

Surf Coast Secondary College



SURF COAST
SECONDARY COLLEGE

Digital Citizenship Agreement

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FROM THE ASSISTANT PRINCIPAL

Dear Student and Parent,

Surf Coast Secondary College is committed to providing our students with opportunities to access the curriculum and develop contemporary, cutting-edge skills through the use of 21st Century technologies. This commitment will help prepare students for a world where the only constant is change. The College views access to digital content as a critical component of the learning process. It is for this reason that the College has chosen to undertake a 1:1 learning program, which sees all students in Middle School using iPads, and the Senior School with an array of devices that suit their individual pathway needs.

Students in Year 7 will be provided with a 16Gb iPad at the commencement of the school year. This device was chosen as it is best suited to anytime, anywhere access to digital content. The iPad will be provided to students for a three year period, which will see them through the completion of their studies in the Middle School. Options for upgrading devices are then offered as they enter the Senior School and VCE Studies.

The College has made a significant monetary investment in these devices including the infrastructure to support them. Parents have the choice as to whether they buyout or lease the iPad for their child, and we can support families with payment plans to suit all needs. Regardless of your choice, the iPad and/or other digital learning device used at SCSC can be taken home to support continued learning outside of the classroom.

The devices will be supplied with a number of accessories, including a case and charger. Apps and programs have already been loaded onto the device, and a list of additional ones required are listed in this package for the iPad users. Parents are free to purchase additional accessories for the iPad for their child. If you wish to purchase a different case for the device please have it approved by Miss Erin Weightman to ensure that it meets the minimum required standards and protects the device adequately against damage.

The following pages outline many of the frequently asked questions, however if you have any specific queries relating to the 1:1 Program at SCSC, please feel free to contact the following people at the College who will be able to assist you.

Ms Erin Weightman - Assistant Principal (Digital Learning and Pedagogy)

Ms Zoe Christie - Middle Years Sub-School Leader

Mr Stephen Fenwick - Senior School Sub-School Leader (Mr Shane Elevato in Term 1 of 2013)

The College is excited about this opportunity and is sure that it will result in a better learning environment for students.

Kindest regards,

Erin Weightman
Assistant Principal
(Digital Learning and Pedagogy)

OUR VISION FOR DIGITAL LEARNING

Students today live in a very different world to that in which their parents and teachers themselves experienced when they were at school.

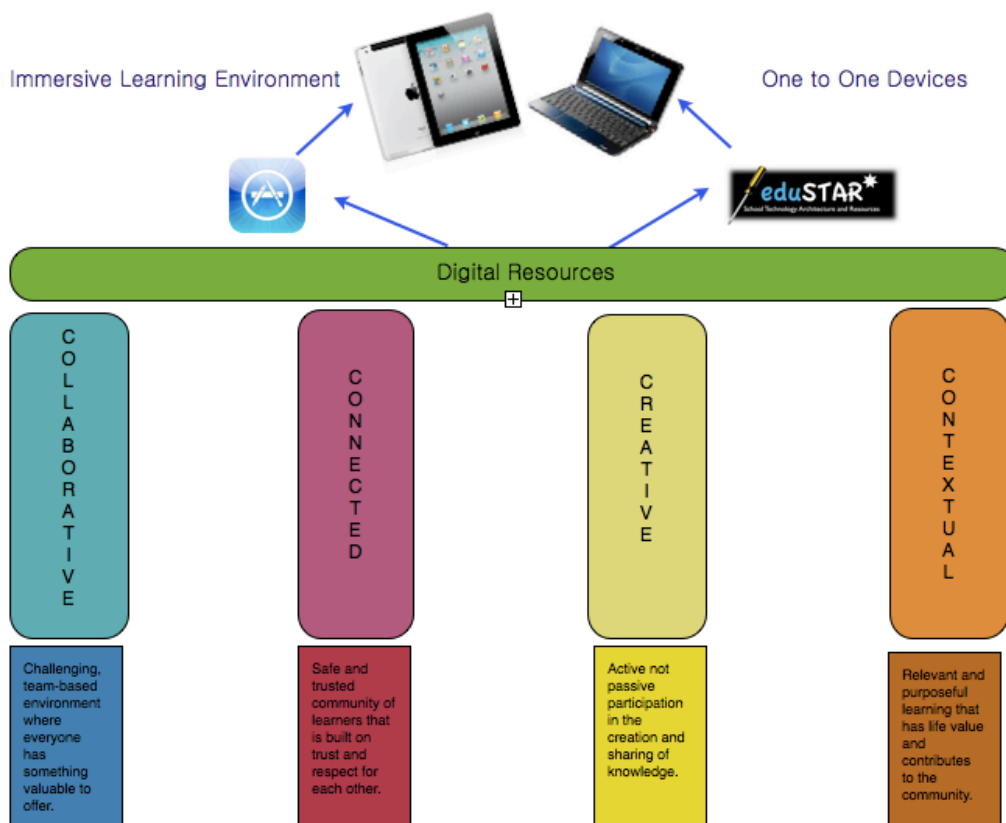
At Surf Coast Secondary College we strongly believe in education our students to be well equipped '21st Century Learners' where an emphasis is placed on developing their skills to be capable in:

