



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Narrogin

2023 One to One Information and Agreement

Western Australian College of Agriculture Narrogin

216 Cooraminning Road, Narrogin Postal address: PO Box 38, Narrogin WA 6312

t: 9881 9700 f: 9881 9754 e: narrogin.wacoa@education.wa.edu.au w: narroginag.wa.edu.au

fb: @wacoanarrogin

Updated November 2022

An Independent Public School

Information

THE PROGRAM

The College maintains a 1:1 computer model where students will be provided a laptop for their exclusive use during their time at the College.

The 1:1 model provides significant advantage over other models in that;

- Students will have access to hardware and required software that is current and compatible with the school network.
- Students will be responsible for their loaned computer and hence there are likely to be less damage and maintenance issues.
- Students can make use of their loaned computer after school hours and term holidays.

It is expected that the school owned notebooks will only be used by students for educational purposes and in accordance with existing College policies and rules – including those detailed in this booklet.

School supplied notebooks will be setup and configured with required educational software by the College and joined to the College Wireless network.

To ensure that the program enhances learning and teaching at the College, relevant policies and rules specific to the use of the notebook may change over time and will be highlighted to parents and students as they occur. The will be between school years and a new agreement will be required.

The notebook model supplied to students will be the HP ProBook and looks similar to the pictures below:



To participate in the School Supplied Notebook program, parents and students must:

- **Read the expectations, both parents and students.**
- **Contact the Network Support Officer at the College if there are any questions regarding the program.**
- **Complete, sign and return the Acceptance and Agreement Form to the College Administration Office.**
- **This Acceptance and Agreement Form MUST be returned before a notebook is issued.**
- **Payment of the Voluntary Approved Request of \$250 MUST be made before a notebook is issued to your child. A small bank of computers will be made available to students from 8am until 4pm and will not be able to be taken home or to dorm rooms.**

Expectations

AT COLLEGE

Whilst at the College, students are expected to:

- Use the notebook in a responsible manner adhering to the Acceptable Use Policy.
- Comply with in use or not in use instructions from teachers. Teachers will decide when students are to use the notebook in class.
- Take care of the notebook and carry bag to prevent physical damage.
- Not mark, scratch or place stickers on any part of the notebook or carry bag.
- Keep liquids and food well away from the notebook.
- Bring the notebook in the supplied protective carry bag when required, **charged** and ready for use.
- Only transport the notebook around the College in the supplied protective carry bag.
- Use the notebook for educational purposes in line with College learning programs.
- Not leave the notebook unattended.
- Maintain a backup of their work.
- Notify the College of usage issues needing technology staff attention through the Administration Office.

AT HOME

Note: How the notebook is used at home will affect an insurance claim if the device is damaged or lost.

Please read section on insurance.

Whilst at home, students are expected to:

- Use the notebook to organise, review, and complete homework and connect to the provided online resources and learning programs.
- Not use or load any unauthorised programs or software.
- Take personal responsibility of the notebook by not allowing others to use it.
- Ensure that the laptop is fully charged before the commencement of the next school day.

Whilst at home, parents/guardians are expected to:

- Restrict the use of the notebook at your discretion, if the notebook is not being used properly. The notebook is supplied for educational purposes for use at home.
- Be aware of what your child is accessing on the notebook.
- Contact the College if you wish to discuss issues relating to your child's use or misuse of the notebook.
- Take personal responsibility to ensure the notebook or carry bag is not abused or misused at home.

Program Administration

RETURN OF THE NOTEBOOK

Although students have the privilege to use the notebook at home and the College, the notebook and carry bag is school property and must be returned in good working order, clean and free from damage, to the school on demand. The notebooks will be recalled on a rotational basis for inspection during the year by our technology staff.

Circumstances where the notebook must be returned to the College include:

1. Prior to completing Year 12.
2. Leaving and not returning to the College.
3. At the discretion of the College Administration and Network Support Officer.
4. Misuse of the notebook.
5. Non-compliance of the expectations and acceptable.
6. Reimaging the notebook at the end of each year.

Students who are required to return the notebook for items 4 to 6 listed above will be able to use a notebook from a small bank of loan notebooks. These notebooks are available from 8am until 4pm and will not be able to be taken home or to dorm rooms.

SOFTWARE

Software will be preloaded on to the notebook for students prior to its use. There is no requirement to install additional software. In addition, the existing software must not be copied or transferred to another computer as this will infringe on copyright restrictions. Should there be a need for a specific piece of software for educational purposes, the class teacher will engage the Network Support Officer to arrange testing and deployment of the software required.

