# One to One Learning Program

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learners at Brighton Secondary School</td>
<td>2</td>
</tr>
<tr>
<td>Rationale</td>
<td>2</td>
</tr>
<tr>
<td>Project Background and Implementation</td>
<td>2</td>
</tr>
<tr>
<td>Policy Development</td>
<td>4</td>
</tr>
<tr>
<td>The MacBook</td>
<td>4</td>
</tr>
<tr>
<td>Software and the Apple Learning Experience</td>
<td>5</td>
</tr>
<tr>
<td>iLife '11</td>
<td>5</td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>6</td>
</tr>
<tr>
<td>Adobe CS3</td>
<td>6</td>
</tr>
<tr>
<td>iWork '09</td>
<td>6</td>
</tr>
<tr>
<td>Built-in OS X Mountain Lion Virus Protection</td>
<td>6</td>
</tr>
<tr>
<td>AppleCare Warranty</td>
<td>7</td>
</tr>
<tr>
<td>Technical Support Information and Flowcharts</td>
<td>7</td>
</tr>
<tr>
<td>Loss, theft or accidental damage to the MacBook</td>
<td>8</td>
</tr>
<tr>
<td>Insurance</td>
<td>8</td>
</tr>
<tr>
<td>Loan MacBooks</td>
<td>8</td>
</tr>
<tr>
<td>Ownership</td>
<td>9</td>
</tr>
<tr>
<td>Payments</td>
<td>9</td>
</tr>
<tr>
<td>Acceptable Use</td>
<td>10</td>
</tr>
<tr>
<td>Cyber Safety</td>
<td>11</td>
</tr>
<tr>
<td>Transporting the MacBook</td>
<td>12</td>
</tr>
<tr>
<td>Transport between home and school:</td>
<td>12</td>
</tr>
<tr>
<td>Moving around school with the MacBook</td>
<td>12</td>
</tr>
<tr>
<td>Internet Usage at School</td>
<td>12</td>
</tr>
<tr>
<td>Internet Usage at Home</td>
<td>13</td>
</tr>
<tr>
<td>Care, Storage and Appearance</td>
<td>13</td>
</tr>
<tr>
<td>Charging</td>
<td>14</td>
</tr>
<tr>
<td>Software update and virus protection</td>
<td>14</td>
</tr>
<tr>
<td>Passwords</td>
<td>14</td>
</tr>
<tr>
<td>Copyright</td>
<td>15</td>
</tr>
<tr>
<td>Printing</td>
<td>15</td>
</tr>
<tr>
<td>Software installation, games and music</td>
<td>15</td>
</tr>
<tr>
<td>Social Networking</td>
<td>15</td>
</tr>
<tr>
<td>Data storage and Backups</td>
<td>16</td>
</tr>
<tr>
<td>Loan External hard drive specifications</td>
<td>16</td>
</tr>
<tr>
<td>Parental Control</td>
<td>16</td>
</tr>
<tr>
<td>Private Laptops and Mobile Devices</td>
<td>17</td>
</tr>
<tr>
<td>Windows</td>
<td>17</td>
</tr>
<tr>
<td>Training and Development</td>
<td>17</td>
</tr>
<tr>
<td>Occupational Health Safety and Welfare</td>
<td>18</td>
</tr>
<tr>
<td>Preventing Eye Strain</td>
<td>18</td>
</tr>
<tr>
<td>Appendix 1: ICT Support Flowcharts</td>
<td>19</td>
</tr>
<tr>
<td>Macbook Support Request</td>
<td>21</td>
</tr>
<tr>
<td>Macbook Loss / Theft Incident</td>
<td>22</td>
</tr>
<tr>
<td>MacBook Use Agreement</td>
<td>23</td>
</tr>
</tbody>
</table>
Learners at Brighton Secondary School
Brighton Secondary School is an innovative, safe school that delivers relevant curriculum and promotes rigour, relationships and lifelong learning.

Rationale
Brighton Secondary School has a vision to be the school of choice for the holistic education of boys and girls.

The One to One MacBook program for all Year 9 to Year 12 students enables change in pedagogical practices to engage students with the curriculum. The MacBook program provides a vehicle for a personalised learning program and supports a constructivist approach to creating curriculum.

In keeping with the National Educational Goals for Young Australians, we aim to promote and to lead world’s best practice for curriculum delivery and assessment and improve the educational outcomes for all students.

This policy provides direction to staff, students and parents/caregivers on procedures, responsibilities and expectations with regard to the One to One Learning program. The Federal Government’s Digital Education Revolution compliments the One to One Learning Program at Brighton Secondary School. Governing Council has endorsed the program and approved the financial commitment based on a formal poll of parents/caregivers.

