Greensborough COLLEGE

Netbook Usage Policy
1. Introduction

The Greensborough College Netbook Program aims to improve student learning experiences both in and out of the classroom. Greensborough College is providing the opportunity for all students to have access to a Netbook on the expectation that they will make good decisions with regard to their personal use of technology.

The integration of Netbooks, and supporting digital technologies, into the classroom represents an exciting era at Greensborough College. The program provides a wealth of rich educational resources and tools that, when used effectively, can deliver very positive teaching and learning outcomes. However, if the implementation of this new technology is not properly controlled there are certain pitfalls that students may encounter.

The College and the Department of Education & Training (DET) supports students in the appropriate and safe use of their Netbooks. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

This document is specifically aimed at parents and students who are involved in the Greensborough College One to One Netbook Program and details the policy, guidelines, and support strategies to ensure that students are able to make effective use of their Netbooks and avoid any unnecessary problems.

Any students found not adhering to the rules outlined in this policy will be subject to punitive consequences, which may include, but is not limited to, having access to this program limited, suspended or revoked, having their Netbook confiscated, or having their Netbook software restrictions strengthened.

2. Accepting the Netbook Offer

Students whose parents/guardians have opted in to accept the offer of a Netbook (i.e. completed the One to One Netbook Program Acceptance form and the Direct Debit Request and returned it to the General Office by the due date) will be allocated with a Netbook. However, the completed Netbook Usage Policy Agreement form (page 13) and Acceptable Use Agreement (separate four page document) must be submitted when collecting the Netbook. By signing this Netbook Usage Policy Agreement, parents/guardians and students take responsibility for the proper use and care of the allocated Netbook, as outlined in this policy and as demonstrated during the training session. By signing the Acceptable Use Agreement (AUA), students agree to use the internet and digital technologies responsibly at school and at home.

3. Responsibilities

3.1. The Role of Students

Students must use their Netbook and the school computer network responsibly. This also applies when using their Netbook away from the College, at home or on other networks. Communications on information networks are often public and general school rules for student behaviour, conduct and standards will apply.

When using their Netbook and accessing school information resources students must follow the policy and guidelines detailed in this document as well as the rules outlined in the AUA.

Students need to respect the hardware and ensure its safety and care at all times.

Students who fail to honour this code of conduct may forfeit use of their Netbook and access to the internet and/or school network.
3.2. The Role of Parents or Guardians
Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They are also required to monitor their child’s use of the Netbook, especially at home, including access to media and information sources. It is recommended that children use all internet connected computers in an open environment at home, so parents/guardians can monitor online activity and behaviours.

3.3. The Role of Teaching Staff
School teaching staff will monitor appropriate use of the Netbooks in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their Netbooks in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

3.4. The Role of the College
The College commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the Netbooks and relevant curriculum facilities for staff and students.

The school also has a responsibility to ratify information published on the internet by students so that it meets legal requirements and community standards in relation to copyright and safety.

3.5. Training Sessions
When receiving their Netbook for the first time, all students and a parent/guardian will be required to attend a training session that will demonstrate some basics on how to care for and handle the Netbook, as well as outline some of the modifications that are unique to the Greensborough College eduSTAR image, which is the software installed on all Netbooks. By spending this time to familiarise you with the Netbook, we would expect to minimise the number of disruptions that may occur during the school year due to damage or software issues.

4. Acceptable Netbook Use
This policy and the AUA formally set out the rules of use of software, networks, printers, and the internet at Greensborough College. However, all staff and students are accessing the DET network system when at school and are also bound by DET rules of use, which is available for download on the department’s website:


Computer operating systems and other software have been set up to maximise the usefulness of the Netbook, with some software restrictions applied. Students are prohibited from:

