The following documentation will need to be read and signed by both the Parent/Guardian and student for full participation in the Netbook Program. Access to this program will occur at the beginning of 2013 when the netbooks become available and a training evening has been undertaken by both the parent and the student. Please remember that:

- The Netbook computer remains the property of Korumburra Secondary College for the term of the lease.

- Students must adhere to the Korumburra Secondary College Computer and Internet Conditions of Use Policy at all times. This includes usage of the Netbook out of school hours.

Usage Guidelines:

- Students will be required to bring their Netbooks to Korumburra Secondary College fully charged every day. Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day.

- Students must carry the computer in the hard shell case at all times.

- Deliberate attempts to avoid the college’s restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the college’s Internet Use Policy.

- The set up and configuration of the KSC partition of the Netbook is not to be changed. This does not preclude students from installing home printer drivers and configuring the Netbook for access to home networks and home Internet Service Providers. However, it is the responsibility of the student to ensure that the Netbook remains in a state ready to be connected to the college network.

- Students may not disassemble any equipment. All repairs will be organised by the school.

- Netbooks must be secured in lockers with a lock whenever they are not in the student’s direct possession, such as at recess, lunchtimes and during PE and Sport classes. Netbooks should not be left unattended in bags or in classrooms. This does not preclude students from using their Netbooks during recess and lunchtime.

- The school cannot permit students to use illegal software. (Particularly games and music) All software on the Netbook must be licensed. Unauthorised copying of software or information belonging to others is prohibited.

- Students are responsible for backing up personal data. This should be done regularly.

- Students are responsible for the safety and integrity of the data on the Netbook. Students are encouraged to use the school’s network storage areas and not to rely solely on the Netbook storage areas for the safety of their work. The College accepts no responsibility for lost data.

- Reformattting of the hard drive will be undertaken when deemed necessary by the College’s technicians. Reformattting causes all programs and files on the computer to be erased and the computer to be returned to its original state.

- Netbook storage areas, including email storage and any storage device connected to the Netbook, are to be considered public access for the purposes of security. Students should not store private or sensitive information on the Netbooks.

- Network administrators may review files and communications to maintain system integrity and ensure that users are using the Netbook responsibly. Users should not expect that files stored on the Netbook will always be private. This includes any and all files contained on a memory stick or other storage device connected to the Netbook.

- The student is responsible for the appropriateness of all files and data stored on the computer, including all files and/or data contained within cookies, caches and temporary internet storage areas.

- Students may not add or remove any identifying labels on the Netbook as this will void any warranty.

- Misuse of the computer may result in the equipment being required to be returned to Korumburra Secondary College.
KORUMBURRA SECONDARY COLLEGE NETBOOK AGREEMENT

- Netbooks may only be retained by a student over the summer holidays if the next year's levy has been paid.

Transport to and from school:
- Netbooks must be carried inside the hard case shell in the student's school bag.
- Netbooks must be carried at all times and not left unattended.
- Students should avoid putting the bag on the ground as the student travels to and from school.
- Netbooks must be removed from the school bag as soon as the student gets home.

At home:
- Netbooks are to be kept away from the eating area, food and drink. The Netbook should be kept away from hot or cold surfaces.
- Students must not eat food or drink when using the Netbook at home.
- The power cord should be used whenever possible to avoid the battery being run down.
- Netbooks must be stored flat.
- Solvents are not to be used to clean the Netbook.
- The Netbook is provided for the sole use of the student named in this agreement.

- or details of the report number along with the Police station where the report was made.
All claims must be reported within one month from the date of loss.
If the claim is reported after this time, we reserve the right to only consider covering the cost of any repair or replacement up to the value as if it had been reported on time.
- The excess applies per event and per unit. If a notebook has had several and/or different types of damage, we may apply more than one excess to the claim.
If more than one unit is stolen or damaged in a single event, then an excess applies to each machine stolen or damaged. Only one claim form is required when multiple items are damaged or stolen from one event.

Claims that may not be covered:
This insurance policy may not cover claims in the following situations. We have highlighted some of the main exclusions below. (For a full listing of the exclusions, please see the Product Disclosure Statement.):

- Software
- Items not stated in the original invoice and/or on the insurance schedule.
- Repairs not authorised by IT Claims Services.
- Parts and equipment damaged by mechanical breakdown.
- Parts that are damaged and there is no signs of any physical damage.
This should be referred to the manufacturer as a warranty claim first!
- Parts and equipment damaged by Corrosion, oxidation, rust, insects, vermin, cold, dampness, heat (leaving next to a heater or in direct sunlight) or general wear and tear.
- Damage or theft caused deliberately by you, your employees, students or other person that has been permitted to use the equipment.
- Theft from a home, building or school outside business hours that has been left unlocked and/or the windows and/or doors have been left open.
- Theft from a vehicle that has been left unlocked and/or the windows and/or doors have been left open.
- Scratches to any surfaces.
- Theft or damage to items that are not carried as cabin baggage on any plane or watercraft.
- Theft or damage to items when being transported by a removalist or other professional transporter.