Project Background and Implementation
Since 2008, the Brighton Secondary School community has worked in collaboration to progress towards One to One Learning. An inclusive inquiry-based approach has been used to involve all members of the school community in the design and implementation of the project. During Semester 2 2008 community engagement began through:

- Bruce Dixon from the Anywhere, Anytime Learning Foundation conducting whole staff professional development via a student free day
- A community presentation by Bruce Dixon and the school leadership team where parents/caregivers and students from local DECD sites attended
- Formation of the One to One Learning Parent Steering Committee
- Information sharing and discussion at Staff Forums, Governing Council and Finance Committee
- Presentations by school leadership and Apple representatives to staff/parent groups.

As a result, the Governing Council at its meeting on September 28 2008 unanimously passed the following:

- That Brighton Secondary School implement a One to One Learning Program with laptops in Year 9 2009, with a view to expanding the program to Year 12 by 2012
- That the Brighton Secondary School Governing Council endorses the purchase of Apple Macintosh computers for the One to One Learning with laptop program.

Accordingly, the school leadership team began working intensively to design and implement the One to One Learning Program, in collaboration with the school community and DECD. We developed critical relationships with experts in the field in order to learn from their experience. Our critical relationships now include liaison with:
• Angus King, former Governor of Maine, USA who in 2000 implemented a One to One Learning Program in every school in the state
• Bruce Dixon, founder and president of the Anywhere Anytime Learning Foundation who works with schools around the world to develop visionary leadership and knowledgeable, innovative educators
• Apple Computer Corporation who have supported schools, districts and states around the world to implement One to One Learning Programs
• DECD personnel including the Digital Education Revolution, Learning Technologies and Technology and Knowledge Management teams
• SASPSA colleagues through the Digital Education Revolution forums who meet regularly to share best practice.

Through our inquiry-based approach we learnt that successful One to One Learning Programs around the world have common factors:
• A vision that seeks to fundamentally transform the educational experience.
• Inclusive leadership that involves the school community in design, implementation and review
• A staff MacBook program that precedes the student MacBook program
• A coordinated approach to professional development and staff who are prepared to adopt new methodologies to improve teaching and learning
• Selection of a partner who will assist with student support, professional development, technical expertise, administrative tasks and practical implementation rather than simply a computer vendor.

Accordingly we worked with the school community to demonstrate:
• Policy readiness
• Teaching and Learning readiness
• Infrastructure readiness

Our approach included:
• Use of a pupil free day to provide staff with professional development around using the iLife applications for multimedia creation in classrooms
• Ongoing iLife professional development throughout the year
• Policy development appropriate for One to One Learning
• A review of the school’s progress in achieving the Priorities listed in the original ICT Strategic Plan
• Updating the school’s ICT Strategic Plan
• Self-review of the school’s use of ICT in Teaching and Learning programs using the eStrategy Framework and edCap survey
• Budget mapping against the priorities described in the updated ICT Strategic Plan
• Development of a deployment and installation schedule for the One to One Learning Program and other whole-school computers.

As a result of the commitment made by staff at Brighton Secondary we were selected to be in the first group of schools to receive wireless infrastructure upgrading. This was completed in Term 2 2010 and now all staff and students have wireless access across the site. Policies, procedures and professional development are now in place that will sustain the One to One Learning Program into the future.
Policy Development
Extensive research and consultation with all stakeholders will continue to occur in order to review the One to One Learning program and policies and ensure alignment with the school’s strategic plan. This includes:

• Brighton Secondary School staff, students and parents/caregivers will have input into the policy development
• DECD personnel will be consulted as a part of the policy development
• Governing Council will ratify the policy and it will be made available to staff, students and parents/caregivers
• Professional development for staff, students and parents/caregivers to align practices with this policy.

The MacBook
The MacBook enables students to record, edit and arrange music, communicate and collaborate with teachers and peers, video-conference and produce websites, photo-books, films and DVDs. We believe it can be used to inspire creative thinking and collaboration inside the classroom and extend learning beyond the classroom. The MacBook has built-in teaching and learning tools and reliable hardware suited to education:

• A built-in video camera and microphone are perfectly suited for podcasting and video conferencing
• Built-in wireless technology that automatically finds an available Wi-Fi network as soon as it starts up
• iLife ‘11- a suite of preloaded applications including photo, movie, music, website, and podcasting applications that can improve teaching and learning
• Easy integration with printers, cameras, science accessories, and other peripherals
• Durable technologies including a unibody casing, slot-loading DVD drive, magnetic latch, mag-safe power adapter and a sudden motion sensor that protects the hard drive if it is dropped
• Secure OS-X Mountain Lion operating system that is easy to learn and keep update
• Built-in accessibility features to cater for different learning styles or disabilities
• An extensive library of tutorials to quickly learn the basics of using a Mac.