- Accessing any web pages, images, computer files, newsgroups, chat groups, or other material accessible with the internet or the school network that would be considered offensive in the judgement of the College.
- Using unauthorised programs, including games, at the school except for learning purposes directed from and approved by the classroom teacher
- Deleting, adding or altering any configuration files.
- Break software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the College equipment.
• Deliberately introducing any virus or program that reduces system security or effectiveness.
• Downloading and redistributing games, music, graphics, videos or text unless authorised to do so by the copyright owner (usually, this is the person or organisation that created the materials).
• Using easily distinguishable passwords (e.g. asdfghjkl;'). Student’s passwords may be changed by system administrators if they are deemed too easily distinguishable.
• Attempting to log into the network with any user name or password that is not their own, or change any other person’s password.
• Revealing their network password to anyone except the system administrators. Students are responsible for everything done using their accounts and everything on their Netbooks. Since passwords must be kept secret, no user may claim that another person entered their home directory (their storage space on the College network also known as their H drive) and did anything to cause school rules to be broken.
• Using obscene, harassing or abusive language and in communication via the internet.
• Using or possessing any program designed to reduce network security.
• Enter any other person’s file directory or do anything whatsoever to any other person’s files.
• Reveal any personal information belonging to either themselves or to others including names, addresses, credit card details and telephone numbers via the internet or school network unless instructed to do so by the college.
• Attempting to alter any person’s access rights’ or
• Storing the following types of files in their home directory (H drive) without permission from their teacher:
  o Program files
  o Compressed files
  o Obscene material – pictures or text
  o Obscene filenames
  o Insulting material
  o Password-protected files
  o Copyrighted material
  o Picture/video/music files, unless they are required to for a subject and have permission from their subject teacher

Any of the above violations may result in suspension of the use of the Netbook for that student. Illegally acquired content will be removed from the device immediately or as soon as practicable.

5. Access and Security

5.1. Monitoring and Logging
It is a condition of entry to the Netbook Program that students agree to the monitoring of all activities including their files, email and internet accesses. A log of all access to the internet, including email, will be maintained and periodically scanned to ensure that undesirable internet sites have not been accessed and that the content of email remains within the guidelines described in this document.

5.2. Internet Usage
Internet access is expensive and has been provided at the College to assist students’ education. Students must use it only with permission and not in any unauthorised way.

Because the internet is an unsupervised environment, the College 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 and rules imposed by parents/guardians.
The College is aware that definitions of ‘offensive’ and ‘inappropriate’ will vary considerably between cultures and individuals. The College 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 College to:**
- Ensure students are aware of safe use of the Netbook and accessing the internet.
- Take action to block any display of offensive or inappropriate material that has appeared on the internet links through local, Department and individual filters.

**Students must not deliberately enter or remain in any site that has any of the following content:**
- Nudity, obscene language or discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or ‘revenge’ activities
- While at school, students must not deliberately go onto sites such as Facebook or similar unapproved social networking sites, as deemed inappropriate by the College.

**Students must:**
- Follow school guidelines and procedures when preparing materials for publication on the web
- Only use material from other websites if they have gained permission from the person who created the material. If unsure, they should check with their teacher.
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately close the site. They should not show the site to others.

**5.3. Cybersafety**

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online.

Students and parents are encouraged to check the following sites online for further useful information:
- The main government eSafety information website at [https://esafety.gov.au/](https://esafety.gov.au/)

**6. Rules for Home Use**

A major feature of this program is that students will be permitted to take their Netbooks home to provide access twenty four hours a day, seven days a week. It is expected therefore that all the rules in this policy are followed at all times. There are some additional rules for home use.

All students must manage the back up of data using their own external storage device, such as an external hard drive, SD Card or USB flash drive. Although there will be some limited space available on the college network drive, it only has sufficient space for school work and will not be sufficient for full data backup of all devices.

Home usage will be granted subject to adherence to the following rules:

1. Students must bring their Netbook fully charged to school each day, unless advised otherwise (e.g. sports day).
2. When travelling to and from school, the student must keep their Netbook inside their school bag.
3. The student must have their Netbook inside a protective case when inside their school bag or other bag.
4. Students must fully charge the Netbook at home each night.
5. Students are responsible for the safe storage and care of their Netbook AT ALL TIMES. For example: Netbooks must not be visible if left in a car, they must not be left overnight at the home of a friend, they must not be used in public places without appropriate supervision.

6. Students must return the Netbook prior to ceasing enrolment at the college.

7. Guidelines for Proper Care of Netbook

7.1. Secure Storage When Not in Use
When at school, students should keep their Netbook in a secured location at all times. Outside of class time or when not being used during class (e.g. practical PE classes), students should store their Netbooks in their lockers, which must have a functioning lock on them. Students must avoid leaving it unattended in unsecured locations, e.g. in school bags or on top of lockers.

