> <li>▪ No access to Student Home drive (H-drive)</li> <li>▪ All costs including damage and warranty covered by family</li> </ul>

### Requirements

The following are the minimum requirement for a device to be given access to the College network.

#### Software

- Windows 10 or macOS 10.15 (or later)
- Android, Linux & iOS devices are NOT compatible.

#### Hardware

- CPU: x86 (32 Bit) architecture, 64 Bit recommended
- RAM: 4GB minimum, 8GB recommended
- A keyboard
- A battery that can last for the entire school day without requiring charge

Note: device MUST be presented for inspection to the College ICT technicians prior to access being granted.

## Co-contribution

Students will have access to a Netbook that will be funded by a parent co-contribution of \$100 per annum. This co-contribution is the cost of leasing the device, the College will meet all other initial purchase costs.

Students will be able to take their device home and this will require a \$200 refundable security bond. The bond is refundable upon ceasing enrolment at the College and returning the Netbook computer in good working order.

Agreements between Microsoft and the State Government allowed for a range of software packages to be installed on each machine. Further information on this can be found in schedule 1.

The respective strengths and weaknesses of this option are outlined below:

Strengths	Weaknesses
<ul style="list-style-type: none"><li>▪ Full technical support by the College technicians</li><li>▪ Full access to school network including printing and Student Home drive (H-drive)</li></ul>	<ul style="list-style-type: none"><li>▪ Family does not own the device, it remains the property of the College</li><li>▪ Administrative restrictions, no additional software may be installed, no files saved locally.</li></ul>

## Expectations and Responsibilities

### Expectations and Responsibilities of Students

The following expectations must be met for the student to have continued access to the College network.

- Students will use their device on the school network responsibly
- Students will bring their device to school every day fully charged
- Students will supply the College with the device MAC address
- Students will follow the standards for conduct in the digital environment as outlined in the Student Behaviour Matrix
- Students will adhere to the [College's Acceptable Use Policy](#).

### Expectations and Responsibilities of Parents

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

Parents are expected to report any damage, theft or loss of the School Allocated Netbook to the college as soon as is practicable. Parents/Guardians should be aware that any damage, theft or loss to a School Allocated Netbook would incur a cost (see Schedule 1).

### Expectations and Responsibilities of Teaching Staff

School teaching staff will monitor appropriate use of the Netbooks 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 Netbooks in support of and to enrich the curriculum while considering the varied instructional needs, learning styles, abilities and developmental levels of students.

### Expectations and Responsibilities of the College

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

also has a responsibility to ratify information published on the Internet by students so that it meets legal requirements and community standards in relation to copyright and safety.

## Guidelines for General Use of devices at the College

### Occupational Health and Safety Guidelines

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

- Keep the upper arms relaxed at the side of the body
- Bend the elbows around 90 degrees
- Keep the wrists straight
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes
- If the Netbook is to be put into a bag or backpack, straps should be used in accordance with the manufacturer's recommendations
- The Netbook should always be placed on a stable surface, not on a person's lap or knee.
- Adopt the right seat posture with back straight.
- All electrical equipment used at the college must adhere to AS/NZS 3760:2010 (also referred to as test and tag) as a result of this standard chargers that have not been tested are not allowed within the College grounds. Furthermore, chargers are not allowed inside classrooms as they pose a dangerous trip hazard.

### Additional Peripherals

The College will NOT provide students with any additional peripherals. These must be purchased by parents/guardians. Additional peripherals include USB sticks or SD cards.

## Data Management

Saving or back up of data is the responsibility of the student. To back up their work it is recommended that students purchase a USB flash drive or SD card. School issued netbook are configured to not allow saving of files directly to the device, any work saved directly to the device is done so at the users own risk any work saved directly to the device will be wiped if a windows reinstall is required. If a school issued Netbook needs software repair students will have access to re-imaging. The re-imaging process will wipe all data from the machine and set it up to the original working state. Staff will not accept data loss as an excuse for not handing in work on time.

## Printing

Students should always minimise printing by print-previewing, printing in PDF and submitting document through the Learning Management System, editing on screen rather than on printouts and spell-checking before printing. Students are expected to manage their own print credits by ensuring that their password is protected at all time. Additional print credits may be purchased from the General Office.

School issued Netbook will have all relevant College printers installed, Students with BYOD computers may utilise the print from USB option on college's printers.

# Software & DET Programs Licencing

## BYOD Computers

Office 365 is available for all students at no cost. Students enrolled in BYOD program can go to [portal.office.com](http://portal.office.com) and download a full copy of Office 365 by logging in with their school email account. Instructions on how to install software are available on the school's LMS page.