For a full overview of the features and functionality of the MacBook visit:
Specifications:

- 2.5GHz dual-core Intel Core i5
- 4GB DDR3 SDRAM
- 500GB hard drive
- 8x double-layer SuperDrive DVD recorder
- Intel HD Graphics 4000
- Built-in 7-hour battery
- 720p FaceTime HD camera
- Precision aluminium unibody
- 13.3 inch LED-backlit display
- 3 Year AppleCare Protection Plan
- 2.06kg

Software and the Apple Learning Experience

We aim to use Apple software and servers to give students a means for expressing themselves through professional-quality projects such as: movies, photo essays, presentations, podcasts, websites, written reports and data analyses. We have designed a MacBook image and server backend that will enable applications to work together seamlessly, so teachers and students can use them to build a curriculum that fosters higher order thinking in the classroom. Apple provides educators with professional development and no-cost multidisciplinary content through iTunes U.

We work closely with Apple to benefit from their secondary curriculum resources, online tutorials (http://www.apple.com/education/teachers-professors/online-tutorials.html) and from the associated professional development. Apple works closely with educators to develop new methodologies appropriate across all subjects.

The MacBook will be pre-loaded with the following software suitable for education:

**iLife '11:**

- **iPhoto**, for organising, editing, and sharing digital photos. Students can select their best photos and design their own photo books - complete with their own text – and order them online
• **iMovie**, for creating digital movies. Students can import video, edit, and publish their work to iTunes, web or DVD
• **GarageBand**, for learning to play the piano and guitar and for creating music and podcasts. With GarageBand students can compose, record, and mix music. Students and teachers can also record podcasts and publish them.

Learn how to use the MacBook, including iLife '11, with online video tutorials: [http://www.apple.com/au/findouthow/mac/](http://www.apple.com/au/findouthow/mac/)

The Brighton Secondary School MacBooks are preloaded with these video tutorials.

**Microsoft Office**

- Microsoft Word, PowerPoint and Excel all fully compatible with Windows versions.

**Adobe CS3**

- Photoshop, Illustrator, Dreamweaver, In Design, Flash.

**iWork '09**

- Pages, Numbers and Keynote.

**Comic Life 2**

**Built-in OS X Mountain Lion Virus Protection**

Mac OS X Mountain Lion offers a multilayered system of defences against viruses and other malicious applications or malware. For example, it prevents hackers from harming your programs through a technique called “sandboxing” — restricting what actions programs can perform on the MacBook, what files they can access and what other programs they can launch. Other automatic security features include Library Randomization, which prevents malicious commands from finding their targets and Execute Disable, which protects the memory in the MacBook from attacks.

When a potential security threat arises, Apple responds quickly by providing software updates and security enhancements that can be downloaded automatically and installed with a click. This update will only occur if the MacBook is connected to the internet.

Apple works with the incident response community, including the Forum of Incident Response and Security Teams (FIRST) and the FreeBSD Security Team, to proactively identify and quickly correct operating system vulnerabilities. In addition, Apple co-operates...
closely with organisations such as the Computer Emergency Response Team Coordination Centre (CERT/CC).

**AppleCare Warranty**

The MacBook is covered under a 3 year AppleCare Protection Plan.

Students are not permitted to modify the configuration of the MacBook – for example by changing the hardware or tampering with the enclosure. Doing so will void the warranty.

Students and parents/caregivers may call AppleCare on **1300 968 979** (operates 8.30am-8.30pm CST Mon Fri, and 8.30am-5.30pm CST Sat).

The AppleCare number provides technical, software and hardware support. The AppleCare Protection Plan provides students and parents/caregivers with one-stop service and support from Apple experts, so many issues can be resolved over the phone. Students and parents/caregivers may call AppleCare as often as required over the 3 year warranty period.

AppleCare Protection Plan provides:

- Direct access to Apple experts
- Repair – school staff will organise repairs (see Technical Support section)
- Apple software support (see below) for Mac OS X and Apple consumer applications
- Global repair coverage, both parts and labour, from Apple-authorised technicians around the world (Students taking the laptop overseas do so at their own risk and will not receive cover for loss or theft)
- Apple hardware coverage

Software support includes:

- Using the Mac OS X operating system
- Quick how-to questions about iLife and iWork
- Connecting to printers and AirPort networks

AppleCare terms and conditions can be found at: [www.apple.com/legal/applecare/appgeos.html](http://www.apple.com/legal/applecare/appgeos.html)

**Technical Support Information and Flowcharts**

Brighton Secondary School and Apple will provide technical support to students as described in the ICT Support Flowcharts.

Students requiring technical Support from the ICT Support staff must complete and return to the IT Services Office a *MacBook Support Request* form. The forms are available to students from the IT Services Office. The IT Support Office is staffed throughout the holiday periods, except over the Christmas / New Year period.

The relevant procedures are described in Appendix 1: ICT Support Flowcharts.
**Loss, theft or accidental damage to the MacBook**

Where a loss, theft or damage is the result of negligence, carelessness, inattention or apparent disregard for the laptop or malice, parents/caregivers will be charged for the repair or replacement cost for a new MacBook.