When away from school, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the Netbook may become a target for theft.

When the Netbook is at home please ensure that normal accepted domestic security practices are followed. This would include locking the windows and doors in the home when the dwelling is unattended.

7.2. Transport and Handling Procedures
All Netbooks must be covered by a protective case whenever the Netbook is being transported or when not in use. Greensborough College will provide a protective case with each Netbook.

When transporting the Netbook to/from school, students are to make sure that it is in the provided protective case and in their school bag which must be securely closed. Students must never place the Netbook directly into their school bag without the protective case. Netbooks should be placed on top of any heavy items, such as textbooks and away from any moist/wet items, such as frozen drink bottles.

Students should never leave their bag unattended when travelling to/from school. When using public transport, students must not use their Netbook and must keep their Netbook out of sight. In this circumstance, the Netbook can become a target for theft.

7.3. Occupational Health and Safety Guidelines
The basic health and safety guidelines for desktop computers also apply to Netbook use:

- Keep the upper arms relaxed at the side of the body
- Bend the elbows around 90 degrees
- Keep the wrists straight
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes
- If the Netbook is to be put into a bag or backpack, straps should be used in accordance with the bag manufacturer’s recommendations

7.4. General Care of the Netbook Computer
The Netbook is not owned by students or their families but is a tool provided by the College. As is expected when using the property of others, the students are required to maintain the Netbook in good condition and to return it to the school when requested by the College.
In order to maintain the Netbook in working order, students must follow some simple guidelines. Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Carry the Netbook by the screen
- Walk around with Netbook open
- Vandalise any Netbook equipment
- Mark or deface any Netbook equipment (e.g. writing on or engraving any surface)
- Eat or drink near the Netbook
- Use the Netbook outdoors
- Attempt to repair equipment
- Remove any covers or panels
- Disassemble any part of the Netbook
- Disable the operation of the Netbook

In addition, students must immediately report any malfunction or damage to the Netbook to the College as soon as possible by visiting the Netbook Service Desk located in the College’s Library Resource Centre preferably outside of class time.

8. Netbooks Specifications

For 2016, Greensborough College is continuing an expansion of one-to-one Netbook access to all year levels using a leasing agreement with families. Since the College evaluated all the possible devices against our educational needs at different times, we have ended up with two different devices. We will endeavour to ensure students will have the same device across a single year level but parents and students should be aware that this won’t be possible in some cases.

<table>
<thead>
<tr>
<th>SPECIFICATIONS</th>
<th>Year 7 &amp; 10 Device</th>
<th>Year 8 &amp; 11 Device</th>
<th>Year 9 &amp; 12 Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODEL:</td>
<td>Lenovo 11e Yoga</td>
<td>Lenovo 11e Yoga</td>
<td>Lenovo x131e</td>
</tr>
<tr>
<td>SCREEN:</td>
<td>11.6in</td>
<td>11.6in</td>
<td>11.6in</td>
</tr>
<tr>
<td>DISPLAY:</td>
<td>1366x768 Display</td>
<td>1366x768 Display</td>
<td>1366x768 Display</td>
</tr>
<tr>
<td>CPU:</td>
<td>Intel Celeron N2930 (2.16 GHz, 2 MB Cache)</td>
<td>Intel Celeron N2930 (2.16 GHz, 2 MB Cache)</td>
<td>Intel Celeron 1007U (1.5 GHz, 2 MB Cache)</td>
</tr>
<tr>
<td>MEMORY:</td>
<td>4GB RAM DDR3 1066 MHz</td>
<td>4GB RAM DDR3 1066 MHz</td>
<td>4GB RAM DDR3 1066 MHz</td>
</tr>
<tr>
<td>WIRELESS:</td>
<td>Intel 802.11agn wireless</td>
<td>Intel 802.11agn wireless</td>
<td>Intel 802.11agn wireless</td>
</tr>
<tr>
<td>BLUETOOTH:</td>
<td>Bluetooth 4.0</td>
<td>Bluetooth 4.0</td>
<td>Bluetooth</td>
</tr>
<tr>
<td>ETHERNET:</td>
<td>RJ45 Ethernet</td>
<td>RJ45 Ethernet</td>
<td>1GB Ethernet</td>
</tr>
<tr>
<td>CAMERA:</td>
<td>Integrated 720p Webcam</td>
<td>Integrated 720p Webcam</td>
<td>Built in Camera</td>
</tr>
<tr>
<td>BATTERY:</td>
<td>4 Cell Battery</td>
<td>4 Cell Battery</td>
<td>6 Cell Battery</td>
</tr>
<tr>
<td>WARRANTY:</td>
<td>3 Year Onsite Warranty</td>
<td>3 Year Onsite Warranty</td>
<td>3 Year Onsite Warranty</td>
</tr>
<tr>
<td>INSURANCE:</td>
<td>Included 3 year Accidental Damage Insurance with $100 excess</td>
<td>Included 3 year Accidental Damage Insurance with $100 excess</td>
<td>Included 3 year Accidental Damage Insurance with $50 excess</td>
</tr>
<tr>
<td>CASE:</td>
<td>Hard Case Carry Bag</td>
<td>Hard Case Carry Bag</td>
<td>Hard Case Carry Bag</td>
</tr>
<tr>
<td>OPERATING SYSTEM:</td>
<td>Windows 8.1 Academic</td>
<td>Windows 8.1 Academic</td>
<td>Windows 7 Enterprise</td>
</tr>
</tbody>
</table>
9. Service and Repairs Process for Netbooks

