



# Findon Primary School

## 1:1 Netbook Program Documentation

### **Our School Vision Statement**

At Findon Primary School, our vision is that our children will become lifelong learners with positive feelings of self-worth. As young adults they must be confident, tolerant, adaptable and resilient. They will be effective team members who understand their rights and responsibilities within the global community.

### **Our 1:1 Vision Statement**

If we are committed to ensuring we are developing life long learning skills, this demands a need for us to provide 1:1 personalised learning, where our students are ready for an ever changing world. They will acquire skills to encourage them to think outside the square, seek answers to their own questions, collaborate, create and engage and become global citizens; 1:1 Netbooks will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. We aim to offer the best ICT opportunities for all students, Findon Primary School has developed a plan that will assist students to succeed in their educational aspirations.

### **Did you know?**

*There are over 2.3 million questions asked every second on Google. To whom were these questions asked B.G.?  
(Before Google)*

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## **Inclusive Rental Package**

Findon Primary School is offering parents an all-inclusive rental package consisting of:

- ❖ Netbook
- ❖ Case
- ❖ Protective cover with Findon logo on it to prevent scratches
- ❖ 3 Year Warranty (4 Years for Grade 3's Starting in 2020)
- ❖ Insurance with a \$50 excess
- ❖ 72-hour technical support turn around for warranty repairs
- ❖ Educational software programs including Microsoft Office
- ❖ Wireless internet access whilst at school
- ❖ Parents can ring the Netbook supplier during term breaks for support
- ❖ Ability to use Netbook at home with or without internet

## **Our School Vision Statement**

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## **Our 1:1 Vision Statement**

If we are committed to ensuring we are developing life-long learning skills, this demands a need for us to provide 1:1 personalised learning, where our students are ready for an ever changing world. They will acquire skills to encourage them to think outside the square, seek answers to their own questions, collaborate, create and engage and become global citizens; 1:1 Netbooks will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. We aim to offer the best ICT opportunities for all students, Findon Primary School has developed a plan that will assist students to succeed in their educational aspirations.

## **Ownership model**

The Netbook will be owned by the school, and parents are to pay the quarterly instalments in exchange for 24/7 access. If students leave the School for any reason, they will return the Netbook to the office in full working order, including all accessories and components. At the end of the contract, the Netbook will be returned to the school in full working order and any expenses or damages to their netbook or to another students' netbook will be the responsibility of the parents. Failure to return the Netbook upon leaving the school will be considered theft of government property and will be immediately referred to the police. Periodic return of Netbooks will be required for maintenance and software updates.

A school owned Netbook has access to lower software licensing costs, as retail and student retail licenses are more expensive than school based licensing. A school owned Netbook allows us to create a culture of how the Netbook is to be used safely and purposefully.

## **Parent partnership**

We appreciate your willingness to attend our Presentation Evening to ask any questions you have about the Netbooks and to learn further about how to ensure your child becomes a responsible digital citizen.

## **Warranty / Insurance**

If a Netbook is damaged, lost or stolen, parents will be required to contact the school and complete a police report. You will need to fill out an appropriate school based form and pay a \$50 excess. The school will arrange for repair or replacement. All duty of care must be taken for the Netbook. Parents and students will be responsible for negligent damages. Please see attached 'Education Netbook Insurance' flyer for more details about what is included and what is not.

## **Personalising your Netbook**

As the Netbooks are the property of the school they are not to be altered or personalised in any way that is irreversible. Each Netbook has a removable sticker identifying its owner. Students may personalise their desktops but be aware that updates will revert the hard drive image to its original form which may result in students losing stored files if they have not been correctly backed up. Remember that the Netbook may not belong to the same student over the period of its life, so we do not permit engraving on the Netbook.

## **Software licensing and copyright**

Software installed by the school is subject to licensing conditions and must not be distributed or deleted without written permission from the school. Any media installed on the Netbook must not infringe copyright laws and must not include crude or explicit language. This will contravene our Acceptable Use Agreement and may result in confiscation of the Netbook at the school's discretion or reimaging.