Brighton Secondary School will only replace or repair student MacBooks under the following conditions:

- Negligence, carelessness, inattention, apparent disregard or malice is ruled out
- The student submits a *MacBook Support Request* form, available from the IT Services Office or Student Reception
- The student and parent/caregiver sign a witnessed statutory declaration (witness must be a JP or Public Notary) with full details of the incident
- Stolen/Lost laptops must be reported immediately by the student or parent/caregiver to the police and the school must be provided with the police report number on the *MacBook Support Request* form.

In the case of theft, loss or accidental damage to the MacBook or external hard drive, repair or replacements from a pool of similar vintage will be made at the discretion of the school.

The *MacBook Support Request* form and blank Statutory Declarations are available from the IT Services Office or Student Reception. Parents/caregivers may obtain the form from the Front Office. Completed forms should be submitted to the IT Services Office where they will be considered by the Coordinator: One to One Learning, who will make a recommendation to the ICT Admin Committee. The ICT Admin Committee will decide on the recommendation based on available evidence.

As a minimum a $300 excess will apply per incident.

**Insurance**

Brighton Secondary School ‘self insures’ the school MacBooks for accidental damage only, and when negligence, carelessness, inattention, apparent disregard or malice is ruled out. Each claim will be subjected to a minimum $300 excess per incident.

Brighton Secondary School strongly recommends to families that they add the supplied MacBook as an item on their own ‘Home and Contents’ Insurance. Depending on your insurance company/policy, the MacBook may be added with no-out-of-pocket expense.

**Loan MacBooks**

Loan MacBooks may be available from the IT Services Office.

If a student must await the repair or replacement of their MacBook they may receive approval to borrow a MacBook for the duration of the repair/replacement period. The MacBook must be returned to IT Services who will re-image the MacBook before returning it to the IT Services Office. Short-term loans will not be made in circumstances such as:

- When a student does not bring their MacBook to school
- When the battery goes flat.
Any ‘loan’ MacBook still in student possession at the end of term 4 must be returned to the IT Services office (Room 54) before the start of the school summer holidays. Failure to do so will result in school consequences, and the privilege of using a ‘loan’ MacBook revoked in the future.

Ownership
All MacBooks remain the property of the South Australian Minister for Education and Childhood Development for the duration of the program. Brighton Secondary School will dispose of the MacBook at the end of life, i.e. four years, by transfer of ownership to student. This will only occur if the student completes Year 12. At this time, students will be required to return the MacBook to the school’s IT Services who will remove school licensed software and process the MacBook for transfer of ownership. Any student who fails to have school licensed software removed may be liable to copyright infringement as per the Copyright Act 1968.

If a student leaves the school prior to the completion of the program (i.e. before the end of Year 12) they must return the MacBook and the External hard drive to the school’s IT Services department. Any damage to the MacBook or External hard drive will incur a repair cost under Regulation 52. Any MacBook not returned will be reported to the police and parents/caregivers will be invoiced for the replacement.

Students who enrol at the school in Year 10, 11 or 12 will be provided with a laptop of similar vintage to their year level.

Payments
Governing Council approved the school fees, including the One to One Learning Program and these were endorsed via a formal poll of parents/caregivers.

Brighton Secondary School includes the fee for the One to One Learning Program in the annual school fee and payments are to be made as per normal school fee arrangements with the school.

In providing a One to One Learning Program and additional specialist computing areas, Brighton Secondary School will go beyond a 1:1 computer to student ratio.

The One to One Learning Program cost consists of:

- MacBook lease
- External hard drives
- Macintosh Servers
- DayMap Learner Management System
- Provision of additional school Internet
- MacBook Replacement Pool
- Adobe CS3 Software
- Microsoft Office
- Geometer Sketchpad v5
- Mathletics
- Selected school textbooks in e-format
MacBook Policy

(Including the obligations of students and the responsibilities of staff and parents/caregivers.)

Acceptable Use

1. Students must take the MacBook to all lessons unless the teacher has requested otherwise. Teaching and learning programs will make use of the MacBook to benefit students’ learning: to assist in inquiry, collaboration and new ways of demonstrating knowledge. As such, while using the MacBook during lessons students will be on-task as directed by their teacher.

2. Off-task behaviour will be subject to consequences in line with Brighton Secondary School’s Student Behaviour Management policy.

3. Any pornographic material, illegal movies / TV series / game downloads etc. found on a MacBook will be subjected to suspension and/or exclusion from Brighton Secondary School. The South Australian Police will be notified regarding any unlawful activity.

4. The use of the MacBook is on the understanding that students will follow teacher instructions and access applications and files in safe and ethical ways. Students must not disrupt the smooth running of any school ICT systems nor attempt to hack or gain unauthorised access to any system. Students need to be aware that the school’s wellbeing and behaviour management processes extend outside of school hours or off site.