9.1. Service & Repairs
Greensborough College has a ‘Netbook Service Desk’ located in the Library Resource Centre. This ‘Desk’ will act as the central point for all enquiries and service requests in regards to the College Netbooks. The desk will operate during school hours by technicians specially trained to deal with the One to One Netbook Program.

It is important to note that the College will endeavour to have all Netbooks returned within a 3 day period. However, there will be times where due to sourcing of parts and service demand this may not be possible. In these cases students will still be able to use a ‘Swap-Out Unit’ until their own Netbook is returned. Students who have opted in to the lease agreement will also be able to take Swap-Out Units home.

9.1. Included Insurance for Year 7 and 10 Student Netbooks
For students receiving the Lenovo 11e Yoga devices, the cost of insurance is included in the lease payments on the device. Any accidental damage claims made, regardless of the part needing repair, will have a $100 excess payable for each claim. Details as to how to place a claim will be provided by the Netbook Service Desk technicians and claims will only be processed once the excess has been paid.

9.2. Included Insurance for Year 8 and 11 Student Netbooks
For students receiving the Lenovo 11e Yoga devices, the cost of insurance is included in the lease payments on the device. Any accidental damage claims made, regardless of the part needing repair, will have a $100 excess payable for each claim. Details as to how to place a claim will be provided by the Netbook Service Desk technicians and claims will only be processed once the excess has been paid.

9.3. Included Insurance for Year 9 and 12 Student Netbooks
For students receiving the Lenovo x131e devices, the cost of insurance is included in the lease payments on the device. Any accidental damage claims made, regardless of the part needing repair, will have a $50 excess payable for each claim. Details as to how to place a claim will be provided by the Netbook Service Desk technicians and claims will only be processed once the excess has been paid.

9.4. Replacement Costs (excluding GST):

<table>
<thead>
<tr>
<th>Damaged Part</th>
<th>Lenovo 11e Yoga</th>
<th>Lenovo x130e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td>$283</td>
<td>$154</td>
</tr>
<tr>
<td>Keyboard</td>
<td>$94</td>
<td>$88</td>
</tr>
<tr>
<td>Upper Case / Keyboard Bezel</td>
<td>$158</td>
<td>Top cover: $87; Palm rest: $103</td>
</tr>
<tr>
<td>Lower Case / Base</td>
<td>$99</td>
<td>$54</td>
</tr>
<tr>
<td>LCD Cover</td>
<td>$99</td>
<td>$76</td>
</tr>
<tr>
<td>Hinge</td>
<td>Part not replaceable</td>
<td>$36</td>
</tr>
<tr>
<td>HDD Door / Base Cover</td>
<td>$99</td>
<td>$39</td>
</tr>
<tr>
<td>LCD Bezel</td>
<td>$58</td>
<td>$34</td>
</tr>
<tr>
<td>AC Adapter</td>
<td>$48</td>
<td>New: $61; Second-hand: $15</td>
</tr>
<tr>
<td>Battery</td>
<td>$131</td>
<td>$124</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Motherboard</td>
<td>$416</td>
<td>$251</td>
</tr>
</tbody>
</table>

Prices correct as of 12/11/2015 – These may be updated by our supplier. $? Cost not yet available at time of publishing.