## School Issued Netbooks

The software and programs pre-loaded on the Student Allocated Netbook are subject to licence conditions and copyright. They must not be distributed or deleted from the Student Netbook. No additional software may be installed on the Netbooks, as it can pose a security risk. Installation of any additional software will breach the College's Acceptable Use Policy (see Section 8) and may result in suspension or removal from the Netbook Program.

## Acceptable Use Policies

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the DET system and are bound by DET rules of use. The College's Acceptable Use Policy is available for download from the College website. Upon entering this program Parents/Guardians and Students agree to adhere to the Acceptable Use Policy.

## Use of Hardware and Software

Computer operating systems and other software have been set up to maximise the usefulness of the Netbook computers. Students are prohibited from:

- Accessing any web pages images, computer files, newsgroups, chat groups, or other material accessible with the Internet or the school network that would be considered offensive in the judgement of the college.
- Bringing or downloading unauthorised programs, including games, to the school or run them on school computers. Online Internet games are banned.
- Deleting, adding or altering any configuration files.
- Breaking software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software or files from other sources are not to be copied or run on or installed on the school equipment.
- Deliberately introducing any virus or program that reduces system security or effectiveness.
- Downloading and redistributing games, music, graphics, videos or text unless authorised to do so by the copyright owner (usually the person or organisation that create the materials).
- Attempting to log into the network with any username or password that is not their own, or change any other person's password.
- Revealing their network password to anyone except the system administrator. Students are responsible for everything done using their accounts and everything on their Netbooks. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Using obscene, harassing or abusive language in communication via the Internet.
- Using or possessing any program designed to reduce network security.
- Entering any other person's file directory or do anything whatsoever to any other person's files.
- Revealing any personal information, belonging to either themselves or others including names, addresses, credit card details and telephone numbers via the Internet or school network unless instructed to do so by the College.
- Attempting to alter any person's access rights.

- Storing the following types of files in their home directory or on external storage devices without permission from their teacher:
  - Program files
  - Compressed files
  - Picture files, unless they are required by a subject teacher and approved by a Head of KLA
  - Obscene, derogatory or insulting material - pictures or text
  - Password-protected files
  - Copyrighted material
  - Games and music (unless specifically requested by teaching staff)
  - Videos (unless specifically requested by teaching staff)
- Attempting to alter or bypass the College security settings, including proxies and firewalls, to access restricted content

## Access Security

It is a condition of access to the College network, regardless of the type of device used, that students agree to the monitoring of all activities including their files, email and Internet accesses. BYOD laptops are to be presented upon request for inspection.

## Monitoring and Logging

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

## Internet Usage

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.

As 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 and 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.

It is the responsibility of the College to:

- Ensure students are aware of safe use of the Netbook and accessing the Internet.
- Take action to block any display of offensive or inappropriate material that has appeared on the Internet links through local, Department and individual filters.

Students must not, while at the College, deliberately enter or remain in any site (or have stored files) that have any of the following content:

- Nudity, obscene language or 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
- Sites such as Facebook or similar social networking sites, unless explicitly instructed to do so by a teacher.
- Sites such as YouTube or similar video/audio streaming sites, unless explicitly instructed to do so by a teacher.
- Sites that bypass content filters (proxy bypass sites).

Students must:

- Follow school guidelines and procedures when preparing materials for publication on the web
- Not use material from other websites unless they have permission from the person who created the material. If unsure, they should check with their teacher.
- Not access any other material that their parents/guardians have forbidden them to see.
- If the encounter any such site, immediately notify a teacher. They should not show the site to their friends first.

### Social Networking & Video/Audio Streaming Sites

Social Networking & Video/Audio Streaming sites are not to be used by students unless instructed by a teacher.

### Cyber Safety

Parents/Guardians 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 to keep as safe as possible while online. Parents/Guardians are encouraged to check the following sites online for further useful information.

The main government cyber safety information website 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.

## Breaching Terms of Agreement

Any student found, either intentionally or recklessly, breaching any terms and conditions contained within this policy maybe subject (but not limited) to any of the following sanctions:

- Suspension of student ICT account
- Suspension (either temporary or permanent) from Co-contribution Program
- Banning (either temporary or permanent) of BYOD computer from College
- Detention / work sessions
- Suspension of internet access
- Any other sanction as allowed by College SWPBS Staged Response process

# Schedule 1: Terms & Conditions of Co-Contribution

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## A. Payment Options

Students will have access to a Netbook that will be funded by a parent co-contribution of \$100 per annum. This co-contribution is the cost of leasing the device, the College will meet all other initial purchase costs.