## **Internet usage**

Use of the Netbook by students is governed by the 'ICT Acceptable Use Policy' that students and parents agree for the use of ICT within the school. Parents are also to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the school environment. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school network and resources. Consequences for such behaviour will be up to the school's discretion.

## **Internet Safety Resources for parents:**

Working with the web - <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advicecybersafe.aspx>

Office of the Children's eSafety Commissioner - <https://esafety.gov.au/>

### **Virus Protection**

Viruses have the potential to severely damage and disrupt operations within the school and DET's computer networks. As students have the right to connect to the internet at home, they should take all steps to protect the school and DET's computer network from virus attacks. The Netbook has an antivirus program installed. This software will scan the hard drive for known virus on start up of Windows. It will be updated from the school network.

Students are encouraged to:

- Run the virus scan regularly
- Not open any suspicious files
- Be cautious when downloading from the internet. Run the scanner before opening a downloaded file
- Delete chain and junk emails and don't respond to them
- Never reply to spam. Spam email messages contain viruses

### **Technical Support**

The school employs an ICT technician to support the Netbook Program. Students are to log their issue into our 'Student Netbook Problem Solving log' for problems. For matters that cannot be fixed on site, there will be a 72-hour onsite repair time. Please see 'FPS trouble shooting process' at the back of this document for more information.

### **Power Supply**

All Netbooks need to charge overnight and return back to school fully charged at the beginning of every day. The Netbook battery will last a typical school day. There will be one spare in each classroom to be used in exceptional circumstances. In order to limit the number of times students bring in a power cord, they will receive a consequence as part of our behaviour management classroom process.

### **Backup/ recovery**

Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or internet based backup and to regularly backup their work. Students should periodically back up their work on the school server. This is the sole responsibility of the student.

### **Installing their own software**

As it is a personal device, school-owned with a parent contribution, students should feel free to change background images and use pictures to personalise the device. Software may be installed where students hold appropriate licences. It is the student's responsibility to ensure that there is enough hard drive space and RAM available to engage in all educational requirements. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher. Permanent changes such as engraving, marking, painting or drawing will not be permitted as the devices may be used by more than one family during its lifetime at the school. However, students will be able to personalise the software interface and background.

## E5 Planning Model – How We Use the Netbooks



The e<sup>5</sup> Instructional Model was launched in 2009. Developed and tested over 18 months, it is a reference point for schools to develop a deeper understanding of what constitutes high quality teacher practice in the classroom. We have used this model to give examples of how planning would incorporate the use of the Netbooks in the classroom.

### **Engage**

Utilise ICT at the introduction of each topic to engage students in subject area. Examples would include:

- Immediate access to the internet and access to record wonderings digitally
- Interactive learning games
- Digital Brainstorming Maps
- Digital Stories
- Internet based research
- Directed online media such as Google video and teacher tube etc.
- FUSE activities

### **Explore**

Use eLearning activities to foster students' exploration of set topics. This includes developing their own lines of questioning and supporting this through clear documentation using ICT tools such as:

- Individual mind maps
- Online Timelines
- Web quests
- Using the internet and encyclopaedia software for research
- 24/7 access to Netbook

### **Explain**

Use of Netbooks for students to present their gained knowledge using a variety of engaging and innovative methods. These could include:

- Creating a Video
- Podcasts
- Digital Presentations
- Digital Portfolio documenting learning
- Contribution to online class discussion using Wikispaces/Blogs/Online learning spaces
- Creating stop motion animation about a story
- Recording and editing photographs, sound or video

### **Elaborate**

Use of ICT to generate new forms of communication between both students and staff and a peer-peer and assessment level. This would include:

- Use of the class Online Learning Spaces
- Documentation of learning
- Communicate and make use of online chat
- Use of Blog to provide feedback.
- Collaborating online with students locally, interstate or overseas.