RE-IMAGING

Re-imaging is the process of completely wiping the contents of the hard drive and reinstalling the operating system and additional software to a good known working state. It is recommended that students have a backup of their content on OneDrive, a thumb drive or external hard disk drive in the case that the notebook requires reimaging or a document becomes corrupted. It is recommended to have three (3) copies of everything to consider the data backed up.

CYBER SAFETY AND DIGITAL CITIZENSHIP

Students will be made aware of the safe and responsible use of the Internet and social networking sites. The College will maintain filtering, monitoring and logging systems recording all activity and content accessed by students whilst onsite at the College. Students are not permitted to bypass these systems.

Acceptable Use Policy

Students must not use the school-supplied notebook to:

- Transmit any material in violation of any local, state or federal law.
- Use profanity, obscenity or any other language that may be offensive to another student, teacher, and member of the community, company or institution.
- Engage in cyber bullying.
- Commit any form of vandalism to or with the supplied notebook or carry bag. This include other students' notebooks.
- Copy, download, or share commercial software or other media (e.g. music, video, movies) in violation of Federal copyright laws.
- Conduct commercial trade with the notebook.
- Engage in online gambling or gaming.
- Participate in illegal activities such as hacking or spamming.
- Access pornographic or obscene content or networks.
- Create and/or introduce electronic viruses or malware.
- Bypass network security and monitoring systems using any means physical (wireless devices), software manipulation, proxy avoidance sites, or using VPNs.
- Hack or jailbreak the notebook.
- Play games during class, instructional or prep time without explicit instruction from the teacher or trainer.
- Use a notebook assigned to another student.

Sanctions and consequences will apply – including permanent exclusion from the program – for non-compliance.

SOCIAL NETWORKING AND GAMING IN CLASS

Students are not permitted to play games (locally or online) or use social networking sites during class, instructional time, or prep time **UNLESS** explicit instruction is given by the teacher or trainer to do so.

SANCTIONS AND CONSEQUENCES

Sanctions and consequences for misuses apply including:

1. First and Second instance. A behaviour report will be written by the teacher.
2. Third instance. A behaviour report will be written by the teacher and student will be penalised 1 demerit point. Parents and the Network Support Officer will be informed of the instance.
3. Continued offences may result in further demerit point penalties, in school suspension or possible restriction of internet access at the discretion of the Head of Department and/or Deputy Principal.

Serious breaches will be dealt with by Senior Staff and may result in in-school withdrawal or suspension.

Insurance

- School owned assets – including the student Government Insurance covers supplied notebook and carry case with some exceptions. If the notebook is not used in the manner as required by the school and there is loss or damage to the computer, Government Insurance may take action against the family to recover any loss.
- If Government Insurance deem that the loss or damage is willful or deliberate on the part of the family, Government Insurance may seek recovery as a separate action against the family.
- If a notebook is damaged and covered by Government Insurance, it will be repaired – the same notebook will be returned to the student.
- Government Insurance requires that a suitable carry bag (supplied) must be used to protect the notebook.
- Damage claims require comprehensive descriptions (time, place, date, how, when and where) of how damage occurred otherwise claims will be rejected.
- If the notebook and carry bag is stolen, a comprehensive police report is required.
- Accidental damage is covered for all authorised use and locations. However, cover may not extend for non-school business. (e.g. students using notebooks on school holidays, travel etc. outside of the school terms may be deemed as private use and not subject to cover if lost or damaged). Parents would have to pay for damage/loss in these circumstances.

Acceptance and Agreement Form

Parent/Guardian Name	
Student Name	
Serial Number	

Please respond with a tick:

Parent/Guardian

- I have read the Information Booklet and fully understand the conditions and expectations governing the use of the notebook, the Acceptable Use policy, consequences for misuse of the notebook and that ownership of the notebook and carry bag is retained by the school and must be returned on demand.
- I have had a comprehensive discussion with my son/daughter in reference to the expectations of this program and the responsibility required by my son/daughter.
- I take responsibility for any damage caused to the notebook or carry bag.
- I will ensure payment for the use of the notebook is made before my child is issued a notebook.

Parent/Guardian Signature: _____

Date: _____

.....

Student

- I have read the Information Booklet and fully understand the conditions and expectations governing the use of the notebook, the Acceptable Use policy, consequences for misuse of the notebook and that ownership of the notebook and carry bag is retained by the school and the notebook must be returned on demand.

Student Signature: _____

Date: _____

.....

Office Use Only

Received: _____ Entered: _____ Payment Received: _____