All enquiries regarding Netbook services, Swap-Out units, repairs, and software issues should be directed to the Netbook Service Desk.
9.5. Swap Out Units
Dependent on availability, the College will provide a ‘Swap-Out Unit’ for cases where the unit is required to be returned for repairs that will take more than one day. When students bring their Netbook to our service desk and it is deemed appropriate to return them for service, they will receive a ‘Swap-Out Unit’ to loan during class time whilst their own unit is repaired. Students whose parents/guardians have opted in to the lease agreement will also be able to take Swap-Out Units home. This responsibilities and rules outlined in this policy also apply to the unit provided whilst in the care of the student.

9.6. Images and Re-Imaging
The Netbooks will come pre-loaded with the relevant computer image (Computer Operating System). This image contains the Department’s eduSTAR software for secondary schools as well as additional school-licensed software.

The College will re-image all student Netbooks on a regular basis to ensure all software is updated. This will result in Netbooks for those students being unavailable for a short time. (We envisage the process should take less than 3 days). All data on the Netbooks will also be deleted during this process.

Before this process takes place, it is essential that students make backups of any files they wish to keep that are located on their Netbooks. The College will take no responsibility for lost data during this process.

9.7. Report of Loss or Damage
The Netbooks are covered for warranty repairs for the duration of the program. However, warranty claims will only be honoured if reasonable care has been exercised by students. Loss or deliberate damage of the device or any of its components (e.g. case, battery or power cord) will incur a replacement cost by parents.

In circumstances where deliberate damage by a third party or theft has occurred, it will be necessary to report the incident to the Police and action may be taken against the perpetrators or their parents/guardians to recover costs for repair to, or replacement of the Netbook.

Any loss or damage that occurs to the Netbook within the College during school hours must be reported to the relevant Coordinator or Assistant Principal as soon as practicable. The student must also report the incident in person to the ICT coordinator or technician as soon as possible either using the Report Computer Problems link available on the College intranet or in person.

If loss, damage or theft occurs outside school hours the parent/guardian must report the incident to the ICT Coordinator as soon as practicable by phoning (03) 9433 2666 or emailing greensborough.sc@edumail.vic.gov.au with “Attention: ICT Coord – Netbook Incident Report” in the subject line. In cases of theft outside school hours, the student with their parent/guardian must also report the incident to the Police. A copy of the police incident report must also be provided to the College.

10. Data Management
Saving or backup of data is the responsibility of the student. It is recommended that students purchase an SD card, USB flash drive or preferably, an external hard drive and backup data on a regular basis (e.g. weekly).

If a Netbook issue is diagnosed as being software related, students will have access to re-imaging. The re-imaging process will wipe all of the data from the machine and set it up to the original image.

Teachers will not accept data loss as an excuse for not handing in work on time.
11. **Printing**

Students are allocated enough printing credits to last them the school year when used efficiently and appropriately. Students should minimise printing at all times by print-previewing, printing in PDF and emailing document to their teachers, editing on screen rather than on printouts and spell-checking before printing. Printing in black and white is five times cheaper than printing in colour on the College’s print management accounting software. Students should only print in colour for final copies when necessary.

Students are expected to manage their own print credits by ensuring that their password is protected. Additional printing credits may be purchased in denominations of $5 from the General Office. Printing credit is non-refundable.

12. **Virus protection**

The Netbooks are configured with anti-virus software. However, on the detection of a virus or the suspicion of a viral infection, the student must log a technician job using the Report Computer Problems link available on the College intranet and on the College website. They must then take their Netbook to the technician as soon as practicable. Students are not to install any virus protection programs themselves.

13. **One to One Netbook Program Administration**

Allocation of Netbooks to students will only take place when the appropriate forms are returned completed and signed to the College AND a Netbook training session has been attended by the student and a parent/guardian.

It is suggested that parents/guardians retain a copy of all these documents for future reference. The College reserves the right to change this policy at any time without notice. Parents/guardians and students will be informed of any changes or updates to this policy via the College newsletter and on the College website.