- learning and thinking skills such as problem solving, creativity and collaboration
- life skills such as resilience, leadership, being entrepreneurial
- civic, cultural and global awareness
- technology and media literacies

Our teachers are committed to collaboratively supporting our students' growth and development in these interdisciplinary areas which build upon and provide the foundations for their learning in their core subject areas.

As a College, we are endeavouring to establish a cohesive approach to our pedagogy and teaching practices.

The graphic on the below is a draft of our Digital Learning Pedagogy. We welcome any feedback that you have to offer to us as we reflect upon this document and will keep you updated as we further develop it.



MY DEVICE - Senior School Upgrade Options

2013 Device Options

Apple iPad 3 option

iPad 3 16 Gb WiFi.....	\$512.00
Griffin Survivor Case.....	\$59.00
AppleCare Protection Plan.....	\$99.00
iTunes Card.....	\$50.00

Total Value.....\$720.00



Year 10/11 Payment Plan



TOTAL CONTRIBUTION \$720.00

Macbook Pro 13"

Macbook Pro 13".....	\$1118.00
Targus TANC 3.0 Case.....	\$72.00
AppleCare Protection Plan (3 Years).....	\$250.00

Total Value.....\$1440.00



Year 10/11 Payment Plan



TOTAL CONTRIBUTION \$1440.00

Acer Ultrabook M5 14.1"

Acer Aspire M5 -14".....	\$934.00
Targus TANC 3.0 Case.....	\$72.00
4 Year Onsite Warranty.....	included

Total Value.....\$1006.00



Year 10/11 Payment Plan



TOTAL CONTRIBUTION \$1006.00



Why Use an iPad?

The staff at Surf Coast Secondary College believe in the power of educating in the 21st Century, using modern and cutting edge tools and programs to transform and enhance the way our students learn.

The iPad program gives every student in years 7, 8 and 9 access to their device at school and at home, allowing self-directed learning and personalised instruction. Students will use their iPads for research, homework, problem solving, team projects, email, and their academic coursework. At the same time, they will be developing valuable 21st century skills that will be beneficial throughout their lives and careers.

What You Will Receive?

iPad 4 16 Gb WiFi.....	\$532.00
Protective Case.....	\$66.00
iTunes Card.....	\$50.00
AppleCare Protection Plan.....	\$99.00

Total Value.....\$747.00



BUY OUT OPTIONS

Year 7 New Student Payment Plan



TOTAL CONTRIBUTION \$720.00

You may choose to upgrade the storage capacity to a 32GB iPad. If you do, a deposit amount is required but installments remain the same.

Upgrade Option Payment Plan



TOTAL CONTRIBUTION \$830.00

NOTE: A deposit of an additional \$110 cost to be paid before December 17, 2013, with return of the attached from.

