August 2011

Dear Parent/Guardian

Traralgon College is continuing to work on harnessing and maximising the opportunities of digital technologies in the learning and teaching experiences to maximise student outcomes. We aim to make these learning experiences as relevant as possible for today’s local and world communities. As part of this work we are excited that this year we are ready to roll out our 1:1 Netbook Program to all students in year 10 & 11. This is an educational decision that has been made after successful trials in schools across Victoria. These trials and other studies show that eLearning (or learning in an online environment) can help increase student engagement, motivation and attendance—key requisites for learning. This places at student’s finger tips a rapidly growing and improving access to on-line information, resources and applications, as well as the communication and publishing tools preferred by today’s employers and generally students themselves.

The netbook provided by the College remains the property of the college, primarily for network security and software licensing reasons. However, the netbook issued to each child is for their sole use for the remainder of the Senior Schooling days. Students who are up to date with the Netbook Levy (see below) are able to take the device home and use it for both for study and personal use outside school hours.

The immense cost of this project to the government and the college indicates how vital we see these devices in providing quality learning opportunities for students. It is essential that students bring their device to class everyday. It is their responsibility to make sure that with the support of our teachers and technical staff, their device is well maintained and fully functional to participate in the learning program.

What is a Netbook?
A netbook is a small laptop. It can do most things a laptop can do – word processing, spreadsheets and basic databases, email, internet browsing and publication and run a wide range of interactive software. The netbooks that we are purchasing are fast (they have 2 gigabytes of RAM) and have a reasonably sized hard drive. They don’t have a DVD drive and therefore students will back up using the school wireless network and USB drives. They can play video files, but don’t have high graphic capabilities. The netbooks are light (about 1kg) and a hard case is provided. All servicing will be managed by the school and they have a 3 year replacement warranty to cover major faults.

Acceptable Use
Computers and mobile technologies are a big part of many young people’s lives. As with other social skills, effective and acceptable use needs to be learned and practiced. Before receiving their netbook year 10 students and their parents/guardians are asked to sign the attached Netbook Agreement. Students will need to present and hand in this form when they come to collect their Netbook on Friday 25 February 2011.

Netbook Self-Insurance Levy
The Netbooks devices are funded through government and college funds. The device retails for just over $500. We also provide a wide range of software, extended warranty and technical support, that would take the overall market value to well over $1000. The Netbook Self Insurance Levy has been reviewed and is set up to help keep these devices up to date and in good working order. The Netbook Self Insurance Levy is $30 per year for each year at the Senior School.
These funds cover the required technical support and repair costs for accidental damage. The 2011 annual fee must be paid prior to a student being allowed to take the netbook home. Payments will be accepted as three instalments as set out in the PAYMENT SCHEDULE below.

| First year: $30 | Second year: $30 | Third year: $30 |

Students who have paid this levy each year will be permitted to keep the netbook at the end of a three year term after they briefly return the device and the EduStar image and software have been removed.

Please contact Project Leader, Mark Seijbel if you have any questions relating to the program or suggestions relating to netbook use. Mark can be contacted on 51762240 or at Seijbel.mark.m@edumail.vic.gov.au.

Kind regards

Mark Seijbel
eLearning Pedagogy Coach
Traralgon College – Senior Campus

Please complete the PAYMENT SCHEDULE below.

Payment Options for Year 10 Netbooks:

A fee of $30.00 for 2011 is payable by each student prior to the Netbook being released to the student. Please pay at the general office.

Student Name: 

Received payment of: $ 

Payment Method (please circle): Cash Cheque Eftpos 

If you wish to pay by credit card, please fill out information below and submit to the Senior campus office.

CREDIT CARD PAYMENT SLIP

Type of Card (please circle): Visa Mastercard 

Name on credit card: 

Credit card number: 

Expiry Date: / / 

Amount: $ 

Signature: 

If you have any concerns in paying the $30 levy by Thursday 3 March 2011, please contact Mark Seijbel prior to this date to discuss alternative arrangements.

For students continuing in 2012 and 2013 additional payments of $30 each year will be invoiced at the beginning of the academic year.
Netbook Agreement

Student Name: ___________________________ Student User Name: _________ (eg. BMO0012)
TLC Group: ____________________________

The following documentation needs to be read and signed by both the Parent/Guardian and student before participation in the Netbook Program.

The netbook computer remains the property of Traralgon College at all times.

STUDENT REQUIREMENTS:
In order to maintain a safe and supportive environment and maximise learning students are required to:

- Adhere to Traralgon College Acceptable Use Agreement for College Network, Ultranet, internet and digital technologies at all times.
- Bring their netbooks to school fully charged every day.
- Carry the computer in an approved protective case at all times.
- Leave the set up and configuration of the netbook as it was at the time of being issued. 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 school network.
- Organise all repairs through the school. Students may not disassemble any equipment.
- Secure Netbooks in lockers. Netbooks should not be left unattended in bags or in classrooms. This does not preclude students from using their netbooks during recess and lunchtime.
- Ensure all games and music on the netbook are legitimate and not pirated.
- Ensure all software they install is licensed. The school cannot permit students to use illegal software. Unauthorised copying of software or information belonging to others is prohibited.
- Be responsible for backing up personal data.
- Be responsible for the safety and integrity of the data on the netbook. Students are encouraged to use the network drive to store their data.
- Take responsibility 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.
- Return their netbook to IT Support centre when requested for upgrades and maintenance, as well as at the end of their Senior Schooling to get the Edustar Image and software removed.

ADDITIONAL GUIDELINES
- Reformatting of the hard drive will be undertaken when deemed necessary by the school’s technicians. Reformatting 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 and teachers may review files and communications to maintain system integrity and ensure that students are using the netbook responsibly. Students 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.
- Students may not add or remove any identifying labels on the netbooks as this will void the warranty.
• Students may not add or remove any identifying labels on the netbooks as this will void the warranty.
• For transport to and from school, netbooks must be carried inside the student’s school bag or an approved carry bag/hard case.
• Netbooks must be carried at all times and not left unattended.
• Netbooks are to be kept away from the eating areas, food and drink.
• Students must not eat or drink when using the netbook at home.
• At home, the power cord should be used whenever possible to avoid the battery being run down.
• 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.

Self-Insurance Levy
A netbook self-insurance levy of $30 per year has been introduced to help cover the costs of maintaining and repairing these devices due to natural wear and tear, as well as accidental damage. This levy must be paid prior to a student being allowed to take the netbook home each night. Students will be invoiced for this levy at the commencement of each school year at the Senior School.

Students who have paid all three years of the levy will be permitted to keep the netbook at the end of their schooling after the Edustar image and software have been removed.

FAULTS
Any malfunctions must be reported immediately to the school’s computer technicians.

LOSS, DAMAGE OR THEFT OF NETBOOK
• Lost/Stolen netbooks are not covered by insurance and must be replaced.
• Netbooks intentionally damaged by students will not be covered by insurance.
• For accidental damage claims the following procedures apply:
  1. A written report detailing what happened from the student and parent will need to be submitted.
  2. The damaged netbook must be returned.
  3. If the claim is deemed as accidental damage or warrenty, then the device will be repaired at no cost to the student.

I acknowledge that I have read and agree to abide to the guidelines and requirements outlined above.

Parent/Guardian name: _________________________________

Signature: __________________ Date: _________________

Student name: ________________________________

Signature: __________________ Date: _________________