13.1. **Students Joining the Program before Beginning of School Year**

Students who are enrolled at the college already and advancing to the following year level or who are enrolling to commence at the college the following year will have the opportunity to join the One to One Netbook program.

Submit the following forms to the General Office by the given cut-off date (in the Parent Information Package):

- One to One Netbook Program Acceptance form
- Direct Debit Service Request form

Attend a Netbook training/distribution session and complete the following forms to submit to the Netbook Service Technician when collecting the Netbook:

- Netbook Allocation Authorisation form – remove and return the last page of this booklet
- Acceptable Use Agreement

All students will be required to sign the Netbook Allocation Authorisation upon receipt of their Netbook to state that they have received their Netbook.
13.2. Students Joining the Program during the School Year

Enrolments that occur during the school year will have missed out on the scheduled group training sessions. Parents or guardians will be given the relevant Netbook Program documents needed when enrolling at the College. However, it is the responsibility of the parents/guardians to contact the ICT Coordinator on 03 9433 2666 to organise a suitable time for an individual training session. Your child will only receive their Netbook after a training session has been completed, regardless of what forms have been submitted or what payments have been made.

Submit the following forms to the General Office before attending your Netbook training session:

- One to One Netbook Program Acceptance form
- Direct Debit Service Request form

Attend your Netbook training/distribution session on the date and time organised with the ICT Coordinator. Complete the following forms to submit to the Netbook Service Technician when collecting the Netbook at this session:

- Netbook Allocation Authorisation form – remove and return the last page of this booklet
- Acceptable Use Agreement

All students will be required to sign the Netbook Allocation Authorisation upon receipt of their Netbook to state that they have received their Netbook.
Greensborough College

Netbook Usage Policy Agreement

I have discussed the implications and rules of accepting responsibility for the allocation of a Netbook with my child and we agree to adhere to the Greensborough College guidelines and the Department of Education and Early Childhood Development Acceptable Use Policy guidelines for Students and Parents/Guardians.

Student Name: ____________________________ Home Group: ______

We agree to adhere to the rules of the Greensborough College Netbook Usage Policy and accept responsibility for appropriate use and care of the allocated Netbook when being used away from the College. We understand that not adhering to the rules outlined in this policy may result in access to this program being suspended or revoked and/or the Netbook confiscated.

Policy Overview:

1. The student must bring their Netbook to school each day. It must be fully charged.
2. The Netbook must be fully charged at the beginning of the school day.
3. The student must have their Netbook inside a protective case and inside their school bag when travelling to and from school. It will be kept out of sight when travelling via public transport.
4. The student is responsible for the safe storage and care of their Netbook at all times. For example: Netbooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at the home of a friend that the student is not also staying at.
5. The Netbook is the property of the College; hence the Acceptable Use Agreement applies at all times.
6. The student must return the Netbook prior to ceasing enrolment with the College.
7. It is to be understood that the Netbook remains the property of the College and must be returned if required.
8. Any damage to or loss of the Netbook must be paid for before the device is returned or replaced.
9. Students are responsible for backing up information and data on a regular basis using their own external hard drive, SD Card or USB flash drive.
10. Netbooks will not be allocated to students until they have returned the necessary signed forms.

Student Signature: ____________________________ Date: ______

Parent Name: ____________________________

Parent Signature: ____________________________ Date: ______

Please note: DO NOT SUBMIT THIS FORM TO THE OFFICE. THE STUDENT MUST HAVE THIS FORM IN THEIR POSSESSION WHEN COLLECTING THE NETBOOK. THIS FORM MUST BE EXCHANGED FOR THE NETBOOK WHEN COLLECTING IT.

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Netbook Number</td>
<td></td>
<td>Student Username</td>
</tr>
<tr>
<td>Training Session Attended</td>
<td>YES / NO</td>
<td>Date of Training Session</td>
</tr>
<tr>
<td>Date Netbook Allocated</td>
<td></td>
<td>Staff Allocating Netbook Initials</td>
</tr>
<tr>
<td>Signed AUA Received</td>
<td>YES / NO</td>
<td>Student Initials upon Netbook receipt</td>
</tr>
</tbody>
</table>