Growing Up Digital
ICT User Agreement and
MacBook Computer Policy and Procedures

Dear Parents

As part of our Growing Up Digital program we expect students of Cornish College to think critically, behave safely and participate responsibly.


Students will be introduced to each of these documents by their class teacher at the beginning of Term 1 and will discuss their requirements and responsibilities.

We ask that you discuss these documents with your child and sign the agreements enclosed. Once signed and returned to your child’s class teacher students will then be advised when they will be able to use their device in class. Please keep the copies of the documents for your reference.

Yours sincerely

Ms Sarah Dodd
Middle Years Team Leader
Cornish College ICT User Agreement
Year 7 to Year 9

At Cornish College we recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage these behaviours at home.

At Cornish College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- 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.

This ICT User Agreement applies when I am using any of the listed digital technologies at school, at home, travel between school and home, during school excursions, camps and cocurricula 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 Cornish College has established actions and consequences if I do not behave appropriately.
I will keep myself safe.

☐ I will not give out any personal information, like my age, last name, address or phone number, without my parents’ or teachers’ permission.

☐ I will not put myself at risk by posting, sending or passing on scandalous images.

☐ I will tell my teacher or my parents if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

☐ I will not share my password with anyone other than my teacher and my parents, even my best friend.

☐ I will discuss with my parents when I want to create a social networking profile or email account.

I will think first.

☐ I agree that not all TV shows, movies, games, music and Web sites are right for me. I will talk to my teacher and my parents if I am not sure what’s appropriate.

☐ If my family has rules about ratings, I will follow them.

☐ I know that not everything I read or see is true, and I will think about whether a source is credible.

☐ I agree not to download anything or fill out surveys without the permission of my teacher or parent.

☐ I know that the pictures and videos I post online, and everything that I write about my friends, and myself will likely be online forever. Therefore I will not put anything on my profile that I wouldn’t want my parents, teachers or future bosses to see.

☐ I agree to abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.

☐ I will check and meet the terms and conditions when signing up for things using only true information (e.g. age restrictions, parental permission).

I will keep a healthy balance.

☐ Even though I love ICT, there are other things in my life that I’m interested in. So I will help my parents set time limits that make sense and then I will follow them.

☐ I will help my parents understand why ICT is important to me by sharing with them some of the tools and sites that I use.

I will be a good digital citizen.

☐ I agree not to bully anyone online or on my mobile phone by sending pictures or sharing videos without the permission of the person(s) in the photo/video, or by spreading gossip, setting up fake profiles or saying cruel things about people.

☐ I agree not to use technology to cheat in games or on schoolwork.

☐ I agree to flag and report content that is inappropriate.

☐ I agree to use my school email for educational purposes only at home and school.

☐ I agree not to interfere with school network systems and security or attempt to login with the username/password of another student.

I will be a responsible and respectful user.

☐ I will be careful when carrying ICT around and I will not walk around with my mobile device open (MacBook). I will make sure I carry it in a secure/protected case or bag.

☐ I agree not to use ICT at school without permission or supervision from my teacher including before school and after school.

☐ I understand that it is my responsibility to bring any necessary ICT, such as a MacBook, to school each day and make sure it is charged. I will ask for assistance if I need it.

☐ I understand it is my responsibility to keep my mobile devices (mobile phones, MP3 players, iPad, MacBook) secure and safe. I will not leave them unattended in a public place and will keep them locked in my locker when I am not using them.

☐ I will be careful and show respect to all ICT devices and equipment. I will ask for assistance if I need it and I will report any damage to a teacher.

In exchange, the school and my parents agree to:

☐ Recognise that ICT is a big part of my life, even if they don’t always understand why.

☐ Talk with me about what worries them and why before saying ‘no’.

☐ Embrace my world: learn about downloads, Instant Messaging, online games and the sites that I like.
It should be noted that the procedures outlined in this document are intended to maximise the use of the MacBooks as an educational learning tool, as well as ensuring the MacBooks are well looked after and maintained.
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1. Introduction

We are a learning community developing independent, lifelong learners promoting a sustainable world by making a difference.