5. Brighton Secondary School reserves the right to monitor the content of student MacBooks and may conduct live monitoring of activity on the MacBook. Students must permit school staff and parents/caregivers to perform checks when requested and may have “Parental Control” enabled by the school at the school’s discretion.

6. Teachers and parents/caregivers may recommend students for “Parental Control” where a student will have limited privileges and be unable to install software. These limited privileges may include websites, times of day, software, mail and chat. Students on “Parental Control” may have their screens monitored while at school and any activity on the MacBook may be recorded in log files.

7. Consequences for inappropriate use will be in accordance with Brighton Secondary School’s Student Behaviour Management policy and may include confiscation of the MacBook for a period of time or managed privileges, at the discretion of Faculty Coordinators, House Team or School Leadership staff who will store the MacBook and be responsible for all communication with regard to return of the MacBook. Where a student is suspected of any unlawful activity, this will be reported to the South Australia Police.

8. At the discretion of the school, a student’s MacBook screen may be displayed at any time to visitors in the school. Students’ screens may be shared on any of the large display screens in the school.
9. When a pattern of non-attendance is identified, student MacBooks will be confiscated until attendance improves.

10. When a student is Externally Suspended their MacBook will be confiscated for the period of the suspension.

**Cyber Safety**


The following is an excerpt from the overview of the Cyber-safety document:

“Learning is a social activity. It happens when people interact with other people and their ideas, knowledge and perspectives. ICTs provide children and students with new and engaging ways to learn. ICTs expand social and knowledge networks so that children and students access current information, interact with experts and participate in peer teaching and learning.

Using ICTs they can publish their learning, as evidence of achievement or to invite feedback for improvement. It is important to both protect and teach children, students and adults, while they learn to use ICTs and become responsible digital citizens. This includes adults thinking ahead of new risks and children and students learn how to avoid exposure to inappropriate material or activities, and protecting themselves when they are online. They need to learn how to use ICTs, including mobile technologies and social networking sites, in responsible and ethical ways. In addition, they need to feel confident about alerting the adults in their lives when they are feeling unsafe, threatened, bullied or exposed to inappropriate events. In response, these adults need to take appropriate actions to protect the child or young person.”

Key aspects of Cyber Safety include:

- students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information such as financial details (eg credit card), telephone numbers or images (video or photographic) of themselves or others
- students must not use their school e-mail address in non-school online communications as this e-mail address contains their personal name and school details
- students must use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke
- students must not forward inappropriate material to others
- students should never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher
- students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes me them uncomfortable
- parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies
Transporting the MacBook
Students will be supplied with a Targus Dual-Purpose Hard-sided Slipcase. This case can be used on its own, inside another case or as a lapdesk. The hard finish EVA outer shell acts as a protective barrier while the inside of the case is lined with a foam construction system to protect the MacBook.

![MacBook Slipcase](image)

Transport between home and school:
The MacBook must be placed in the slipcase and transported in the student’s schoolbag. The MacBook must never be left in any unsupervised area. Drink bottles must not be transported in the same bag as the MacBook.

Students must not bring attention to themselves by displaying the MacBook in public. It should be concealed in the school bag at all times between school and home.

In the event that a threat to student safety occurs, students must place their own safety as first priority and report the matter to police and the school immediately.

Moving around school with the MacBook:
Students must take the MacBook to all lessons unless the teacher has requested otherwise.

When moving around the school students must carry the MacBook in the slipcase. In accordance with the existing policy on schoolbags, the laptop MacBook must not be carried around the school in a school bag. The school does not have adequate space in corridors for students to move around the school with a schoolbag and student safety is a concern.

The MacBook must never be left in any unsupervised area. When the MacBook is not in use it must be locked in the student’s locker.

Students must not carry their MacBook while the screen is open.

Internet Usage at School
According to DECD ICT Security, Internet Access and Use, and Electronic Mail and Use policies, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material. This includes:

- distributing spam messages or chain letters
- accessing or distributing malicious, offensive or harassing material, including jokes and images
- bullying, harassing, defaming or giving offence to other people
- spreading any form of malicious software (eg viruses, worms)
• accessing files, information systems, communications, devices or resources without permission
• using for personal financial gain
• using non-approved file sharing technologies (eg Torrent)
• using for non-educational related streaming audio or video
• using for religious or political lobbying
• downloading or sharing non-educational material

While Brighton Secondary School will make every reasonable effort to provide a safe and secure online learning experience for children and students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material.

The cost to access the Internet at school is currently included in the school fee and allows for students to make reasonable use of the Internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads will incur an additional fee.

**Internet Usage at Home**

Internet browsing by students at home or from other non-DECD sites is permitted. Please note this will not be filtered or monitored by Brighton Secondary School.

Brighton Secondary School accepts no cost for Home-Internet provision. In order to ensure equity of access to the curriculum, school learning tasks that require compulsory Internet access out side of the subject lesson will have a due date greater than 2 nights.