USE ONLY OPTION

For families who do not wish to take up the buyout option, an administration charge of \$90.00 will be payable to Surf Coast Secondary College during each year of use (total \$270.00 over Year 7-9).

We understand that families may be experiencing financial hardship and encourage anyone in this situation to please contact the College on 5261 6633 to arrange a payment plan. Please note that this arrangement is kept strictly confidential and will not impact on your child's access and use of the iPad.

NOTE: Year 7 families choosing the Use Only Option will be required to hand back their iPad, case and charger (returned items must be in good, working condition) at the end of Year 9, and at other times intermittently for repairs and software upgrades.

An information and collection night will be held on Thursday January 31st, 2013.

If you have any questions, please call the school or email me at weightman.erin.j@edumail.vic.gov.au.














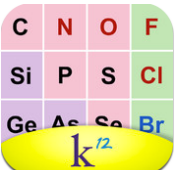



Surf Coast Secondary College Year 7 iPad Program - Apps List

The Apps in **BLUE** have been purchased by the school and are already on your iPad. You **DO NOT** need to download these.

The Apps in **WHITE** are the ones that you need to download using the \$20 credit in your App Store Account. Click on the name of the app to go directly to the App Store to start the download.

App	Purpose	Price
Pages 	<ul style="list-style-type: none">· Document creation and editing	\$10.49
Numbers 	<ul style="list-style-type: none">· Spreadsheet creation and editing· Management of Capacity Matrices	\$9.99
Keynote 	<ul style="list-style-type: none">· Presentation creation and editing	\$10.49
iMovie 	<ul style="list-style-type: none">· Creation of multimedia and movies	\$4.99
GarageBand 	<ul style="list-style-type: none">· Music and sound effect creation	\$4.99
iPhoto 	<ul style="list-style-type: none">· photo editing and manipulation	\$5.49

<p>Creative Book Builder</p> 	<ul style="list-style-type: none"> · eBook creator 	<p>\$3.99</p>
<p>Popplet (Full version)</p> 	<ul style="list-style-type: none"> · Mind map and flow chart creator 	<p>\$5.49</p>
<p>Strip Designer</p> 	<ul style="list-style-type: none"> · comic strip and storyboard creation tool 	<p>\$2.99</p>
<p>National Geographic World Atlas</p> 	<ul style="list-style-type: none"> · geography, history 	<p>\$1.99</p>
<p>Total of Apps to be Volume Purchased by the school: \$60.90</p>		
<p>Evernote</p> 	<ul style="list-style-type: none"> · Note taking organisation and journal/thinking tool for collaboration 	<p>FREE</p>
<p>DropBox</p> 	<ul style="list-style-type: none"> · online cloud storage system 	<p>FREE</p>
<p>Skitch</p> 	<ul style="list-style-type: none"> · annotate PDF files and images 	<p>FREE</p>

i-nigma QR Code Reader 	<ul style="list-style-type: none"> · Reader/creator for Quick Response Codes 	FREE
EduCreations 	<ul style="list-style-type: none"> · interactive whiteboard for creation of presentations and tutorials 	FREE
iBooks 	<ul style="list-style-type: none"> · eBook reading and ePub viewing and publishing 	FREE
Science 360 	<ul style="list-style-type: none"> · reference material for Science topics 	FREE
K12 Periodic Table of Elements 	<ul style="list-style-type: none"> · reference for chemistry based learning for Science 	FREE
Calculator + Amazing Scientific Calculator 	<ul style="list-style-type: none"> · maths scientific calculator 	\$0.99
Animation Creator HD 	<ul style="list-style-type: none"> · animation creator for stop motion animation 	\$2.99
BlogPress 	<ul style="list-style-type: none"> · blogging app for own digital portfolio 	FREE

Corkulous Pro 	<ul style="list-style-type: none"> for collecting ideas and researching topics in an organised manner 	\$5.49
CloudOn 	<ul style="list-style-type: none"> allows you to view and edit Microsoft Office documents on your iPad 	FREE
FrAppTap 	<ul style="list-style-type: none"> a video analysis tool to be used in PE classes 	\$5.49
Art Set 	<ul style="list-style-type: none"> an art palette great for basic and high level drawing and digital painting 	\$0.99
My Spelling Test 	<ul style="list-style-type: none"> create your own spelling tests to practice and improve 	\$0.99

