



St. Patrick's College Ballarat

2018 Notebook Handbook and Agreement



ST. PATRICK'S COLLEGE BALLARAT
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1. Introduction

In line with the College's vision from the 2015 - 2018 Strategic Plan - '*Raising fine boys to the status of great men*', the vision for eLearning is:

To provide technology-enriched learning opportunities that enable students to achieve high quality learning outcomes, preparing them for further education, training and to live and work in a digital world.

St Patrick's aims to improve each boy's ability to thrive and think critically in an information rich world. This requires that technology be seamlessly accessible and integrated throughout the curriculum. Our learning programmes are constantly being reviewed and refined to meet the opportunities that new technologies will provide for your son.

Our eLearning vision will be fulfilled through the explicit use of digital pedagogy. Digital pedagogy is a way of working and learning with ICT to facilitate quality learning experiences for 21st century digital learners. It is defined as the convergence of ICT tools, technical skills, pedagogical practices and understanding of curriculum design appropriate for digital learners. Used effectively, the appropriate and relevant choice of digital pedagogy:

- Supports, enhances, enables and transforms learning and teaching to provide diverse and flexible learning opportunities for a digital generation;
- Provides the tool for engaging students in actively constructing and applying rich learning in purposeful and meaningful ways;
- Enhances opportunities for authentic, contextualised assessment that supports learning in a digital context; and
- Requires teachers to understand how teaching practices that are already commonly used in the classroom can be redesigned to incorporate digital tools and technologies to enhance and extend the learning experience for students.

In 2018, St Patrick's will have a 1:1 notebook program for all students in Years 10 11 and 12 to enhance teaching and learning in the Senior School. The 1:1 iPad program will continue to run in Years 7, 8 and 9.

Why the HP Laptop?

To meet the highly demanding senior school years a notebook device provides pupils with contemporary resources that will enable students to interact with the curriculum and engage collaboratively with their teachers. The different learning needs of a VCE demands productivity that the HP Laptop will provide with its touchscreen, convertible tablet mode, solid state hard drive, Microsoft Windows 10 and ability to ink.

3. Consequences of Improper Use

When connected to the network, the College will filter and monitor email, web traffic and content accessed by students to ensure appropriate usage. Any breach of the protocols will be recorded and the student may be subject to the following consequences:

- Warning
- Incident added to student's Behavioral Tracking record
- Informing parents/guardians
- Completing community service
- Lunchtime or after school detention
- Suspension
- Placing restrictions on your HP Laptop
- Remove all non-educational apps and software (games, social media etc)
- Limiting student access to device
- Resetting the device
- Incurring the cost of replacement of equipment
- Return of the device to the College
- Legal action

4. Using the Notebook

4.1 Wi-Fi

Whilst at school students will be provided with access to the Internet through the colleges networking infrastructure and Wi-Fi setup. Whilst using the Internet students need to be aware of the Responsible ICT Usage document. Students should not connect to any unauthorized or unknown SSID Wi-Fi signals including portable Wi-Fi modems or tethering to mobile phones.

At home students are permitted to connect their device to their home Internet and networking infrastructure but are still reminded to abide by the colleges Responsible ICT Usage document as their device is connected to St. Patrick's College.

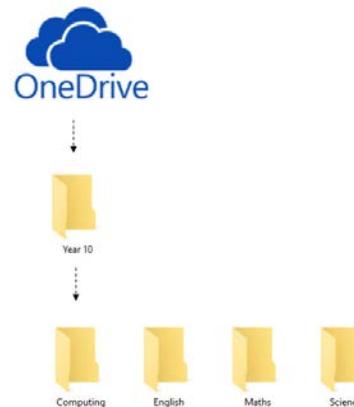
Students should be aware of the terms Malware, Spyware, Viruses, Worms and Trojans. Access to the Internet and actions whilst connected to the World Wide Web can compromise your notebook and your personal identity. Measures are taken by the ICT Hub to protect students against malicious activity but students are reminded that their actions do have consequences.

4.2 Backing-Up (One Drive)

One Drive is the colleges default storage location and students should endeavor to keep all documents in their OneDrive storage folder.

Documents that are saved to OneDrive can be shared with teachers and students and submitted for assessment

Students should endeavor to keep their files and folders organized within their OneDrive according to year and subjects. Losing a document due to mismanagement and naming is not an appropriate excuse for not submitting work and students will be penalized as usual for late submission of work.



4.3 Software Center

The only authorized means for students to install software on their device is through Software Center. The applications available in Software Center are fully licensed and available for student use. Students are asked to be mindful when installing applications and software for their classroom needs and be fully prepared for lessons using any required applications. Students should not undertake the installing of software during class time as this process may require restarting of the notebook and distract students from undertaking lesson objectives.

4.4 Microsoft Store

Students are permitted to install verified apps through the Microsoft app store that appear in the connected St. Patrick's College account.

4.5 Office 365

The default application for word processing, notetaking, presentations and spreadsheets is Microsoft Office. Through the use of Office 365 students can share and collaborate on documents.

4.6 Printing

Students are permitted to install school printers on their device through SIMON and will be charged for this printing at rates depending on the type of copy. Students can connect and install home printers on their

notebook through the add printers and scanners option

4.7 e-Textbooks

Year 10 students will be using e-Textbooks on the notebook from the college provider. Students should have all of the textbooks required for their subjects downloaded and ready for classroom use.