The Internet Service Provider provides Home-Internet logon details, and it is the responsibility of the student/parent/caregiver to setup the Home-Internet connection on the MacBook (generic instructions will be provided at the “Welcome to your MacBook” session).

Students using the MacBook at home to access the Internet must do so in a safe and ethical manner, with parental permission – please refer to the “Parental Control” section for details of how parents can use the operating system to monitor student Internet activity. Parents/caregivers should actively monitor and discuss their child’s use of the Internet.

**Care, Storage and Appearance**

Unique stickers that display student name and the Brighton Secondary School logo will be used to identify MacBooks. Students must not remove these stickers and must take pride in the appearance of the MacBook. While the MacBook remains the property of the Minister for Education students must not place any stickers on their MacBook as these may result in damage to the MacBook and may void the warranty. The MacBook and External hard drive may not store any unlawful material.

The following main principles of care apply:

• Food or drink must not be next to the MacBook at any time
• Cords, cables, and removable storage must be inserted into, and removed from the MacBook carefully
• The MacBook must be used on a solid surface at all times, and not on soft surfaces like a sofa, bed, couch etc.
• Students must not etch or engrave any part of the MacBook. This voids the warranty and any repair costs will be passed on to parents/caregivers
• Students must not carry their MacBook while the screen is open. The MacBook must be placed in the slipcase when carried
• The MacBook must be stored in the slipcase while not in use and locked in student lockers while not in use at school. The lock must be a large, keyed padlock
• Students must not lean on the top of the MacBook when it is closed
• Students must not place anything in the slipcase that will press against the MacBook
• Students must not poke the screen
• Students must not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones or disks)
• Close the lid with two hands, one on either side of the lid
• The screen may be cleaned with a soft, dry cloth or anti-static cloth.

Charging
Students are expected to charge their MacBook at home and bring it to school every day fully charged. Students must not bring the power adapter to school as it is easy damaged or lost and may cause a safety hazard when plugged into the wall socket.

Loan laptops will not be made available to students who do not bring their laptop to school fully charged. Students who attend school without a laptop ready to learn will be subject to consequences as per the school’s Students Behaviour Management policy.

Software update and virus protection
Students are required to perform “Software Update” on the MacBook at least once per week in order to install the latest virus definitions and security items. Built-in software such as iLife ’11 will also be updated to the latest revision in this process. There is no cost involved in this process. New versions of software will not be supplied in this process and will incur additional costs if desired.

As determined by Brighton Secondary School it may be necessary within the lifespan of the MacBook to update the operating system and software in order to maintain compatibility with the school’s network. At such a time the school will recall MacBooks, reimage and return the original MacBook to students. Students will be required to backup necessary files.

Passwords
Students will have a password for the Administrator account of their MacBook and a password for the network logon. The password for the network login is the same password that students have always used to logon to the school network and can only be changed by ICT Support. To avoid confusion, it is recommended that both passwords are the same.

DECD ICT Security and Internet Access and Use policies contain the following main provisions with regard to passwords:
• Passwords must be kept confidential and not displayed or written down in any form
• Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information
• Students must not disclose their personal passwords to any person other than BSS IT staff and Principal Team members, and except on Brighton Secondary School IT Support request forms
• Students will be accountable for any inappropriate actions (eg bullying, accessing or sending inappropriate material) undertaken by someone using their personal user-ID

Copyright
Students must realise their responsibilities associated to intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used. To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

Printing
Staff and students are encouraged to transmit work electronically and lessen the need to print documents. Students will be permitted to print to printers located in Room 65, the Senior Learning Centre, Student Reception, Room 26 and the Library. Students must select the nearest printer. Printing restrictions and charges apply.

Software installation, games and music
Students may have Administrator access to their MacBook and may be permitted to install certain types of software and files provided they have acquired a legitimate license. Student installed software must be educational in nature or have a direct relationship to student learning. Non-educational software, games and music are not recommended as they will unnecessarily use space on the hard drive and therefore impede use of the MacBook for learning. Students using non-educational software, games and files at school will be subject to consequences according to the “Acceptable Use” section. In instances where the MacBook’s performance is restricted due to student installed software and files the MacBook hard drive will be erased and re-imaged by IT Services.

Under no circumstances may software and files be installed without the appropriate license. Students doing so will be liable to prosecution.

Parents/caregivers are encouraged to regularly monitor the contents of the MacBook.

Social Networking
Under certain circumstances social networking sites may be beneficial for learning. However, in many instances social networking sites can be a distraction and potentially unsafe. Therefore students must seek permission from their teacher or parent/caregiver before accessing social networking sites.

School Internet filters block many social networking sites. Parents wishing to filter Home-Internet should refer to the section title “Parental Control”.

Students using social networking sites without permission during lessons will be subject to consequences according to the “Acceptable Use” section.