2015 sees the further implementation of the Cornish College Information and Communications Technology Policy with its vision of:

*Anytime, anywhere access to Information and Communications Technology to support collaborative, inquiry based, student centred learning in a safe and secure manner. This is part of a long term flexible ICT approach that grows and changes as our learning needs change.*

In the individually owned provision model used at Cornish College, the MacBook computer is primarily a ‘tool for school’ and this must be balanced with student use at home. School and home must work in partnership.

All students are required to read the terms and conditions of the MacBook Agreement and return a signed copy.

The commitment by the College and its students carries many implications in terms of curriculum planning and support systems.

This policy document outlines the arrangements for the use of MacBook computers in school and on the College network. It will need revision from time to time as demands become greater and new organisational issues emerge. It will be necessary for all students using a MacBook computer in the school to sign an agreement indicating that they have read and are prepared to abide by this policy document. Parents should discuss the agreement with their child to ensure that they have a good understanding of the agreement.

Please read this document carefully and sign the attached agreement indicating your preparedness to abide by the policy document.
2. **Documentation**

All students are expected to read and sign the College MacBook Agreement contained within this document, which outlines procedures for acceptable MacBook usage at school.

2.1 **Naming**

Students should use appropriate labels, which do not draw undue attention to the device. An easily identified keyring attached to the outside of the bag would aid the quick recognition of the student's bag.

All identification must be able to withstand the rigours of normal student use. Students will ensure that their MacBook, charger and bag are clearly named throughout the year.

**Students should ensure that their MacBook, adaptor and bag are clearly labelled.**

3. **Software**

MacBooks used at the College will have been configured with a standard ‘image’ which comes with the standard current Apple operating system together with software which the school has arranged to have installed. For 2015 this will normally include:

- Office for Mac
- Adobe CS5.5 suite
- SMART MacBook 10
- Network software which enables access to the school's network
- Other subject specific software

The College has obtained software licences for the College MacBook program. These products are preloaded onto the MacBooks. The terms of the licence agreements mean the software is specifically licensed to the school. These licences do not include provision of original disks or software manuals, however most packages have extensive online help available. If a student leaves the school the licenced software will need to be removed.

Other software, which may be required on a subject specific basis for particular units of work, will be installed by arrangement with the College and will be subject to the licensing agreement pertinent to that particular software. At the end of the unit of work the software will be removed.

Periodic checks of MacBooks will be made to ensure that students have deleted software no longer required and that the College has not exceeded its licence agreements.

Students may add privately owned software packages where these are appropriate and provided that they leave sufficient space for school related work.
Such software must be legally purchased and not ‘pirated’. The installation of inappropriate software such as hacking tools, peer to peer networking software or tools designed to cause malicious damage will result in immediate confiscation of the MacBook. Gaming software should only be installed with the permission of the parent and be age appropriate and not interfere with the operation of the MacBook computer for school purposes.

Students must not interfere, manipulate or delete any of the software loaded by the school.

The school reserves the right to remove software or materials regarded as inappropriate.

4. Technical Support

Technical support is provided by the technician employed by Cornish College.

4.1 Services

4.1.1 Location

The MacBook technician, Mr Frank Chen, will be located in the Computer Office at the rear of the Computer Laboratory.

4.1.2 Repairs

Generally, any faults or damage to the MacBook are to be reported immediately regardless of the cause. Delay in reporting of faults to the unit may invalidate the warranty and can result in the full cost of the repair being charged to the individual.

For hardware and software assistance please see the Cornish College Technician. He will advise whether you need to contact Apple Support. Please note that Apple do not provide assistance for third party applications.


Software issues may be addressed at school. Advice should be sought from the College Technician. Students should be aware that the computer may need to be re-imaged back to the original specifications. Any additional software that the student may have loaded will be the responsibility of the student. Students must maintain a regular backup process.

Please note: Unnamed MacBooks will not be accepted by the technician.
4.2 Student access

Students should normally visit the Computer Office before school, during recess, lunch time or after school (until 4.00pm). At all other times a note from their teacher (which will only be issued in extreme circumstances) is required. If the technician is unavailable, students should return to class.