Total for apps to be purchased by each student using \$20 iTunes Credit: **\$19.93**

TOTAL APP VALUE: \$80.83

IMPORTANT: iTunes/App Store Accounts – Legal Requirements

Persons under the age of 13 are legally not permitted to obtain their own iTunes/App Store account. This is why the school has created an account for your child. If your child has their own account already, they can use this for their own personal devices, but are to use the account provided for the school at all times on their iPad.

ANYWHERE, ANYTIME LEARNING

Mobile Learning at School

When you receive your mobile learning device, vast array of information and opportunities will only be a click away. Using a mobile learning device, be it a Netbook, Macbook, UltraBook or an iPad will open up a whole new world of knowledge for them and prepare them for a world of innovation, excellence and creativity in the 21st Century.

While being light and portable, these devices will provide the students with access to a range of apps and software that will enable them to connect, create and collaborate in ways otherwise thought unimaginable within the walls of a school. Our students will be encourage to blog about their learning, create music, design artwork and transform information.

We are excited to see what our students will be able to do with these devices in school and are here to support their use at home to extend their learning beyond the four walls of the classroom.

Making the Most of Mobile Learning Devices at Home

As a parent, you play a central role in your child's development. If you do not feel comfortable using computers yourself, don't worry –detailed information about how to set up and use the device are included in this booklet and will be provided by the support that teachers give to students in the classroom.

The most important thing that you can do is encourage your child to use their device, get them to show you what they are learning and how they are using it.

You will not have to offer your child technical support – the school has an ICT manager and centrally provided Network and technical assistance at school. Connecting the device to your own wireless network at home is something that you need to arrange as a family, if you wish to proceed with this.

Making the Most of the Mobile Device at School

Research of the recent pilots of 1:1 learning in Victorian schools (Netbook and iPad trials) have shown that students are more engaged and motivated to learn when they have access to a personalized device that provides them with self-directed learning opportunities.

The research also indicated the need to establish methods of support that assist students to develop the skills needed to use the device successfully for their learning. Our school's Codes Of Co-operation will include agreed behaviours for the use of the devices at school.

This booklet also provides you with tips on how to set guidelines for use at home that will ensure your child is safe and responsible online.

FREQUENTLY ASKED QUESTIONS

Is the mobile device easy to carry?

Yes, mobile devices weigh less than a kilogram and easily fit into a school bag. It is advisable when packing a school bag that the device is placed in last, on top, to avoid the chance of it being crushed by other objects. The school provides each student with a locker when they are at school in which to safely store the device when they are not using it.

Will my child be protected when using the mobile device online?

At school, all student will be expected and supported to adhere to cyber-safe practices. They will also have filtered access to the Internet, preventing them from accessing certain sites that are not suitable for young adults. Teacher supervision will also support your child to use their device in a manner that is safe and responsible. Cyber awareness will also be included in the curriculum as part of the Connect program.

Does my home need internet access?

No. Students will be able to access the information that they need when they are at school, and use the software and apps loaded onto the device at home that do not require an Internet connection. Even when not connected to the Internet, mobile devices are still a fabulous tool for learning. Of course, if you have Internet at home, you are able to connect your child's device.

What will happen is the mobile device is lost or stolen?

All devices are have a warranty that covers them for two years. This covers software and manufacturers faults. However, it does not cover accidental damage that may occur due to the misuse of the device, such as dropping it on its screen etc. The Survivor case that is provided is the best case that we have found on the market that protects against such damage due to accidents. This relies upon your child keeping their device in this case. An excess fee will need to be paid for the repair of any damage outside of the warranty. Similarly, the Macbooks and UltraBooks are not insured, but are covered by a three year warranty.

