

## DALLAS BROOKS COMMUNITY PRIMARY SCHOOL

### NETBOOK LEASE AND USER AGREEMENT

At Dallas Brooks Community Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - [Bullystoppers Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- 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 including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Interactive Learning Modules - parents](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Cybersafety guide - parents](#) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

**THIS PAGE IS TO BE KEPT AT HOME FOR FUTURE REFERENCE**

## 1-to-1 program: school owned devices

### Ownership

- The school retains ownership of the device during the lease period
- Parents/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 the end of the lease or moves to another government or non-government school, interstate or overseas, the device must be returned 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.
- Students are required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided 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.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate
- **If a device is damaged and the damage is not covered by the manufacturer's warranty, an insurance excess of \$100 will apply, payable by the parents during the lease period**
- **If a device is lost or not returned, the principal may determine that the student will pay the costs of replacing the device.**

### User responsibilities

Students are responsible for:

- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and school, including during lunchtime or when not in the classroom.

### Costs

**The lease payment is \$150 (included in 3-6 Book/Stationary Pack Parent Payment). Notebooks are strongly recommended for all year 3-6 students as we use them for daily literacy and numeracy programs.**

- **all payments need to be made directly to the office**
- **netbooks are not issued until these payments are made, due first week Term one**

## Safe and responsible behavior

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

## Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod, podcasts, video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

## Signature

I understand that my child needs 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 school's Student Engagement Policy if my child does not behave appropriately.

Student name: \_\_\_\_\_

Student grade: \_\_\_\_\_

School name: Dallas Brooks Community Primary School \_\_\_\_\_

School contact name: James McAlley

School contact no.: 9309 1181 \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS PAGE IS TO BE SIGNED AND RETURNED TO SCHOOL**

## Publishing Permission

As part of class work, your child may have the opportunity to publish items of work within classrooms, our school, through newspapers or on the Internet. At times photographs taken on excursions or copies of students' illustrations may be used to add interest. In keeping with Victorian Department of Education and Training guidelines, student contribution will only be identified by first name.

Your permission is necessary for your child to participate in Internet publishing. This is an important part of their education in the area of Learning Technologies.

### Other Publications

From time to time, pictures, photographs and examples of children's work may appear in newspaper articles, newsletters, school publications, displays and the like. We would ask that you provide permission for these types of publications also.

Occasionally students may appear in a film highlighting quality teaching practices at the School. These films will be displayed on the School and Departmental Websites. Individual students will not be identified.

Therefore we would appreciate it if you could complete the attached form and return it to the classroom teacher by Friday 2nd February, 2018.

Valerie Karaitiana  
Principal

---

### DALLAS BROOKS COMMUNITY PRIMARY SCHOOL Publishing Permission

I give permission for the Dallas Brooks Community Primary School in relation to

Name: ..... Grade: .....

- Publish his/her work on the Internet
- Use a photograph of them on the Internet
- Identify them by first name on the Internet
- Appear in film for public display
- Display his/her work/photograph in:
  - Newspaper articles
  - School displays
  - School newsletter
  - Other school publications

Parent Signature ..... Date.....

**THIS PAGE IS TO BE SIGNED AND RETURNED TO SCHOOL**