5. Supplier

Students are expected to have a MacBook Pro or Air. The most current version of the MacBook Pro or Air is recommended at purchase. MacBooks can be obtained through our preferred supplier Computers Now or be sourced elsewhere.

Computers Now: (03) 9554 6019
www.compnow.com.au

5.1 Warranty

MacBooks purchased through Computers Now may carry an extended warranty. Please note, not all damage to the MacBook is automatically covered by the warranty. Essentially, if the damage is due to careless handling by the student, then this may be an insurance claim (which is the responsibility of the parent) and an excess may be payable.

Parents are responsible for the documentation and delivery of warranties for the MacBook Air and MacBook Pro.

6. Printing

The College is promoting paper minimisation practices but at times printing is necessary. A number of printing stations are located throughout the College. Print stations will be available to students during normal school hours and students are expected to manage their time so that printouts are produced in time for class.

Students will be able to print using a smart disc attached to their student ID card. An initial credit of $20 will be applied to each card. This will then be debited for each document printed. When the balance reduces to zero, students may go to the Office to recharge the credit at the student’s expense.

7. Bringing MacBooks to Class

7.1 When

It is the expectation of the school that students will have their MacBooks at school each day. Unless specifically advised by their teacher, students must bring computers to all classes. Many classes will require the formal use of MacBooks whilst others will provide informal opportunities to use the technology to complete tasks efficiently.

If a MacBook is being repaired and not able to be used by a student, s/he may be issued with a loan MacBook. They should consult the College Technician.
7.2 Ready to use

MacBooks must be brought to school each day in a fully charged condition. Students will need to adopt a practice where they charge their MacBooks each evening. It is recommended that they are charged overnight in a common area of the house.

Provision will be available in class for connection to the mains power in cases where extensive use of the MacBook during the day has caused batteries to become discharged. Students will not be permitted to lend or borrow chargers.

7.3 Wireless networking

The MacBooks come with wireless network technology, thus providing ready, continuous access to the College network resources and the internet.

7.4 MacBook left at home

If a student inadvertently leaves their MacBook computer at home they are to inform their Form Teacher at the start of the day.

8. Use and Storage During the Day

8.1 At school

Students must take their MacBooks to all classes unless they have previously received advice to the contrary. When moving between classes, MacBooks must be carried in a bag. MacBooks should be placed in the supplied secure environments (i.e. in a locked locker) at recess or lunchtime, before and after school and whilst not being used in class. Students should not use their MacBooks on school grounds when unsupervised.

When using the MacBooks, students should maintain correct posture and vary the activity and length of time they are using the keyboard, (mouse if used) and computer screen to avoid fatigue.

8.2 After school

Parents are responsible for MacBook computer use at home. It is strongly recommended that the MacBook is used in a public area in the house. Students should continue appropriate use at home in respect to location, length of time, tasks performed and safe working practices.

Most students will need to take their MacBooks home after school to complete homework and other tasks. In some instances students will elect to leave their computers on the College premises. If MacBooks are left at school they must be stored within a building in a locked facility.

If MacBooks are to be left at school overnight, students will be responsible for making sure that their MacBooks are fully charged for the commencement of lessons the next day.
8.3 Going to lockers between classes

Students will only be permitted to go to their lockers between periods if one of the periods is a practical class (e.g. some Physical Education classes) where it has been specified that MacBooks would not be required and they need to store or collect their MacBooks. MacBooks must not be left in change rooms or any unattended and unlocked classrooms.

9. Transport To and From School

Using a MacBook bag provides some protection but the Macbook should also be stored safely within the schoolbag for carrying the MacBook to and from home.

Students need to be aware of leaving their MacBooks unattended in public. Not only could they be damaged, they may be stolen.

Students should carry their MacBook in its bag at all times when moving around. They should be conscious of appropriate occupational health and safety issues in the manner in which they carry the bag.

9.1 Public Transport

Under no circumstances should students use their MacBooks while going to or from school on public transport.