It is important to note that the devices are NOT insured against theft. We recommend that you add the device to your home insurance policy, so that any loss of the device outside of the school can be claimed. ALL lost or stolen devices need to have a police report completed. Please contact the school should you have any questions about this coverage, or to make a claim should something unfortunate occur. More information about this process will be in the school newsletters.

Am I able to login to my child's device?

Your child's device is personal to them as a learner and to ensure that their information and work remains secure, each device has a password/passcode that is unique to the child and that has been created and set by them. You may wish to have access to your child's device at home to monitor their use. If you so wish, please discuss this as a family. If you require support, please contact the school.



iPAD INCIDENT NOTIFICATION FORM

Please complete this form in the event of loss, damage or theft of an iPad. The issue of this form is not an admission of liability. The standard repair fee of \$150 is payable and should be included with this form. Payment plans can be arranged at the Administration Office. *(NOTE: This fee may change depending on the extent of the damage. You will be advised prior if this is the case)*

Devices that have been deliberately or negligently damaged will require the full replacement or repair cost to be paid.

Student Name			
Address			
Suburb		Post Code	

Claim details

Make	Apple	Model (circle)	iPad2 16GB Wifi iPad4 16GB Wifi iPad4 32GB Wifi
Serial Number		Asset ID (office use only)	

Date of Event	
If theft / malicious damage, please include the police report number	
What damage has been done?	
Explain how the damage occurred (in detail)	
Repairs Required (office use only)	

Declaration

I hereby declare that the above answers are true and correct, that I have in no manner intentionally caused the said loss or damage.
 I hereby undertake to agree to notify the College immediately if any of the lost or stolen property mentioned in this claim is subsequently recovered, and at the option of the College to return the property or to collect any replacement resources.

I agree to pay the \$150 standard repair fee.

Signed _____

Date _____

Print Name _____

Phone _____

VICTORIAN CYBER SAFETY POLICIES FOR SCHOOLS

This section provides links to information about the cyber safety policies and procedures provided by the Victorian education authorities.

Department of Education and Early Childhood Development, Victoria

Approach to cyber safety

The Department of Education and Early Childhood Development has developed *Working with the Web*: a guide to ethical and safe use of the Internet in Victorian schools.

The website has been produced to provide recommendations and resources to help schools:

- develop school policy and practices surrounding cyber safe and ethical use of the internet
- manage and use the internet across the school including the school website
- understand online legalities, including those related to digital copyright and online privacy
- plan curriculum involving the internet.
-

In line with the Victorian Essential Learning Standards (VELS), which define the 'essential knowledge, skills and behaviours students need to prepare for further education, work and life', this website is underpinned by the belief that explicit education is needed around safe and ethical use of the internet.

The [Working with the Web](#) website provides specific policies and procedure templates to guide Victorian schools.

ICT security

Provides a [policy for ICT Systems](#)

Acceptable Use Policies and Codes of Conduct

These are expected to be completed by all students who attend a Government school.

[Cybersafe classroom](#)

This section of the website provides recommendations and resources to help schools:

- develop school policy and practices surrounding cyber safe and ethical use of the internet
- manage and use the internet across the school including the school website
- understand online legalities, including those related to digital copyright and online privacy

The following resources may also be helpful:

- **E-learning support and services**—a guide containing resources and recommendations to support schools to develop policy and practices around

cybersafety and appropriate use of the internet. Available at:
<http://www.education.vic.gov.au/management/elearningsupport.htm>

- **Promoting a cybersafe classroom:** Available at:
<http://www.education.vic.gov.au/management/elearningsupportservices/www/classroom/default.htm>

Cyberbullying

The Department of Education and Early Childhood Development introduced its '[Safe Schools are Effective Schools](#)' strategy, encompassing its anti-bullying guidelines and policies.