Students are reminded to use Cyber-safe strategies and use the Internet in a safe and ethical manner.
Data storage and Backups
Student files must be stored on the hard drive of the MacBook. Students will be given access to network shared folders to access shared resources, however no personal files are to be saved on the network.

Students will be supplied with an external hard drive on loan, and will be responsible for their own backups. These backups should occur at least two times per week. The external hard drive must not be brought to school as it will be easily lost or damaged. Leaving the external hard drive at home also reduces the likelihood of loss of the MacBook and backup at once. The external hard drive must be returned with the MacBook if a student leaves Brighton Secondary School before completing Year 12.

The school accepts no responsibility for backup of data.

The MacBook has built in backup software called Time Machine. When students connect the external drive to the MacBook and assign it to Time Machine it will automatically back up the entire MacBook, including system files, applications, accounts, preferences, music, photos, movies, and documents.

Loan External hard drive specifications
All students will be provided with a Seagate 2.5” 500GB external hard disk drive. The hard drive must be left at home at all times.

Parental Control
The MacBooks are preloaded with “Parental Control” software. By default this is turned off. Parents/caregivers seeking to manage, monitor, and control the time their child spends on the MacBook, including the sites they visit, and the people they chat with, can request that Parental Control be turned on.

In the event that a parent/caregiver would like to turn on Parental Control they must complete and return a MacBook Support Request form to the IT Services Office. These forms are available from the IT Services Office, Student Reception and the Front Office.

Please note that the implications of turning on Parental Control include:
• The school or parent/caregiver will have an administrator account on the MacBook
• The student’s screen may be monitored by the school
• The student will no longer have administrative privileges to the laptop
• The student will no longer be able to change settings or install software unless the parent/caregiver is present to enter their password – the school will not provide ICT Support in this instance

**Private Laptops and Mobile Devices**

Private laptops and mobile devices add complexity to the functionality and maintenance of the school network. Accordingly, only school supplied MacBooks, with the standard image, will be supported by the school.

Only staff, students and other school approved users are permitted to access the school’s network.

**Windows**

Brighton Secondary School advises that all typical applications available under Windows are available and fully compatible under Mac OS X. These include:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Internet and Email Browsers
- Adobe CS3

In the special case where a student must run educational software native only to Windows they will be able to install Windows under the following conditions:

- Students must gain approval by the IT Services Team.
- Students and parents/caregivers understand that Mac OS X is the school endorsed operating system in terms of teaching and learning, and technical support.
- School ICT Support will not be provided to Windows.
- Students/parents or caregivers are responsible for all license costs associated to Windows. Please note that Brighton Secondary School does not have a license for third party Windows emulators such as Parallels or VM Ware and such license costs must be paid by the student/parent or caregiver.
- The installation of Windows does not consume hard disk space or CPU resources in such a manner that impedes the operation of the MacBook.
- Mac OS X is unable to run the desired educational software.
- Students maintain the latest Windows virus definitions and scanning software (additional cost is the responsibility of the student/parent or caregiver).

**Training and Development**

Training and development will be provided in order to familiarise students and their parents or caregivers with the MacBook. It is expected that parents/caregivers and students will attend an initial session in order to receive their MacBook. This session will cover:

- Welcome to your MacBook
- Cyber Safety
- Parents/Caregivers use of the MacBook
- Using the MacBook for learning
**Occupational Health Safety and Welfare**

Students are advised to consider the following advice when using their MacBook:

- Taking regular rest breaks within the confines of the classroom and at the discretion of the teacher
- Do not use the MacBook for more than 2 hours in any one session
- Work in an environment free from glare
- Use the MacBook on a desk rather than on the lap whenever possible
- Angle the screen to minimise the need to bend the neck
- Maintain good posture.

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture. Students should be aware of their mobility while using the MacBook.

**Preventing Eye Strain**

Eye strain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eye strain can be reduced by ensuring students:

- Work in environments free from glare or reflection
- Have adequate lighting
- Increase font size for comfortable viewing
- Position the monitor for comfortable viewing distance
- Take frequent breaks from the screen, for example: every 20 minutes look at something 20 feet away (approx 6 metres) for 20 seconds
- Regularly blink to lubricate your eyes.
Appendix 1: ICT Support Flowcharts

Stolen / Lost MacBook

Lodge Police Report and record the Report No.

Complete MacBook Support Request

Lodge MacBook Support Request with ICT Support

Coordinator and ICT Admin Committee

School Replace

Parent or caregiver to replace

Damage to MacBook

Complete Statutory Declaration

Complete MacBook Support Request

Lodge MacBook Support Request with ICT Support

Coordinator and ICT Admin Committee

School Replace

School Repair

Parent or caregiver to replace or repair

Loan MacBook made available during repair
Appendix 1: ICT Support Flowcharts

Software or Settings Fault or Difficulty

Student calls Applecare 1300 968 979

Timemachine restore

Student makes MacBook Support Request

ICT Support Staff solves problem with student

Warranty required?