### **Evaluate**

Develop methods of reflection for all students to record their own progress and identify strengths, areas for improvement, and future learning goals, that are supported by access to Netbooks. This includes:

- Online Assessment tools such as Study Ladder and other online tools which gives the student immediate feedback
- Development and completion of Personal Learning Rubrics
- Use of blogging and journals as a form of peer assessment and digital record keeping including work samples.

*Adapted from the Netbook Trial, DET and LHC*

# Frequently Asked Questions

## Netbook and Student Learning

### **Why are we moving in this direction? How can netbooks improve learning?**

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

- more motivated and engaged in learning
- better organised with improved literacy and numeracy outcomes
- better able to collaborate and analytically think

1:1 Netbooks promote better learning in and out of school by encouraging:

- anywhere, anytime access to learning
- independent, self-initiated learning, e.g. promotion of problem solving skills, ability to 'Google' questions they have
- more family involvement in education through accessing their Netbook
- collaboration between students in different schools, states and even countries.
- ability to teach students how to communicate appropriately and safely in social websites
- the ability to access homework and school information online and offline
- more time for teachers to teach students to use the internet appropriately as a tool to learn
- greater access to real-time information, digital learning resources and educational software
- working in online spaces such as Wikispaces where students can access varied content to support their level of understanding in a subject area.
- immediate feedback on their learning such as on Study Ladder, students have access to reflect instantly and not wait for their work to be corrected by the teacher.
- the ability to digitally capture any learning, such as videos or photographs to create things such as digital stories.
- opportunities to discuss cyber bullying as a real issue and discuss impacts of this as a class.

### **What is 1:1?**

1-to-1 learning is where each student and teacher has one internet connected Netbook computer for use in the classroom and at home. The Portable computers called "netbooks" weigh just over 1kg and fit easily into a school bag. It is loaded with software that students need and it's backed up with in-school technical support. The netbooks will give participating students the tools to learn in a digital age. Wireless internet access will be available at school, and netbooks can also be used at home – with or without internet access. The School rents these netbooks to parents.

### **Are other schools heading in the same direction?**

Similar programs are successful in neighbouring schools.

### **How will I afford this?**

Payment can be made as a lump sum or in termly instalments in advance.

### **What if I can't afford it?**

Your child will still have the same quality program they currently have. They will have opportunities to access our shared allocation of netbooks for use in their learning.

### **When will they arrive?**

Netbooks will be ready for distribution as close to the start of the school year as possible.

### **What kind of contract or agreement needs to be signed?**

During the 1-to-1 program rollout, the Acceptable Usage Policy **AND** a Parent & Co-contribution agreement needs to be signed.

### **Will students use computers 'too much' for schoolwork?**

The 1-to-1 device will complement the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools. The goals of the curriculum are supported, not supplemented, by the use of 1-to-1 devices. Students will use 1-to-1 devices where they serve a purpose, for instance, in research, data analysis and generating presentations. Wireless access will allow for 'just-in-time' learning where students can search for information or collaborate with others in a real-time context. Students will be able to use their school files at home and be able to collaborate with their peers on projects through social networking.

### **Will learning outcomes be evaluated differently?**

Students will continue to be evaluated against the Victorian Curriculum F-10. The devices complement the existing school curriculum by providing digital learning tools that link in with planned classroom activities. Wireless access points will foster collaboration and teamwork, allowing students to search for information together and share the learning experience.

**What about handwriting?**

Students will continue to write with paper and pencil and work to improve their handwriting as well as using the keyboard.

**Won't students be able to 'cheat' by using the spell checker?**

The spell checker is a tool to allow students immediate feedback on the correct spelling of words they use. It supplements our existing school spelling program, but does not replace it.

**What if students play on the devices during the school day instead of going outside for recess?**

The devices will provide additional support for student learning, and therefore students will be supervised, as they would be for any learning activity. They will not be used over recess breaks.

