1 to 1 NETBOOK PROGRAM GUIDE

AN INVITATION FOR 2015 YEAR 4 STUDENTS TO LEASE A NETBOOK COMPUTER

1 to 1 NETBOOK LEASING OFFER
DON’T MISS OUT!
One to One Netbook Program Lease Acceptance and Deposit must be submitted by:

THURSDAY 20th NOVEMBER 2014

KHPS E-Learning Vision:
Kingston Heath Primary School integrates ICT in all learning environments for staff, students and the community creating dynamic, engaging and skilled learners who will be active and positive members of a global village.

Our 1 to 1 Vision Statement
1:1 Netbooks will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. ‘Anywhere, anytime, inclusive, engaging learning’
Why does Kingston Heath PS implement this program?
Since 2012 students in Years 4, 5 and 6 have had the opportunity to lease a netbook computer.
- Students have enjoyed having the freedom of access to technology whenever they need it.
- It has made homework easier for students as they have access to the computer at home and can then bring in their work on the netbook and continue working.
- The payment structure has meant that parents don’t face a big upfront cost for the device.
- Our technicians are able to help with any issues.

What is 1 to1?
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 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 leases these netbooks to parents.

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 research
- 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 a Wikispace where students can access varied content to support their level of understanding in a subject area.
- the ability to digitally capture any learning, such as videos or photographs to create programs such as digital stories.
- opportunities to discuss cyber bullying as a real issue and discuss impacts of this as a class.

Ownership model
The Netbook will be owned by the school until the end of the lease and parents will be asked to pay the quarterly instalments of $60.00 in exchange for 24/7 access. At the end of the lease the Netbook is yours to keep. 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.

Warranty / Insurance for damaged, lost or stolen Netbooks
If the Netbook is damaged, lost or stolen, parents will be required to contact the school. If the netbook is stolen it will be necessary to complete a police report. You will need to fill out an appropriate school based form and pay a $50 cash excess. The school will then arrange for repair or replacement. Parents and students will be responsible for negligent damages. Please see Attached ‘Education Netbook Insurance’ flyer for more details about what is included.

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. 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.
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 or reimaging.

Internet usage
Use of the Netbook by students is governed by the ‘Internet/Email Code of Practice’ that students and parents must agree to for the use of ICT both within and outside the school. Parents are also to familiarise themselves with the Code of Practice. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school network and resources.

Technical Support
The school employs an ICT technician to support the Netbook Program. Students are to inform their teacher immediately of any problems. Please see ‘KHPS trouble shooting processes’.

Power Supply
All Netbooks need to be charged overnight and returned back to school fully charged at the beginning of every day. The Netbook battery will last a typical school day.

Backup/ recovery
Students will be responsible for their own backup of critical data at all times. This may be through a USB or external drive. Students should regularly back up their work on the school server.

Installing their own software
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, videos and programs from the internet during school hours is prohibited except when directed by a teacher.

What kind of contract or agreement needs to be signed?
The 1 to 1 Netbook Lease agreement needs to be signed.

Is the device password-protected?
Yes. Students will be prompted to log on with a password when turning on the device.

Where do the devices go when not in use?
When not in use, the devices will be in a student’s bag tub, locked cupboard or locked classroom. 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.

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.

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
- examine the documents and other contents on the device.

How can students access the internet from home?
Home internet connection is not supplied by the school or DEECD. There is no mandated expectation that internet access be made 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 Google Docs.
- using online resources such as Mathletics and digital learning objects located on 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.

What software will be on the devices?
DEECD has researched and designed a standard image (Edustar) which incorporates both DEECD-licensed and free open source software. The KHPS netbook image will have a combination of the programs provided and other programs purchased by KHPS.

When will the program begin?
We require a $30 deposit and the contract signed by the Thursday 20th November. We need a minimum of 25 students participating in the program to go ahead. Netbooks will then be ordered and they should be ready for distribution at the beginning of 2015.

Can students bring their own devices from home instead?
No. Home devices are not configured to the school network. They will not be licensed to use the school image the school cannot support maintenance issues. Having a range of devices makes the job of our technicians more difficult.

Can students bring in a netbook that was previously owned by a past student or sibling?
No. We can no longer support the ACER Aspire One 753 models that are out of warranty and no longer covered by insurance. Repairs and maintenance to older model computers are too time consuming and costly. We order netbooks under warranty and insurance for three years so students are covered from Year 4 until the end of Year 6.

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 DEECD 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.

What if the Netbook is used for inappropriate purposes?
This will be seen as a breach of our school’s ‘ICT Acceptable Use Agreement’ and the device may be banned for a period of time, depending on the severity. It may also be restored to its original image and all personalised content may be deleted. 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 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.
How will I afford this?