The 'Safe Schools are Effective Schools' strategy includes:

- [What is Bullying?](#)
- [Policy & Code of Conduct](#)
- [Strategies for 'Safe Schools are Effective Schools'](#)
- [Strategies for Bullying Intervention](#)
- [Strategies for Parents](#)
- [Cyber Bullying](#)
- [Homophobic Bullying](#)
- [Good Practice Themes](#)
- [Resources](#)

The full strategy is also available in pdf form at

<http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/SafeSchoolsStrategy.pdf>

Specific guidance about managing cyberbullying is available at:

<http://www.education.vic.gov.au/management/elearningsupportservices/www/classroom/cyberbullying.htm>



SURF COAST SECONDARY COLLEGE

ICT Acceptable Use Agreement Policy Rules and Guidelines for Appropriate Use of Computer Facilities

The Surf Coast Secondary College network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students are given full access to the network. Students will also have college-administered individual email and internet access. Any such facilities must be regarded as privileges which may be withdrawn for misuse of the resources. Student use of computer and network facilities will be monitored to ensure compliance with this policy document.

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of this Acceptable Use Agreement.

1. General Policies

Use of computer/internet resources for educational purposes has priority over other (recreational) uses. Appropriate language must be used in all communications including email.

No user may deliberately or carelessly waste computer resources or disadvantage other users (e.g. by monopolising equipment, network traffic etc).

Consideration must be given to avoiding inconvenience to other computer users. (e.g. headphones must be used to listen to sound or music; leave computers ready for the next user to log in; not leave rubbish or paper lying around computers; replace furniture to normal positions when you leave).

• Summary of conditions

Students must not:

Use any other person's internet or network account.

Use abusive or obscene language in any communications.

Steal, or deliberately or carelessly cause damage to any equipment.

Interfere with or change any software settings or other people's files.

Attempt to get around or reduce network security.

Store or upload any unauthorised types of files.

Waste resources (e.g. paper, printing & Internet downloads).

Send "spam" (bulk and/or unsolicited e-mail).

Reveal personal information in any communications.

Deliberately enter, or remain in, web sites containing objectionable material.

Knowingly infringe copyright.

2. Computer hardware

Computer facilities are expensive, sensitive and must be treated carefully.

Students must not:

Do anything likely to cause damage to any equipment, whether deliberately or carelessly.

Remove or relocate equipment without permission of the ICT Manager.

Vandalise equipment or furniture.

Mark or deface any equipment.

Interfere with networking equipment.

Eat or drink near any computer resources.

Attempt to repair equipment without permission.

Unplug cables or equipment.

Remove any covers or panels.

Disassemble any equipment.
Disable the operation of any equipment.
Students must also report other people breaking these rules.

Note: Regardless of the real or supposed levels of understanding, students are NOT authorised to attempt the repair or adjustment of any college hardware or software. Any such attempt will be regarded as a violation of network security. Any problem with equipment or software must be referred to an ICT Office.

3. Software and operating systems

Computer operating systems and other software must be set up properly for computers to be useful.

Students will not:

Change any computer settings (including screen savers, wallpapers, desktops, menus standard document settings, security settings etc) without permission.

Bring or download unauthorised programs, including games, to the college or run them on college computers.

Delete, add or alter any configuration files.

Copy any copyrighted software to or from any computer, or duplicate such software.

Deliberately introduce any virus or program that reduces system security or effectiveness.

IMPORTANT: Students are only permitted to have up to 10 apps or programs on their device at any one time. Teachers may delete games from students' devices if they are preventing the student from being able to optimally use their device for learning (eg; not enough space, visuses etc), or they are being used inappropriately.

4. Networks

Network accounts are to be used only by the authorised owner of the account.

If you find a computer logged in, you should do nothing in that account except log out.

It is the responsibility of students to make backup copies of their work.

Students must not:

Attempt to log into any school resource with any user name or password that is not their own.

Reveal their password to anyone except ICT staff or a classroom teachers.

Students are responsible for everything done using their logon credentials, and everything in their storage space/device. Since passwords must be kept secret, no user may claim that another person entered their storage space/device and did anything to cause the college rules to be broken.

Use. Possess, download or search for any program designed to reduce network security.

Enter any other person's storage space/device or do anything whatsoever to any other person's files.