Students will be able to take their device home and this will require a \$200 refundable security bond. The bond is refundable upon ceasing enrolment at the College and returning the Netbook computer in good working order.

Options for payment are as follows:

1. Full payment by cash, cheque or credit card (VISA or MasterCard only)
2. Authorised Payment Plan

Application to commit to a Payment Plan can be organised with the staff at the General Office. Please discuss your individual circumstances with the administration office at the school office. If at any time the direct debit payment is unsuccessful, the student will be required to return the Netbook to the College.

## B. Student Expectations

The following expectations must be met in order for the student allocated Netbook to remain in good condition and to maintain warranty.

- Students will always transport and store their Netbook in a protective cover or laptop bag
- Students will take care to store their Netbook in a safe location to avoid theft.
- Students will respect the hardware and take all available precautions to protect its safety and care at all times.
- Students will present their Netbook for Audit when requested.
- Report any damage to the College Technicians as soon as practicable.

Upon ceasing enrolment at the College students will return their student allocated Netbook in good working order and in a clean, hygienic condition. Please note, a fee will be charged for cleaning of Netbooks returned in an unsanitary condition.

- Students must use their Netbook computers and the school computer network responsibly. Communications on the information networks are often public and general school rules for student behaviour, conduct and standards will apply.
- When using their Netbook and accessing school information resources students must follow the policy and guidelines detailed in this document.
- Students need to respect the hardware and ensure its safety and care at all times.
- Students who fail to honour this code of conduct may forfeit use of their Netbook computer and access to the Internet and/or school network.

## C. Authorisation and Rules for Home Use

Students will be allocated with a Netbook when the Authorisation form is completed and handed in along with payment of the security bond and co-contribution. By signing the Authorisation form parents/guardians and students take responsibility for the proper use and care of the allocated Netbook. A major feature of this program is that

students will be permitted to take their Netbooks home to complete assignments. It is expected therefore that all the rules for home use as set out in this policy will be followed

All Netbooks must be kept in a sleeve for protection at all times that the laptop is not in use.

All students must manage the back up of data using their own external hard drive or the college network drive.

Home usage will be granted subject to adherence to the following rules:

1. Students must bring their Netbook to school each day. It must be fully charged.
2. The student must have their Netbook inside a protective sleeve or laptop bag when not in use and inside their school bag if applicable when travelling to and from school.
3. Students are responsible for the safe storage and care of their Netbook AT ALL TIMES. For example, Netbooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at the home of a friend.
4. The Netbooks are school property, hence the school Network Agreement applies at ALL times.
5. Students must return the Netbook prior to ceasing enrolment at the College.

## D. Guidelines for Proper Care of Netbook

Parents/Guardians are responsible for any and all damages, including loss or theft, which may occur to the Netbook during participation in this program. The Netbook computers are not owned by students but are on loan from the College. This requires students to maintain the Netbooks in good condition and to return them to the school when required.

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
- Vandalise equipment
- Mark or deface any equipment (e.g.: writing on, engraving or attaching stickers)
- Eat or drink near the Netbook
- Attempt to repair equipment
- Unplug cables or equipment
- Remove any covers or panels
- Disassemble any part of the Netbook
- Disable the operation of the Netbook

As with any portable computer the most fragile component is the screen, great care must be taken when handling any devices so as not to damage the screen this includes not lifting turning or carrying the netbook by the screen at any time and making sure no pens, cables, books etc. are on the keyboard when the netbook is closed or being closed.

In addition, students must immediately report any malfunction or damage to the Netbook to the college technician as soon as possible. The College Technician is available in the ICT office at recess, lunchtime and after school.

The following are guidelines to help minimise any potential damage.

### i. Security and Storage

When the Netbook is being used away from school, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the Netbooks can become a target for theft.

When the Netbook is at 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.

## ii. Transport and Handling Procedures

Students will be required to purchase a protective sleeve or laptop bag and must carry the netbook in the protective sleeve or laptop bag at all times when not in use.

When transporting the Netbook, students are to make sure that it is in the sleeve or laptop bag and in their school bag if applicable, which must be securely closed. Students must carry their Netbook inside the sleeve and place this inside their school bag when leaving the school. Students must never remove the Netbook from its sleeve and place it directly into their school bag. Chargers should never be put into the same compartment as the netbook as this will ultimately cause damage. Any Student Allocated Netbook that is found being transported without a sleeve will be confiscated with return only upon provision of a Netbook sleeve. This sleeve must be purchased prior to the Netbook being allocated to a student for extended loan. Netbooks or chargers are not to be left in lockers for any reason for any extended period of time including overnight.

