2020 Preferred Notebook Information Booklet

Welcome to the Heathmont College Preferred Notebook Information Pack for 2020. The preferred notebook entitles your son/daughter to the use of a high quality notebook for education at school and home. The program aims to prepare them for lifelong learning in today's global knowledge-based society.

In 2020, students will confidently utilise their notebook as a primary instrument to support their personal learning needs and interests. It will provide them with access to a wide variety of digital content, services and infrastructure.

Heathmont College has worked extensively with staff and students to further integrate student devices within the curriculum, making them a valuable learning tool in the classroom. With the introduction of convertible devices with touch capacity students are able to use devices across a range of learning areas to provide varied learning experiences and better outcomes for students.

eLearning programs and curriculum are designed around the school run device program and as such it is recommended that students going into Year 7 and 10 in 2020 participate in the program.

Please spend time thoroughly reading this information booklet and familiarise yourself with all the components and benefits of the Heathmont College 2020 Notebook Program.

Regards

Dan Webber
Assistant Principal

Device Selection

Before the selection of the device, input was obtained from a range of stakeholders and vendors to ensure the selected device would remain current and appropriate for use in an educational environment over the 3 year lifespan.

- Portability
- Weight
- Battery Life
- Performance
- Touch Enabled
- Durability
- Warranty / Repair Support
- Price
- Supporting Infrastructure

The devices selected for 2020 are the Acer B118(Years 7-9) and Lenovo L390 (Years 10-12)

	Acer Travelmate B118	Lenovo Yoga L390
Display	11.6" HD LED (1920 x 1080) Touch Screen	13.3" HD LED (1920 x 1080) Touch Screen
Memory	4GB DDR3	8GB DDR4
Processor	Intel Pentium Quad Core N4200 (up to 2.50 GHz)	Intel Core i5-8265U 3.90GHz
Hard Drive	256GB SSD	256GB SSD
Battery Life	Up to 13 Hours	Up to 13 Hours

Frequently Asked Questions

What Software will be on the notebook?

With the help of the Department of Education and Training, Heathmont College has researched and designed a standard image for notebooks which incorporates both DET licensed, school licensed and open source software including Microsoft Windows 10, Microsoft Office 365 etc.

Can students access inappropriate internet content while at school?

Heathmont College utilises Sophos XG, a commercial grade firewall, for web filtering of laptops during school hours only.

Will textbooks need to be purchased?   Yes. However, many
books will be made available as an e-resource.

Who is going to handle warranties and repairs?

If any repairs are required, your child simply brings their notebook to the I.T Office who will arrange the repair on their behalf. For repairs not covered under warranty, a quote will be provided which is payable by the student's parents/guardians. If you purchase the optional insurance coverage, an excess is payable to the insurance company in the event of any accidental damage not covered by warranty.

What about flat batteries? Will students 'plug in' in the classrooms?

Students are expected to charge the notebook overnight and to bring it fully charged to school each day.

Can students access the internet from home?

Home internet connection is not supplied by the school. However, if there is an existing internet provision at home the notebook can be connected.

Who is responsible for backing up data on the notebook?

It is the responsibility of all students, regardless of the device they use, to ensure they keep a backup of all important files. It is recommended that families utilise an inexpensive USB external storage device for this purpose. Students will also be given access to Microsoft OneDrive, an online cloud based storage facility.

ICT Acceptable Usage Policy
School Rules for Use of Hardware and Software

- Students are responsible for taking full care of their device
- All users must log in under their own username and password and correctly log out at the end of each session. Students are responsible for information sent or accessed through their login details.
- Students must not attempt to discover, disclose or use another person's password nor must they reveal their own password to others.
- At school, the internet is to be used for schoolwork only and the students must not send unnecessary or inappropriate emails.
- Only devices highlighted on the 'Student Owned Devices' document can be used at the school.
- Students must not tamper with the system setup, add, or remove school provided programs/applications without permission.
- Games are not permitted on any device.

Internet Usage and Conduct

- All students must abide by generally accepted rules of etiquette. They must be polite when communication with other people. This includes not swearing, using inappropriate language or vulgarities.
- All students must respect and not disclose any private, confidential, or personal school or student information they may view or have access to.
- Students are not to attempt or deliberately access, download, upload, send (including forwarding) or view any unacceptable or illegal material. This includes any content that could be considered racist, sexist, violent, antisocial, pornographic, explicit, vulgar or obscene.
- While the school encourages debate, students are not permitted to engage in libellous criticism of peers, teachers, the school, staff, other individuals or organisations. Students who are both directly and indirectly involved (through encouragement) of defamatory, libellous criticism and harassment via an electronic medium maybe subject to disciplinary and/or legal (both civil and criminal) action. This extends to all content posted/submitted on social media websites, blogs, wikis, instant messaging and other publically accessible and restricted access websites.
- Students must understand that actions on the internet are subject to both state and commonwealth laws, in addition to school discipline policies and procedures. Students' online misconduct may also result in criminal and/or civil legal charges and/or penalties.
- Students must check the internet rules of different external groups and always observe these rules.
- Students must observe copyright laws when copying or redistributing another student's work. Students must always correctly acknowledge the use of another person's work.

- If students read or see something on the internet which they think is not acceptable, they must tell their teacher, learning group teacher or year level coordinator immediately.
- Students must not use the internet for any commercial purposes such as buying/selling of goods.
- Students must not use any means including anonymous proxies, online tools or software to bypass internet security to access blocked sites.
- Whilst on school grounds, students may only use the notebook's camera to take photographs with the permission of a supervising teacher
- Students will only access the internet via the school's network. Wireless hotspots, phones and other devices must not be used.
- Students must not access or attempt to access any non-authorised part of the school's network.
- Responsible cyber citizenship is promoted and all forms of cyber bullying are prohibited.
- Students may not upload to any website or distribute electronically any material relating to Heathmont College without permission from the Principal.

ICT Acceptable Usage Policy

Student Agreement

Before you may use the network and facilities at Heathmont College, you must sign this contract, which binds you to the following conditions as set out in the ICT Acceptable Use Policy. If you break any of the conditions, appropriate penalties as stipulated will be applied.

I have read the ICT Acceptable Usage Policy and agree to obide by the guidelines and conditions in it.

Student Name _____

Signed _____

Date _____

Parent/Guardian Agreement

I have read and understand the ICT Acceptable Usage Policy. I agree that my child shall observe these guidelines and conditions. In addition to the stipulations outlined in the documents named above, I understand that I am bound by the following stipulations:

- I understand that my son/daughter may only bring one notebook to school to use in the classroom
- I understand that the notebook brought to school by my child may, with my permission, be confiscated by Heathmont College staff in the event of a breach of the ICT Acceptable Usage Policy.
- I understand that if my son/daughter's notebook is confiscated for any reason, it will be returned to me in person at Reception.

Parent/Guardian Name: _____

Signed _____

Date _____