Payment can be made as a lump sum or in term instalments in advance.  
Lump sum is $240 per year 
OR $60 a term (12 terms)

What if I can’t afford it?
Your child will still have the same quality program they currently have. They will have access to our current allocation of netbooks in class but will not have the opportunity to take them home.

**ACER Travelmate B113 v2 - 11.6” Netbook Specs**

**Standard:**
* Mobile Intel HM70 Express Chipset
* High-definition audio support, Two built-in stereo speakers
* MS-Sound compatible, Built-in microphone
* Gigabit Ethernet
* 100% Chiclet Keyboard
* 2-in-1 card reader (SD, MMC)
* 2 USB 2.0 ports
* HDMI/VGA External display ports
* Headphone/speaker/line-out jack, Microphone-in jack
* Bluetooth 4
* Integrated Acer Crystal Eye webcam, 300k-pixel CMOS sensor
* 1.47 kg with 6-cell battery pack
* 285 (W) x 202 (D) x 20.95/42.39 (H) mm
* Ships with Edustar for VIC GOV Schools

**CPU:**
Intel Celeron Dual Core 887 (1.5GHz, 2MB Cache, 800 MHz FSB)

**SCREEN:**
11.6” HD 1366 x 768 (WXGA) LED-backlit TFT LCD

**OPERATING SYSTEM:**
Windows 7 Pro Academic - Preimaged with Edustar

**MEMORY:**
4GB DDR3-1066 Memory

**WIRELESS:**
Intel Wireless WiFi Link 6235 Mini PCIe 802.11a/g/n (2.4/5.0 Ghz)

**HARD DRIVE:**
320GB SATA Hard Disk Drive

**COLOUR:**
Black

**BATTERY:**
6 Cell - Up to 7.5 Hours Battery

**WARRANTY:**
3 Year
Inclusive Rental Package

Kingston Heath Primary School is offering parents an all inclusive rental package consisting of:

- Netbook
- Clip Case (to protect computer)
- Hard Case (to transport computer and protect when in schoolbag)
- 3 year warranty
- Insurance with a $50 excess
- Technical Support
- Many educational software programs including MS Office
- Wireless internet access whilst at school
- Training sessions for students
- Optional training session for parents to learn more about the ICT tools we use at school to support learning
- Optional training about how to set up a wireless network at home if desired
- Ability to use Netbook at home with or without internet
The netbook computer that has been provided to your child by Kingston Heath Primary School is insured under the iBroker Education Laptop Insurance product, as underwritten by QBE Insurance (Australia) Limited. It is important for you to be aware of the Terms and Conditions of this insurance as you will be responsible for payment of the excess in the event of a claim, and possibly for the cost of repair or replacement should a claim be denied.

**What is Covered?**

- **Accidental Loss** – for example
  - Left on public transport
  - Left at bus stop

- **Accidental Damage** – for example
  - Dropped
  - Stepped on
  - Driven over
  - Pulled off desk
  - Fell out of locker
  - Lid closed with pen on keyboard

- **Theft** – for example
  - From locked unoccupied vehicle
  - From locked unoccupied building
  - From occupied building
  - By force or intimidation
  - From the open air

- **Liquid Spill**

**What isn’t Covered?**

- The first $50.00 of each and every claim
- Loss or damage from any cause that occurs anywhere outside Australia
- Electrical or mechanical malfunction or derangement
- Scratches and normal wear and tear
- Malicious damage by your child
- Loss or damage by theft or attempted theft;
  - From an unoccupied building or vehicle unless as a result of forcible entry
  - From any unsecured place in the open air unless;
    - the laptop is under the direct control and supervision of an adult; or
    - your child is on the way to or from their place of education; or
      - an organised school or educational activity; or
      - an organised extra-curricular activity; or
      - other places of residence or accommodation; or
      - a medical appointment of any kind.
    - by force or intimidation; or
    - your child is attending their place of education
- Loss or damage occurring while the laptop is being transported in any aircraft or watercraft unless the laptop is carried as personal baggage
- Loss of or damage to software of any sort

This is a summary only of the insurance cover provided by the iBroker Education Netbook Insurance. For full details of the Terms and Conditions please refer to the policy wording available on our web site at www.ibroker.net.au
Student reports the issue to the classroom teacher. The classroom teacher reports the problem to the technicians on the Job Maintenance System. The technicians will then assess the problem.

**Malfunction is Software.**
Unit is reimaged at school. Whilst every effort is made to retain data, backup is always the responsibility of students.

**Malfunction is Hardware.**
Technician calls supplier and asks for advice.

Malfunction is assessed as **under warranty.**

Malfunction is assessed as **not under warranty.**

Unit is fixed under warranty agreement.

