



Rowellyn Park P.S – Year 4, 5 and 6 Netbook User Policy

At Rowellyn Park Primary School (RPPS) students in Year 4, 5 and 6 will have one-to-one netbooks available to support their learning and further enhance skills with Information and Communication Technology (ICT). The netbook program allows for more independent work and a higher level of engagement in learning. In addition to the Acceptable Use Policy for ICT, students and teachers need to be aware of this further policy for teaching and learning with netbooks in Years 4, 5 and 6.

The school has provided this significant opportunity for a technology rich curriculum to support our 21st Century principles.

Allocation of netbooks

Year four, five and six students are allocated a barcoded Netbook at the beginning of the year, and the netbook's barcode is recorded against the student's name.

This netbook is intended for their sole use, and the care for it remains their responsibility. Therefore, no student should access another child's allocated netbook.

Care for netbooks

- When students are carrying the netbooks, the lid remains fully closed.
- When the netbooks are being carried between classrooms, the netbook should be placed inside its neoprene sleeve.
- Food and drink are not to be consumed near the netbook.
- Students are to immediately report any damage to their allocated netbook to their teacher, who will notify the school technician.

Damage to netbooks

Where a student has been found to have damaged a netbook through either intentional misuse or not showing the proper care, they and their parents or guardians will be held responsible for repair or replacement costs.

Netbook use

In addition to the **RPPS I.C.T Acceptable Use Agreement**, Year 4, 5 and 6 students also need to follow additional guidelines of netbook use. These are necessary due to the increased use and opportunities afforded to more senior students.

- Students are to ensure the battery is charged by plugging it into the 'Cow' (Netbook Storage) when the netbook is not in use.
- When netbooks are transported from one location to another, they are to be carried with the lid closed and in a safe manner.
- When netbooks are required to be taken from one room to another, they are to be carried in the supplied neoprene sleeve.
- When used at a table they are to be placed flat on a table and not propped up with books or other materials. During times when a teacher or other students is speaking, the lids should be half closed (unless otherwise instructed) to signal that the user is listening.
- Netbooks are not to be removed from the classrooms unless specific instructions have been given to students to do so.
- Netbooks are to be used strictly according to teacher instructions.

Responsibilities

Staff Responsibilities

- Ensure adequate records are kept of student netbook allocation
- Monitor student use of ICT during class time
- Ensure students are returning netbooks to the cow for charging after use
- Be aware of the files stored on the device or on the school server
- Notify the school's technician of damage to netbooks

Student Responsibilities

- Exercise due care when using the netbooks
- Comply with the RPPS ICT Acceptable Use Agreement
- Follow teacher instructions regarding use of the netbooks
- Report any damage to netbooks immediately to the class teacher
- Ensure that the netbook is returned for the cow after use for charging
- Carry the netbook safely

Students will not be able to participate in the netbook program until they and their parents or guardians have also given their consent by signing the contract below and returning it to their class teacher.



Netbook use contract and permission

I (print student name) _____, **have read and understood (or have had read to me and explained) the above information and agree to comply with this by signing this form.**

(Child's) Signature: _____ date _____

I (print parent/guardian name) _____, have discussed this contract with my child and understand it's importance and necessity.

Signature: _____ date _____

ICT Stages of Behaviour Document.

The following applies to use of ICT at school and Out of Hours School Care and in some instances, home use.

Stage One	Stage Two	Stage Three	Stage Four
<ul style="list-style-type: none"> • Using email to discuss personal relationships • Using email to send inappropriate or irrelevant messages • Eating or drinking near ICT equipment • Plagiarising • Copyright infringements • Doing work on computers for another student • Allowing another student to do your work on a computer • Using a computer or ICT without permission or negotiation with a teacher • Changing settings on a device • Entering chat rooms or multi-player mode while on online games such as 'Minecraft' • Using games/programs/websites not related to classroom activities and without teacher approval. 	<ul style="list-style-type: none"> • Using another students login or password information • Telling another student your login or password information • Using inappropriate language • Creating inappropriate imagery • Using ICTs for any other reason than that negotiated with a teacher • Using home USB or other storage devices on school computers • Hindering the work of others eg. unplugging cables, pressing keys etc. 	<ul style="list-style-type: none"> • Posting/sending links to external websites • Mistreating ICT equipment • Uploading programs, images, information etc. to school computers without permission • Downloading programs, images, information etc. form the internet or home programs to school computers without permission • Post pictures of other students or teachers without permission • Giving away personal information online like your home address, telephone number or specific details about your whereabouts at a particular time and place • Making changes to the image of a school computer • Involvement in more than one incident/issue over a given period of time 	<ul style="list-style-type: none"> • Using a teacher's login or password information • Searching for inappropriate content or imagery • Deliberately using an alternative proxy to bypass protective filters • Using email to bully or intimidate • Writing anything mean, insulting, threatening or derogatory • Using email, blogs, wikis or other public spaces to speak about students or teachers in a derogatory manner • Arranging to meet anyone online • Deliberately damaging ICT equipment • Trying to 'hack in' to another students account, email or space • Trying to 'hack in' to a teacher's account, email or space • Trying to 'hack in' to school information, accounts, email or spaces • Involvement in three or more incidents/issues over a given period of time

ICT Stages of Behaviour Consequences

The following consequences relate to The ICT Stages of Behaviour Document

Stage One Class teacher/Specialist/ICT coordinator	Stage Two Class teacher/Specialist/ICT coordinator	Stage Three Class teacher/Specialist/ICT coordinator/ Principal class	Stage Four Class teacher/Specialist/ICT coordinator/ Principal class
<p><u>Consequences to consider</u></p> <ul style="list-style-type: none"> • Account suspended for one week • One week bar on ICT equipment • Lunchtime detention • Parent notified in writing 	<p><u>Consequences to consider</u></p> <ul style="list-style-type: none"> • Account suspended for two weeks • Two week bar on ICT equipment • Two lunchtime detentions • Parent notified in writing • Removal to buddy grade for remainder of day 	<p><u>Consequences to consider</u></p> <ul style="list-style-type: none"> • Removal for remainder of day • Account suspended for a negotiated period of time • ICT behaviour and acceptable use contract devised • Parent notified via telephone • Afterschool detention 	<p><u>Consequences to consider</u></p> <ul style="list-style-type: none"> • Suspension for one to three days • Account suspended indefinitely • ICT behaviour and acceptable use contract devised if student is permitted to continue use of school ICT • Student to notify parent via telephone in the presence of a Principal class member • DEECD documentation completed and sent home • Department suspension documentation to be completed by Principal class/coordinator in consultation with class teacher. Copy to be sent home and original given to Principal/Assistant Principal/SWC <p>NB: Each situation will be considered on its merit and personal/mitigating circumstances may be taken into consideration and alternative arrangements made if necessary.</p>