9.2 Private Cars

In private cars, parents take responsibility for the use of ICT whilst travelling to or from school. Students should take appropriate care to avoid any physical damage and should be conscious of appropriate occupational health and safety practices if using ICT in moving vehicles.

9.3 School Buses

Students’ use of ICT on school buses is not under direct supervision. Students should take appropriate care to avoid any physical damage and should be conscious of appropriate occupational health and safety practices if using ICT in moving vehicles. Bus drivers and service providers take no responsibility for the security, damage or appropriate use of devices being used in their vehicles.

10. Access to the College Network/Internet

Wireless technology allows the student continuous access to the College network. Access to the College intranet and Internet for students will normally occur via the network however, use of these facilities will normally be done under the supervision of a teacher. Students are expected to take responsibility for accessing acceptable materials and will have their access rights terminated if they do not exercise such responsibility.
11. **Backup Strategy**

A backup strategy must be used by all students. A regular cycle involving a full backup of data files to a portable hard drive, USB, CDRW or DVDRW once a week, perhaps at a specific time each week, is required. The use of Time Machine is a useful and simple procedure. It is the student's responsibility that work is not lost due to mechanical failure or accidental deletion. Lost data files will not be an accepted excuse for missing work or homework (in the same way that the dog eaten hand written assignment is not acceptable).

During school, data files will be saved into individual subject folders located in the Documents folder. It is these data files (i.e. word processing, spreadsheet, picture files created by students) that need to be backed up since the application programs can be reinstalled from the original disks at school if a problem occurs.

A full backup of all subject folders should be performed at least each Sunday evening, thus ensuring a regular back up time. An incremental backup should be performed each workday evening to save files that have been altered since the last full backup. Students will be directed how to back up files.

A second form of back up is also available to students via the internet using the ‘cloud’.

Personal data stored on the MacBook such as music, photos, movies and games are the sole responsibility of the individual student. The backup of personal data is the responsibility of the student. The College takes no responsibility for loss or damage to this data.

12. **Passwords**

Students are required to have a password to access their school network accounts, the College learning management system (Moodle) and school email accounts. Students may also have additional passwords for access to educational sites. The password should never be shared with another student or stored in such a way as to be accessible to other users. The College will require from time to time for each user to reset their passwords and will be advised on the timing and processes.

13. **Loss**

If a MacBook is lost or stolen the College should be notified immediately through the student’s Form Teacher. Every attempt will be made to assist in the recovery of the MacBook. Parents should maintain records that might assist in any insurance claim or police report such as model and serial number.

14. **Security at home**

Securing internet access at home is the responsibility of parents. There are a variety of internet management systems available for use in the home. Setting up child friendly internet access from home could be achieved by accessing Open DNS, or using programs such as Net Nanny or Mobicip. More information regarding this can be obtained on the school website or through the ICT Coordinator.
MacBook Agreement

(Student and Parent reference copy to keep)

The following agreement is to be signed by any student (and a parent or guardian of the student) who is using a personal MacBook computer at Cornish College.

i. We understand that the MacBook computer to be used at school is for schoolwork only, and software used will be confined to that legitimately required for schoolwork. The school has the right to remove inappropriate software if it is being used in school time. Parents will be contacted first if there is any doubt about the suitability of software.

ii. We accept that teachers have the authority to confiscate MacBooks that are being used inappropriately at school. If a MacBook is confiscated parents will be notified. Students will be required to complete an incident form, which must be signed by their parents before collecting their computer from the Team Leader.

iii. We understand that the MacBook is a tool and will not be required for every task in class, e.g. map drawing.

iv. We understand that students are responsible for making sure that the MacBooks are fully charged at the beginning of the day.

v. Security will be the responsibility of the student. It is required that MacBooks are locked in lockers when not in use. The MacBook should be clearly named and identified. Whilst the school will take every reasonable precaution, it cannot be held accountable for loss or damage.

vi. We understand that students will not engage in any activity, which either infringes existing laws or impinges upon the College or individual’s reputation. This code is also intended to cover the use of all digital technologies at school, activity on the Internet and includes activity on social media sites.

vii. We agree to abide by the College’s MacBook Policy and the practices contained therein.