Faults:
Any malfunctions must be reported immediately to the College's Help Desk.

Loss/Damage/Theft of Netbooks:
- Claims for Stolen, Lost and Maliciously Damaged equipment must be accompanied by a copy of the Police Report (where applicable)

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers
KORUMBURRA SECONDARY COLLEGE NETBOOK AGREEMENT

manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- Students may be required to replace lost or damaged chargers.
- If a device is damaged or lost, the Principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the College's insurance arrangements, the Principal may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

Parents/Guardians need to be aware that they will be liable for the payment of $100 excess fee for every non-warranty repair.
KSC NETBOOK TROUBLE SHOOTING PROCESS

Student takes Netbook to the ICT Officer, or via the Intranet using the Web Helpdesk. Technicians look at the Netbook and assess for problems.

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

Malfunction is Hardware
Technician calls LWT seeking their advice.

Malfunction is assessed as under warranty.
Unit is fixed onsite by LWT technician under warranty agreement within three working days.

Malfunction is assessed as not under warranty.
Insurance Claim is put in. Parent is billed to pay $100 excess. Unit is fixed onsite by LWT technician. Netbook returned to student on receipt of payment.

NETBOOK IS RETURNED TO STUDENT
All paperwork on service is sent home to parents, as well as being copied and filed at KSC.
## COMPUTER AND INTERNET CONDITIONS OF USE POLICY

Korumburra Secondary College is committed to providing and maintaining a comprehensive network of excellent computer facilities at the College.

Access to computers and on-line resources at Korumburra Secondary College give students every opportunity to improve their learning outcomes and increase their confidence in using these tools. The purpose of providing these facilities is to give students every opportunity to engage in learning using these technologies.

For personal safety and confidentiality reasons, students should under no circumstances:
- Disclose personal information, such as their home address, phone number or photograph, on web sites, in e-mail messages or during chat sessions.
- Disclose the school name or address.
- Agree to meet a chat friend in person without first obtaining Parent/guardian permission.

The Korumburra Secondary College Computer and Internet Conditions of Use Policy is designed to enhance self-discipline and respect for the rights of others. It promotes an environment that maximises the opportunity for all students to achieve their full potential.

## CONDITIONS OF USE

When using the computer network within Korumburra Secondary College students must adhere to the following conditions of use and, together with their parent or guardian, sign the attached agreement.

1. Students are expected to take responsibility for their individual login account and will take necessary precautions to prevent others from being able to use their account. Under no circumstances should they provide anyone with their password. **Students are not to use other students’ login accounts to access the computer network and/or the Internet.**

2. Students are not allowed to download or install any programs or other executable files, games or other files without first consulting the supervising staff member.

3. Students’ USBs are not to contain any programs or files that may interfere with the network and/or its’ computers, or contain offensive material. USBs can be checked for these materials at any time.

4. Students should not deliberately attempt to disrupt the computer network, destroy or alter any component of an individual computer [either hardware or software], or spread computer viruses.

5. When using the Internet, students should not attempt to locate sites that may be offensive or potentially harmful to themselves, parents, teachers or other students. If such a site is accidentally accessed, they should immediately close down the screen and inform the supervising staff member.

6. Students should respect the rights of others to privacy, and when using e-mail or posting any material online, students will only write messages using language they would be happy for their parents and teachers to read.
Korumburra Secondary College
COMPUTER AND INTERNET CONDITIONS OF USE POLICY

CONSEQUENCES

Should a student be found to be in breach of the 'Conditions of Use' they will be subject to the following consequences.

For Less Serious Items 1-2:
1. In the first instance, a warning and advice on appropriate behaviour and correct procedures.
2. In the subsequent instance temporary suspension from the use of the facilities [eg. for a week] and a report made to the appropriate Year Level Coordinator.
3. Further transgressions will invoke the serious items consequences.

For More Serious Items 3-7:
4. Immediate suspension from the use of the facilities and a report made to the Year Level Coordinator by the supervising staff member.
5. After discussion with the student, possible suspension of rights from the use of facilities for a period of time.
6. Year Level Coordinators will inform teaching staff of those students who have been suspended from the use of the facilities.
7. Year Level Coordinators will contact parents to inform them of any serious transgression of this policy.
Complete and return this form to the General Office

KORUMBURRA SECONDARY COLLEGE ACCEPTABLE USE AGREEMENT

including

COMPUTER & INTERNET USE POLICY.

I acknowledge that I have read and agree to abide and adhere to ALL the guidelines and requirements outlined in this agreement including computer and internet use policy.

Parent/Guardian name: ________________________________

Phone: ________________________________

Signature: ________________________________

Date: ____________

Student name: ________________________________

Home Group: _______

Signature: ________________________________

Date: ____________