Attempt to alter any person's access rights.

Intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.

Store the following types of files in their home directory, without permission from the ICT Manager:

- Program files (EXE, COM), including games.

- Large files that are not required for a class non school related compressed files (ZIP, ARJ, LHZ, ARJ, TAR etc).

- Picture files, unless they are required as part of your studies.

- Obscene material – pictures or text.

- Obscene filenames.

- Insulting material.

- Password-protected files.

- Copyrighted material.

5. Printing

Students should minimise printing by print previewing, editing on screen rather than on printouts and spell-checking before printing.

Students must not load paper into printers without permission. Paper that is pre-used, torn, creased, damp, irregularly shaped or sized or unsuitable for laser printers should not be used in laser printers.

6. Internet use

Internet access is expensive and has been provided to assist students' in their education. Students must use it only with permission, and not in any unauthorised way. It is not intended for entertainment.

Because the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene college rules or rules imposed by parents/guardians.

The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

It is the responsibility of the school to:

Provide training on the use of the Internet and make that training available to everyone.

Make users aware of the school's Internet Access Policy.

Take action to block the further display of offensive or inappropriate material that has appeared on Internet links.

6.1 Email

Electronic mail is a valuable tool for personal and official communication both within the college network and on the Internet. Students and staff are encouraged to use it and take advantage of its special features. As with all privileges its use involves responsibilities.

Throughout the Internet there are accepted practices known as Netiquette which should be followed. Some of these are:

Use appropriate language and be polite in your messages. Do not be insulting, abusive, swear or use vulgarities.

Never write hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours. Therefore no messages should contain obscene comments, threats, sexually explicit material or expressions of bigotry or hate.

Do not reveal your personal address or the phone numbers of students or colleagues.

Note that email is not guaranteed to be private. System administrators have access to all files including mail. Messages relating to illegal activities may be reported to the authorities.

Teachers will set their own guidelines for use of electronic mail in class time.

It is recommended that students posting messages to newsgroups "munge" their email addresses to prevent mail robots extracting their addresses. "Munging" alters the real address so it is clearly readable to humans but are invalid email addresses, (e.g. smi0001 AT scsc DOT vic DOT edu DOT com).

Students must not:

Send offensive mail.

Send unsolicited mail to multiple recipients ("spam").

Send very large attachments.

Leave mail on the server after it has been read.

Use email for any illegal, immoral or unethical purpose.

Attempt to disguise their identity or the true origin of their mail.

Forge header messages or attempt to use any mail server for deceptive purposes.

Use any mail program designed to send anonymous mail.

6.2 Online chat (e.g. IRC, Windows Messenger etc)

Real-time chat programs are not to be used by students. They pose serious risks to students' well-being.

6.3 World Wide Web

The World Wide Web is a vast source of material of all sorts of quality and content. The college will exercise all care in protecting students from offensive material, but the final responsibility must lie with students in not actively seeking out such material. It is conceivable that, especially for senior students, information is required for curriculum purposes that may appear to contravene the following conditions. In such cases, it is the responsibility of students and teachers to negotiate the need to access such sites.

Students will not deliberately enter or remain in any site that has any of the following content:

Nudity, obscene language or sexual discussion intended to provoke a sexual response.

Violence.

Information on or encouragement to commit any crime.

Racism.

Information on making or using weapons, booby-traps, dangerous practical jokes or "revenge" methods.

Any other material that the student's parents or guardians have forbidden them to see.

If students encounter any such site, they must notify a teacher or ICT Office. Do not display the content to other students as it may cause offence.

The Internet must not be used for commercial purposes or for profit.

The Internet must not be used for illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain.

It is inappropriate to act as though you intend to break the law e.g. by attempting to guess a password or trying to gain unauthorised access to remote computers. Even if such attempts are not seriously intended to succeed, they will be considered serious offences.

Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs which are harmful to another user's data or equipment.