## **Student Safety and Online Privacy**

### **What about safe internet use?**

Students are offered a device to facilitate anytime, anywhere learning. Teachers will supervise students as they would for any learning activity as they create and maintain a safe, comfortable and learning-focused classroom. Appropriate use of the internet service within the DET network is closely monitored by a filtering system, which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network.

#### Available Support Resources

DET Whole School Planning – Acceptable use agreements: -

<http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/AUA%20Primary%20Final.pdf>

Working with the web - <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advicecybersafe.aspx>

Office of the Children's eSafety Commissioner - <https://esafety.gov.au/>

**What if the Netbook is used for inappropriate purposes?** This will be seen as a breach of our school 'ICT Acceptable User Policy' and the device and access to the school network will be banned for a period of time, depending on the severity, at the school's discretion. It may also be restored to its original image. A specific policy has been developed which parents and students will be required to sign. However, it is important that teachers, students and parents share the responsibility to ensure safe and responsible use of devices at all times.

### **Will children be safe carrying 1-to-1 devices?**

Overseas research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the devices out in public, and to carry them in the protective cover provided, which should be placed within their school bags.

### **Are these devices going to add to the heavy loads students carry from home to school?**

The device has been deliberately chosen for a number of reasons, including its weight specifications. The device will alleviate the need for students to carry calculators and some textbooks, further reducing the weight of items students need to carry to school. The device should not be packed into the bottom of an oversized backpack with other books and items, because this can lead to a compression fracture of the screen.

### **Will the student files on the device be private?**

Students can expect their device to be periodically inspected and monitored for appropriate usage. Teachers may request access to the browser history and/or caches as well as all files belonging to the student resident on the netbooks as well as stored on the school servers. Students and parents need to be aware that files stored locally or on school servers are not private.

### **Evaluating the program**

We will continue to evaluate the effectiveness of this initiative. This may involve areas such as literacy, numeracy, collaboration and attendance. We will consider using:

- Anecdotal evidence provided by teachers, parents and students
- Tracking the amount of time students use the 1-to-1 device in classrooms
- Surveying parents, students and teachers concerning the impact of 1-to-1 access on student learning.

## Software and Hardware

**What software will be on the devices?** With the help of classroom teachers, the Department of Education has researched and designed a standard image, which incorporates both DET-licensed and free open source software. This image has also been developed to aid students in meeting requirements of AUSVELS and to replicate the type of software that is used in the workplace. It is envisaged that this comprehensive and high-quality software list will meet the needs of students over the life of the device; however, schools and students may load additional software to meet their needs subject to appropriate copyright and licensing laws. This image is only available for devices purchased from DET's panel.

Adobe Flash Player	Used to create and view animated content	Java runtime Environment	Allows you to run Java applications
Adobe Reader	Provides options for basic PDF viewing and comment-making	Snipping Tool	An always-ready program that instantly captures and shares images from your computer to anywhere.
Adobe Shockwave	Displays web content that has been created by Adobe	Kahootz V3	Allows you to create, explore and invent in 3D
Apple QuickTime	A multimedia framework developed by Apple capable of handling various formats of digital video, media clips, sound, text, animation, music, and interactive panoramic images	Microsoft Internet Explorer Microsoft Edge Google Chrome	Web browsers
Audacity	Open source software for recording and editing sounds	Microsoft Office Suite	Word, Excel and PowerPoint
Blender	Open source, cross platform suite of tools for 3D creation	Debut	A simple, easy to use video recorder program that lets you capture files directly
CD Burner XP	Application to burn CDs and DVDs, including Blu-Ray and HD-DVDs	Tux Typing	Educational typing tutor game starring Tux, the Linux Penguin
Cute PDF Writer	Allows you to create PDF files from any printable document, save PDF forms using Acrobat Reader, make PDF booklets, impose, rearrange pages and more	Microsoft Photo Story 3	Allows you to create multimedia video
DET Fonts Victorian Cursive	Downloadable electronic font of Victorian Modern Cursive script and allows you to make your own handwriting exercises, posters, crosswords, flashcards and other classroom resources on your computer	Microsoft Silverlight	Powers rich application experiences and delivers high quality, interactive video across the Web and mobile devices through the most powerful runtime available on the Web
DVD Flick	A simple but at the same time powerful DVD authoring tool	Microsoft Student with Encarta Premium	Encyclopedia software
Free Mind	A mind mapping application	Microsoft Windows Media Player	Store and play music, video and pictures
Game Maker	Allows you to make exciting computer games, without the need to write a single line of code	Microsoft Windows	Operating system
GIMP	Stand for the GNU Image Manipulation Program and is a raster graphics editor used to process digital graphics and photographs	Monkey Jam	To create stop motion movies
Google Picasa	helps you organise, edit, and share your photos	Windows Logo	Logo is a computer programming language used for functional programming
Google Sketchup	Allows you to create, modify and share 3D models	Paint.NET	Image and photo editing software for computers that run Windows
Mathamatica	An easy-to-use, equation plotter with numerical and calculus features	Windows Defender	Anti-virus software
Irfan View	An image viewer and convertor that lets you open and edit images, as well as multiple media formats	Tuxmath	Educational math tutor for students starring Tux, the Linux Penguin