## E. Report of Loss or Damage and Bond Deductions

Any loss or damage that occurs to the Netbook must be reported to the college as soon as practicable. If this occurs within the college, during school hours, the students must report the incident to their Subschool Co-ordinator as soon as possible.

Students are required to pay a \$200.00 security bond prior to taking delivery of their Netbook. This will be fully reimbursed upon return of the Netbook in good working order. All damage to the student allocated netbook will incur a fee to parents. A schedule of charges is outlined in the section below. If the cost of repairs to the Netbook exceeds the \$200 security bond, Parents/Guardians may be liable for the excess cost. Loss of battery or charger will incur a replacement cost by Parents/Guardians.

In circumstances where the student is careless with the device, all repair and replacement costs will be met by Parents/Guardians. This includes students leaving the device unsecured/unsupervised and returning to find the device damaged or missing.

In circumstances where deliberate damage or theft has occurred, it will be necessary to report the incident to the Police and action may be taken against the perpetrators or their Parents/Guardians to recover costs for repair to, or replacement of the Netbook.

If loss or damage or theft occurs outside school hours the Parent/Guardian must report the incident to the College as soon as practicable. In cases of theft outside school hours, the student with their Parent/Guardian must also report the incident to the Police. The police incident report number must also be communicated to the College.

## F. Schedule of Charges for Damage

The following is a summary of the charges that will be met by Parents/Guardians when damages occur to the allocated Netbook. These charges are for genuine replacement parts only and subject to change by suppliers. Charges are accurate at the time of writing, which can be found at the bottom of this page.

- Replacement Netbook \$650
- Palm Rest \$70
- Screen \$130
- Top Cover \$0
- Keyboard \$50
- Base \$80
- Charge Port \$15
- Screen or keyboard Bezel \$40
- Ram Cover \$50
- Hard Drive \$75
- Repair Cost \$90
- Charger \$40

*Note: Charges are subject to change without notice*



## Acceptable Use Agreement Form (Parent Copy)

### **Craigieburn Secondary College**

102 Hothlyn Drive Craigieburn 3064

I, (please print) \_\_\_\_\_ (Parent/Guardian Name) have discussed the implications and rules of accepting responsibility for the use of information and Communication Technologies at the College with (Student name - please print) \_\_\_\_\_ Form Group \_\_\_\_\_ and agree to adhere to the Craigieburn Secondary College guidelines and the Department of Education Usage Policy guidelines for Students and Parents/Guardians.

#### **Device option selected (please tick):**

- 1. Purchase recommended device through JB Hi-Fi Commercial (Education Division)
- 2. Co-contribution
- 3. Bring your own device (BYOD)

#### **We have read, understood and are bound by the following terms and conditions:**

*Please initial each section*  
(Parent) (Student)

Expectations and Responsibilities pp7 – 8

Guidelines for General Use of Devices at the College p8

Software & DET Programs (EduSTAR portal) Licencing p9

Acceptable Use Policies p9

Schedule 1: Terms and Conditions for Co-contribution (Co-contribution only) pp13 - 15

_____	_____
_____	_____
_____	_____
_____	_____

**Student Signature:**

**Date:**

**Parent Signature:**

**Date:**

_____	_____
_____	_____



## Acceptable Use Agreement Form (College Copy)

### **Craigieburn Secondary College**

102 Hothlyn Drive Craigieburn 3064

I, **(please print)** \_\_\_\_\_ **(Parent/Guardian Name)** have discussed the implications and rules of accepting responsibility for the use of information and Communication Technologies at the College with **(Student name - please print)** \_\_\_\_\_ Form Group \_\_\_\_\_ and agree to adhere to the Craigieburn Secondary College guidelines and the Department of Education Usage Policy guidelines for Students and Parents/Guardians.

**Device option selected (please tick):**

- 1. Purchase recommended device through JB Hi-Fi Commercial (Education Division)
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- 3. Bring your own device (BYOD)

**We have read, understood and are bound by the following terms and conditions:**

*Please initial each section*

*(Parent)*

*(Student)*

Expectations and Responsibilities pp7 – 8

Guidelines for General Use of Devices at the College p8

Software & DET Programs (EduSTAR portal) Licencing p9

Acceptable Use Policies p9

Schedule 1: Terms and Conditions for Co-contribution (Co-contribution only) pp13 - 15

	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Date:**

**Student Signature:**

**Parent Signature:**

**Date:**

**Office Use Only**

Wireless MAC Address or ID:	
-----------------------------	--

**For Co-contribution only**

Date Security Received		Date Netbook allocated	
Date Authorisation Received		Student initials	
Payment Plan approved	Yes	No	NA
		Office Staff initials	