Copyright is a complex issue that is not fully resolved as far as the Internet is concerned. It is customary to acknowledge sources of any material quoted directly and it is a breach of copyright to transmit another user's document without their prior knowledge and permission. This includes the use of images and text. It is safest to assume all content on web sites is the legal property of the creator of the page unless otherwise noted by the creator.

6.4 The College Web sites / Internet Servers

Material placed onto the school web site must:

Be checked for appropriateness and (as far as possible) accuracy

Not violate copyright

Have the written permission of a parent/guardian if the parent or guardian has requested such a veto

Not contain the home address or home phone number of an individual

Not contain the e-mail or web address of a student unless specifically required and requested

Links to sites beyond the school site must be checked for appropriate content. It must be recognised that the content of external sites may change after links have been made, and the college cannot be held responsible for the contents of linked sites, but the college must exercise all due care to ensure no objectionable material is directly accessible via links on our site.

7. Compliance & Penalties

Under the Commonwealth of Australia's Crimes Act:

A person shall not knowingly or recklessly use a telecommunications service supplied by a carrier to menace or harass another person.

A person shall not knowingly or recklessly use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
The Commonwealth Crimes Act applies to the Surf Coast Secondary College computer network and its internet access.

More than one penalty may apply for a given breach of the school's Acceptable Use Agreement. Serious or repeated offences will result in stronger penalties.

These may include:

Removal of email privileges.

Removal of internet access privileges.

Removal of storage space and network access (with consequent inability to satisfactorily complete unit requirements of the subject).

Detention.

Paying to replace damaged equipment or compensate the college for stolen internet or printing credit.

Removal from classes where computer use is involved.

Other consequences as the College deems appropriate - this may include Suspension or Expulsion

Criminal charges may be laid with the police.

Please ensure that you sign and return to school the documentation at the end of this booklet to recognise that you have read and will abide by this agreement.

Please sign and return to school the following documents:

The following documentation needs to be signed and returned to the appropriate person by Friday 8th February.

Year 8-11

- ICT Acceptable Use Agreement (if has not already been signed and returned to school)
- Students who have upgraded their device must have also signed and returned the User Agreement form before their device will be handed to them

Year 7

- ICT Acceptable Use Agreement
- iPad User Agreement Form
- iPad Parent Contribution – Confirmation of Option Choice

ICT Acceptable Use Agreement
For the use of college learning technology resources

Before students may use computer facilities at Surf Coast Secondary College, they must sign this agreement which binds them to the conditions stated in the college's Acceptable Use Agreement. If they break any of the conditions, appropriate penalties will be applied.

Student's Surname: _____ Student's First Name: _____

Home Group: _____

I have read the Rules and Guidelines for Appropriate Use of Computer Facilities document and agree to obey the guidelines and conditions in it.

Signed by student: _____ Date: _____

This section must be completed by the parent or legal guardian of the student

I, the parent/guardian of _____

have read and understand the and Guidelines for Appropriate Use of Computer Facilities document. I agree that my child will observe these rules and guidelines.

Name of parent or legal guardian: _____

Signature of parent or legal guardian: _____ Date: _____

Please detach this page and return to the Administration Office in order to obtain school computer access privileges

IT/AV OFFICE USE ONLY

CASES ID: _____ DOB: _____ ENROLMENT DATE: _____

DATABASE: INTERNET: COPIERS: PHOTO: ACTV DIRECTORY:

ELECTRONICALLY SAVED: DATE PROCESSED: _____ SIGNED: _____

iPad Parent Contribution – Confirmation of Option Choice (Year 7 Only)

Please indicate below which option for the iPad program you wish to participate in.

Student's Name: _____

Home Group: _____

Please TICK the box of the option that you are choosing:

BUYOUT OPTION

- owning the iPad once payments are completed
- termly payments to be made to the school (over a two year period)

Additional: please tick if you have upgraded to the 32GB iPad

USE ONLY OPTION

- device is handed back to the school at the student's completion of Year 9
- a yearly administration fee of \$90

NO changes will be able to be made to your selection beyond the end of Term 1, 2013.

Please contact the school if you have any further queries.

Please detach this page and return to Miss Weightman