Parent is billed a $50 excess. Insurance Claim is put in. Unit is fixed under warranty agreement within 3 days. Netbook returned to student on receipt of payment.

**NETBOOK IS RETURNED TO STUDENT**
All paperwork on service is sent home to parents as well as copied and filed at KHPS.
## Schedule of Payments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lease Start Date</strong></td>
<td>30th January 2015</td>
</tr>
<tr>
<td><strong>Lease End Date</strong></td>
<td>22nd December 2017</td>
</tr>
<tr>
<td><strong>Once off Deposit</strong></td>
<td>20th November 2014</td>
</tr>
<tr>
<td><strong>1st Payment</strong></td>
<td>Friday 13th February 2015</td>
</tr>
<tr>
<td><strong>2nd Payment</strong></td>
<td>Friday 24th April 2015</td>
</tr>
<tr>
<td><strong>3rd Payment</strong></td>
<td>Friday 24th July 2015</td>
</tr>
<tr>
<td><strong>4th Payment</strong></td>
<td>Friday 16th October 2015</td>
</tr>
<tr>
<td><strong>5th Payment</strong></td>
<td>Friday 12th February 2016</td>
</tr>
<tr>
<td><strong>6th Payment</strong></td>
<td>Friday 22nd April 2016</td>
</tr>
<tr>
<td><strong>7th Payment</strong></td>
<td>Friday 22nd July 2016</td>
</tr>
<tr>
<td><strong>8th Payment</strong></td>
<td>Friday 14th October 2016</td>
</tr>
<tr>
<td><strong>9th Payment</strong></td>
<td>Friday 10th February 2017</td>
</tr>
<tr>
<td><strong>10th Payment</strong></td>
<td>Friday 28th April 2017</td>
</tr>
<tr>
<td><strong>11th Payment</strong></td>
<td>Friday 28th July 2017</td>
</tr>
<tr>
<td><strong>12th Payment</strong></td>
<td>Friday 20th October 2017</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$750</strong></td>
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</tbody>
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One to One Netbook Program Lease Acceptance

To be part of the 1:1 Netbook program, please complete this form and return to school with the $30 deposit (cash only) no later than 4.00pm on Thursday 20th November 2014.

The program will only go ahead if we get a minimum of 25 students participating in the program. Your deposit will be returned if the program does not go ahead.

**Lease arrangements – Lessee (Parent/Guardian)**

a) Kingston Heath Primary School will lease the Netbook to the Parent/Guardian during the lease period. Parents shall pay the lease fees set out in the Schedule of Payments, by the due date.

b) The parent has read and abides by all details as listed in the Netbook Program guide.

**Termination**

a) This agreement comes to an end:
   - At the end of the lease period
   - In the event of default as defined in subclause (b) hereof.

b) Default occurs if:
   - Lease fees are not paid by the due date
   - The student leaves KHPS before the end of the lease period

**Cost & Choice of payment**

<table>
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<tr>
<th>Year 4 Students (3 year lease)</th>
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<tbody>
<tr>
<td>$240.00 per year x 3 = $720</td>
</tr>
<tr>
<td>Plus $30 deposit</td>
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</tbody>
</table>

OR $60 per term x 12 terms = $720

Plus $30 deposit

A payment schedule and choice of payment options will be sent home if the program goes ahead.

**The Netbook**

The parents and the students will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by the school.

**Insurance**

The Netbook is subject to the warranty policy of the supplier. A loss notification must be accompanied by the appropriate police report.

**Lease arrangements**

I have read the above information about leasing arrangements for the use of the Netbook. I understand and agree with the terms and conditions of this lease and commit to make all the payments by the due date.

Student name: ______________________________

Parent/Guardian signature: __________________ Date: __________________

Deposit: $30 cash included in envelope
STUDENT ICT ACCEPTABLE USE AGREEMENT

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:
- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don’t use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don’t copy someone else’s work or ideas from the internet and present them as my own. (I will include the website link).

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

This means I:
- protect my friends’ information in the same way
- protect my password and I don’t share it with others
- don’t join a space online without my parents or teacher’s guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:
- never share my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking 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
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don’t deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don’t like and tell a trusted adult
- am careful with the equipment I use.

Student’s Name: ___________________________ Signature: ______________________  Date: __________

PARENT CONSENT

I agree to my child ______________________________ using the Internet at Kingston Heath Primary School for educational purposes in accordance with the Student Agreement above. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the rules and conditions with my child. I give permission to Kingston Heath Primary School to issue Internet access to my child and support the school in any disciplinary action.

Parent Signature: _____________________________  Date: ________________