## **Contractual Obligations and Maintenance**

### **Can students bring their own devices from home instead?**

Unfortunately, we are unable to accommodate students bringing their devices as home devices are not configured to the school network. They can be a source of viruses and are often not enabled with the licensed software. Home devices may not be licensed to use the school image and maintenance issues may not be resolved in an appropriate time frame.

### **Where do the devices go when not in use?**

When not in use, the devices should be stored in the classroom's lockable cupboards. An unattended device around buildings or school grounds will be picked up immediately by a staff member and treated as a lost item. This may incur a penalty such as confiscation of the device for devices which invite theft and/or damage.

### **What about flat batteries? Will students 'plug in' in the classrooms?**

All Netbooks need to be charged overnight and return back to school fully charged at the beginning of every day. The Netbook battery will last a typical school day. There will be a limited number of spare chargers in the ICT Office to be used in exceptional circumstances. In order to limit the number of times students bring in a power cord they will receive a consequence according to the classroom behaviour management process.

## Home Use of the Netbook

### **What if my child forgets his/her Netbook at home?**

He/she will have to manage without. As it is envisaged that a large percentage of work will be completed on the computer, this will result in loss of productivity.

### **How will parents continue to be informed about the integration of device into the curriculum?**

School newsletters and websites will provide updates to the whole school community about the use of the devices by students and teachers in and out of the classroom. Student Led Conferences will help students showcase their learning using digital technologies in curriculum areas.

### **The school monitors usage at school, but who monitors it at home?**

That is the responsibility of the parents. When off school grounds, parents have full authority to monitor device usage. Examples of this include:

- encourage use in a family room and not in the bedroom
- restrict use at certain times of the evening or weekend
- advise not to take on long trips
- examine the documents and other contents of the device
- being aware of your child's online behaviour

### **How can students access the internet from home?**

Home internet connection is not supplied by the school or DET. There is no mandated expectation that internet access is available at home. If there is an existing internet provision at home, a device is able to be configured for access.

### **How can devices be used at home?**

Examples of home use for which internet access would be required include:

- using online collaborative websites such as class blogs, wikis and potential online learning spaces
- using school email, if available
- using online resources such as digital learning objects located in FUSE
- completion of homework using online resources.

Examples of home use for which internet access would not be required include:

- using any of the Microsoft applications or open source software provided
- using any subject-specific software
- working with audio, picture or video files on the devices.

## Caring for your Netbook

### **Packing away your Netbook**

- Store your Netbook bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord.

### **Handling your Netbook**

- Try to avoid moving your Netbook around when it is on. Before switching on, gently place your Netbook on a stable surface and then switch on
- You still need to be careful with your Netbook while it is in the bag. Always place the protective cover down gently
- Be careful when putting the Netbook in the car that no other items are on top of it and nothing will roll onto the Netbook
- Netbooks should be switched off before being put into the protective cover.
- Ensuring that your netbook is used and stored in a safe place i.e. completely on a table or desk rather than left on the floor or where it can be knocked off easily.

