



1 TO 1 COMPUTER PROGRAM

POLICY

Rationale:

Today's students, think, connect and communicate differently from those who were at school even only a few years ago. DEECD Netbook research shows that students with 1:1 access are:

- More motivated and engaged in learning
- Better organised which improves literacy and numeracy outcomes
- Better able to collaborate and think analytically

Aims:

Coburg North Primary School will offer 1 to 1 computing program to students in the upper years of primary schooling. Year levels participating in the program may vary depending on student and year level numbers.

Implementation/ Conditions:

For students to have access to notebooks out of school hours an annual fee will be charged and the following conditions met.

- The netbook is to be owned by the school, and leased by parents/guardians from the school.
- When students leave the school, they will promptly return the netbook to the school in full working order, including all accessories and components such as cases and chargers.
- Netbooks are not transferable to secondary schools.
- Families with more than one child involved in the 1 to 1 program will not be able to share a lease between children. A netbook will be leased to one individual student at a time in this situation.
- Netbooks will be distributed to parents/students under a signed lease agreement.
- Parent/s and guardians accept full responsibility for monitoring safe and appropriate usage off school grounds.
- Any damages to hardware or software based issues are reported immediately and any required repairs are paid for promptly
- Netbooks will remain at school over the Christmas holidays.
- All Netbooks will be transported to and from school in a hard case. Failure to do so will result in the Netbook remaining at school until a hard case is available for transportation.

Netbooks will be available for home use by students when the school receives:

- Payment
- Signed lease agreement
- Signed code of conduct/internet usage agreement

The fee for this program will be reviewed annually by school management and may change due to a range of factors. The annual charge can be paid in full or in two payments, one each semester.

Students absent for prolonged periods or starting mid semester will not qualify for a discount and will still be required to pay a full semesters rate if intending to use the netbook out of school hours. This is due to the school already heavily subsidizing this program.

Insurance

School netbooks are not covered for accidental damage or theft offsite. If a netbook is lost, stolen or damaged parents will be required to contact the netbook coordinator or appropriate classroom teacher and complete the appropriate paperwork for repair. Teaching staff are to be notified of physical damage or technical based issue as soon as they arise. Some repairs may be covered by warranty or require offsite repair. If an offsite repair is required the school will obtain a quote and inform the

parent of the amount owing for repair. Parent/s are not authorised to organise a third party to complete repairs or repair the device themselves. Parent/s will be responsible for the first \$100 of all repairs. Parent/s will be responsible for all costs associated with negligent or deliberate damage.

If a netbook is stolen, parents will be required to obtain a police report. They should then contact the netbook coordinator and complete the appropriate form/s and supply the police report.

Failure to report damages, complete paperwork promptly or pay for repair work may result in the student/s having their access to the netbook withdrawn and being temporarily or permanently excluded from the 1 to 1 program. This is to ensure all netbooks are kept in working order and future users have access to well-maintained devices.

Privately Owned Devices

- Privately owned netbooks, laptops, tablets or other devices will not be used at school and/or connected to the school network. This is to ensure the quality and security of the service offered to all students.

Optional Peripherals

- The school will not provide or specifically recommend any optional extras as part of the netbook program

Appearance and Personalisation

- As netbooks are the property of the school they are not to be altered or personalised in any way that is irreversible. Students are not permitted to change the physical look and feel of their computer. E.g. removing the protective skin, adding stickers or engraving.
- Students are not to deliberately peel off stickers specific to the individual device such as serial numbers and school based identification numbers. These are important to maintenance and servicing of devices.

Non-School Applications and Files

- The school accepts no responsibility for programs or files upload offsite or personal internet connection.
- If these files or programs are deemed to be inappropriate or a security threat, the files will be deleted and the netbook may be re-imagined.
- Software, including music, movie and game files will be allowed for academic and recreational reasons, provided copyright obligations are met.
- Downloading music, games, applications, programs and video from the internet using the school's network is prohibited except when directed by teaching staff.
- It is the student's responsibility to ensure that there is enough hard drive space and memory to participate in all educational requirements.

Technical Support

Technical support will be available onsite and provided by the school's technician/s.

Power Supply Management

- Students are to ensure that their netbook is fully charged at the commencement of every day. Charging at school will be strongly discouraged to avoid class disruption and confusion with chargers.
- Students whose batteries run out may be asked to complete set tasks in alternative ways and asked to complete the remainder of the electronic based task in their own time.

Back Up Recovery

Students will be responsible for the backing up of their data at all times. This may be done through saving school based files to the server. The school will take no responsibility for loss of work.

Where there is a contravention of policy the school may use a restoration procedure that reimages or restores the image on the disk drive back to an agreed restoration point. No responsibility will be taken by the school for lost data.

Students who contravene any of the school's ICT based policies or agreements may have their use of netbooks or any other of the school's computing equipment withdrawn for a period of time or have their lease revoked with no provision of refund.



Coburg North Primary School 4543
 180 O'Hea Street, Coburg, 3058
 Phone: 03 9354 1660
 Website: <http://www.coburg-north-ps.vic.edu.au>
 Principal: Mrs. Helen Zull

One to One Computer Repair Request

The Lessee (Parent/Guardian)

Name: _____

Address: _____

Contact Phone Number: _____

Contact Phone Number: _____

The Student

Name: _____ Grade: _____

The Netbook - Lenovo ThinkPad 11E

(SNID) _____ (To be filled in by school)

How did the damage occur? Please state what happened and what is broken or damaged on the device.

If an offsite repair is required the school will obtain a quote and inform the parent of the amount owing for repair. Parent/s are not authorised to organise a third party to complete repairs or repair the device themselves. Parent/s will be responsible for the first \$100 of all repairs. Parent/s will be responsible for all costs associated with negligent or deliberate damage. I understand that payment of repairs needs to be made within a reasonable timeframe.

By signing below, I understand the above statement and the costs that I may incur.

Signed: _____

Date: _____