School Replace
School Repair

Loan MacBook made available during repair

Obvious Hardware Fault

Complete MacBook Support Request

Lodge MacBook Support Request with ICT Support

Coordinator and ICT Admin Committee

School Replace
School Repair

Loan MacBook made available during repair
Macbook Support Request

This form must be completed by students when reporting an incident relating to Macbooks or when a student requires ICT support. Attach statutory declaration for lost or damaged Macbooks.

Personal Details

Name: ______________________________________________________
Year: ___________ Homegroup: ___________ Homegroup Teacher: _______________________
Name of Parent / Caregiver: ________________________________________________________
Contact Phone Number: ___________________________________________________________

Macbook Details

Username: ________________________________________________________________
Login to computer Password (Please write clearly): _______________________________________
Login to Network password (Please write clearly): _______________________________________

What Needs Attention?

☐ Bottom Panel / Laminate ☐ Charging Port ☐ CD/DVD Drive
☐ Screen Damage ☐ Ethernet Port ☐ Stuck CD/DVD ☐ Will Not Charge
☐ Screen Bleeds ☐ Case Cracks ☐ Hard Drive ☐ Short Battery Life
☐ Clamshell Cracks / Alignment ☐ Hard Drive ☐ Will Not Turn On
☐ Keyboard ☐ USB Port ☐ Front ☐ Back
☐ Wireless ☐ Track Pad

☐ Programs Not Working (Please be specific): __________________________________________

☐ Other: _________________________________________________________________

What Happened? (We also require a statutory declaration for incidents of accidental physical damage)

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Student’s Signature: ___________________________ Date: ___________________________

Parent’s signature: ___________________________ Date: ___________________________
Macbook Loss / Theft Incident

This form must be completed by students when reporting an incident relating to Macbooks. A statutory declaration may be required for lost, stolen or damaged Macbooks.

Personal Details

Name: ____________________________________________
Year: _______ Homegroup:___________ Homegroup Teacher: ____________________________
Name of Parent / Caregiver: ________________________________
Contact Phone Number:: ________________________________

Incident Details:

Last time you saw your Macbook: ________________________________
Time you noticed it missing: __________________________________________
Reported to a teacher? □ Yes □ No        Who? ________________________________
Reported to Police? □ Yes □ No       Report Number # ________________________________
Any Other Items Missing? __________________________________________

Where was it left / taken from?

Location Name or Number (eg Locker, Maths Corridor or Room 15) : __________________________
If taken from locker: Locker Number _________ Locker Corridor___________________________

Was there a lock on locker prior to the incident? : □ Yes □ No:

Never had a lock  Lock was present but broken  Combination  Padlock

Is your locker still locked? □ Yes □ No

Is your lock missing? □ Yes □ No  □ Lock has been broken

Are your locker keys missing? □ Yes □ No

Any other details? (We also require a statutory declaration for incidents of loss / theft)

____________________________________________________________________________________

Student’s Signature:               Date:

Parent’s signature:               Date:
One to One Learning Program

Student and Parent/Caregiver MacBook Use Agreement

AT SCHOOL AND TAKEN HOME

For the Students:
I am aware and agree to the school’s initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I agree to comply with my obligations set out in the policy document, Brighton Secondary School – One to One Learning Program and MacBook Policy 2013.

I am aware that by failing to comply with the requirements of the policy I may be subject to having the provided MacBook recalled.

Name of student........................................................................... Homegroup: ........................................

Address of student ........................................................................................................................................................................

Signature of student................................................................. Date.................................

For the Parent/Caregiver:
We are aware and agree to the school’s initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. Therefore I agree to take all possible steps to ensure the above signed student complies with the user agreement obligations set out in provided policy document, Brighton Secondary School – One to One Learning Program and MacBook Policy 2013.

I understand regulation 52 of the Education Regulations 1997 (set out below) may be applied where there is damage to the provided MacBook.

Regulations 52.
Where a student enrolled at a school damages school equipment or property the head teacher may require that student to meet the cost of repairing that damage and if, on request, the cost is not met by that student, it may be recovered by the Minister by action in a court of competent jurisdiction.

Name of Parent/Caregiver.................................................................................................................................

Address....................................................................................................................................................................................

Signature of Parent/Caregiver......................................................... Date.............................

Please note: If it becomes necessary to add/amend any information or rule, you will be advised in writing

The MacBook remains the property of the Department of Education and Childhood Development until such time as your child completes year 12

PLEASE RETURN A COPY OF THIS AGREEMENT TO YOUR CHILD’S HOMEGROUP TEACHER
PLEASE KEEP A COPY FOR YOUR OWN REFERENCE.

WITHOUT A SIGNED AND RETURNED USE AGREEMENT A MACBOOK WILL NOT BE ALLOCATED