### **Operating conditions**

- Don't place objects on top of your Netbook and never carry it around while it is turned on
- Avoid exposing your Netbook to direct sunlight or sources of heat such as desk lamps
- Avoid exposing your Netbook to dust, dirt, rain, liquids or moisture
- Avoid exposing your Netbook to heavy shock or vibration.

### **LCD screen**

- LCD screens are delicate – they don't like being poked, prodded, pushed or slammed
- Never pick up your Netbook by its screen
- Don't slam the screen closed
- Be gentle when putting your Netbook down.

### **To clean your LCD screen**

- Switch off your Netbook
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen.

### **AC adaptor**

- Connect your adaptor only to your Netbook
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adaptor box
- Be aware of the power savings that come from running your Netbook effectively from battery after being fully charged. This can amount to a significant amount per year.

### **Keyboard**

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt
- If any key tops are missing or keys are in a damaged state, take your Netbook to technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

### **Case cleaning**

- Spray cleaner onto cloth to moisten, but do not spray the Netbook directly. Rub gently.

## Support Information for Parents

At school, the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which are now also present online. These are not “Virtual” Issues. They are real and can harm and hurt.

At home, we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc.
- always get them to set the space to “Private” if they use social sites like Facebook, Instagram, YouTube, etc. – They are then in control of who contacts them and who accesses their information. They can block out anyone at any time.
- have the computer with Internet access in a shared place in the house – not your child’s bedroom
- negotiate appropriate times for your child’s online activities and use of mobile phones.
- ask questions when your child shows you what they are doing:
  - how does it work and how do you set it up? **Can you block out people?**
  - who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
  - why is this so enjoyable – what makes it fun?
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- they might get the blame for any incident
- they don’t think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
  - > admitting to a mistake or
  - > highlighting a situation that might lead a parent to ban their access. (Even to protect them)

**Encourage your child to:**

**Never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).**

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

**Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.**

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

**Students are advised to report an incident if:**

- > they feel that the welfare of other students at the school is being threatened
- > they come across sites which are not suitable for their school
- > someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- > they accidentally do something which is against the rules and responsibilities they have agreed to.

**Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.**

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparents, Principal, or future boss to read."

**Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.**

Students like to publish information about themselves and their friends in spaces like Myspace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this, we recommend they:

- don't use their own name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

**Use the internet at school for educational purposes and use the equipment properly**

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Online Learning Spaces are designed as a place where students can interact and collaborate within the school community. Tasks set within it are clearly educational. At a home with internet, students will be able to access their online learning space. They will also have access to the rest of the internet. If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

**Use social networking sites for educational purposes and only as directed by teachers.**

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

**Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).**

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie', you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Torrents, uTorrent and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

**Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.**

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

**Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student. Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).**

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc. and these put all school equipment and student work at risk.

**When using a digital device as a camera I will:**

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

Encourage your child to set their space to 'private' if they use a social networking site like Myspace, Bebo or Facebook (they are then in control of who can contact them and access their information).

Ensure that all internet activities occur in a shared place– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc.

**Scenarios for teacher/parent/student discussion: - *What can you do?***

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message, which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.

# Findon Primary Netbook Troubleshooting Process

In order to ensure this program runs smoothly we need to be made aware of any concerns you might have regarding the netbook as soon as they appear. Students are made administrators so they are able to connect to printers, other devices at home and the internet. Sometimes they can accidentally download or delete necessary files which causes the computer to not perform as well as it should, and we are happy to help if we know about the issue.

Students have also been shown how to maintain their netbook, there is a folder on their desktop to help them remember how to look after netbook by doing a Disk Clean Up, run Malwarebytes, run a Disk Defrag and run the antivirus program System Centre Endpoint Protection. This should be done on a weekly basis at home.