4.8 App 4

The default diary application for use on the notebooks is App4. Students are expected to check and use App4 on a regular basis and should be familiar with using the application and how to add and access homework on this software.

4.9 Supporting your son with their notebook

- Maintain an open, honest dialogue with their son about online activities both academic and social. Discuss things such as standards, values, expectations and consequences both for themselves and others
- Parents can access their son’s notebook at any time to view use of the notebook and any Software installed
- Workshops helping parents to become familiar with the devices and their settings will be run by the College at various times throughout the year
- Raise any concerns about your son’s use of the notebook with the College to discuss appropriate strategies and solutions
- Become familiar with current technologies used by their son
- Take an interest in their son’s online life
- Assist to protect personal information
- It is recommended by cyber safety experts that devices connected to the internet be used in a family common room where parents can keep tabs on online activity
- Total screen time of the notebook should be negotiated between parents and son and monitored
- Ensure that no inappropriate material is loaded onto the notebook and brought to school.
- Consider guiding and assisting your son with Microsoft Family account.microsoft.com/family
- School related use of the notebook should be kept within the suggested homework time i.e.

Year 7 & 8:	1 – 1.5 hours per night (5 nights per week)	1 – 1.5 hours per weekend
Year 9 & 10:	1.5 - 2 hours per night (5 nights per week)	1.5 – 2 hours per weekend
Year 11:	2 – 3 hours per night (5 nights per week)	2 – 3 hours per weekend
Year 12:	3 hours per night (5 nights a week)	3 hours per weekend

4.10 Being prepared for school

Students should bring to school a fully charged notebook device each day and charge their device at home overnight. Any software required for school should be installed in preparation for classes.

5. Caring for the Notebook

5.1 General Care

- Avoid leaving the notebook in heat above 35 degrees Celsius or below 0 degrees Celsius for extended periods of time;
- Avoid water or extremely humid conditions;
- Avoid leaving the notebook in any motor vehicle;
- Do not attempt to dry notebooks with an external heat source such as a hairdryer or hand dryer;
- Avoid putting anything into port connections apart from intended peripherals;
- At all times keep the notebook inside the College approved protective cover and inside the College approved protective bag inside your schoolbag when not in use;
- Avoid using the notebook outdoors;
- Avoid using or leaving the notebook in inappropriate environments. E.G., the beach, swimming pools, trampolines, in the vicinity of pets (dogs, cats horses etc.), the snow;
- Do not use the notebook while walking or running;
- Always have the notebook inside its protective cover and protective bag when travelling;
- Be careful where the notebook is placed in the school backpack to minimise the risk of damage;
- Take care where the school back pack is placed during transport to minimise possible damage to the notebook.
- Do not deface the notebook or its case with stickers or by drawing on the device with a pen or pencil.
- Do not remove keys, or protective pads from the device
- Always close the notebook for transport with the keyboard touching the screen. Do not pack the device away or transport it in Tablet mode.
- Always shutdown the device for transport. Do not leave the notebook in hibernation mode or full power mode.
- Do not cover the notebooks ventilation and cooling systems when using the device
- Do not walk around holding the device in potentially damaging ways. i.e. holding the device by the screen or holding it low by your knees.

5.2 Screen

- Avoid knocking or dropping device on hard surfaces or putting force on the screen. This includes textbooks or pencil cases;
- Always keep the notebook in the College approved protective cover;
- Clean often with a soft, slightly damp, lint-free cloth so long-term smudges don't affect the coating;
- Don't use window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol;
- Optional: use alcohol antibacterial wipes.
- Do not close the notebook lid with anything between the screen and the keyboard

5.3 Batteries

Notebook batteries are rechargeable, but they will eventually wear out. They will last longer if you follow a few simple tips:

- Use battery saver mode for times of heavy use and keep battery saver mode at or above 20%
- Install updates on your device that will improve and enhance battery life;
- Go through one charge cycle per month. To do this fully, charge the notebook then completely run it out before recharging;
- Make sure you are using the supplied notebook charger
- Ensure your notebook is fully charged for a day's use at school

5.4 Support with notebook issues

If students have an issue with their notebook whilst at school, they will need to:

- Seek assistance from their Pastoral Care teacher and or subject teachers;
- If there is a hardware issue or the teacher is unable resolve the issue, seek technical support from the ICT Hub.

6. Digital Safety and Citizenship

A good citizen is someone who upholds and respects the laws of their country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviours. They show care and concern for themselves, their neighbours and other members of their communities. A good citizen respects other people's property, and expects others to do the same for them.

A good digital citizen applies the same rules to the cyber-world. A good digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. In return, they expect the same respect to be shown to them. There are three key parts to digital citizenship - looking after yourself, other people and property.

6.1 Looking after yourself

- Choosing online names that are suitable and respectful;
- Only inviting people you actually know in the real world to be your friends in the online world;
- Only visiting sites that are appropriate and respect the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents then it is inappropriate;
- Setting your privacy settings so that only the people you know can see you and your personal information;
- Using passwords that are hard to guess and keep these secret;
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly;
- Always reporting anything that happens online that makes you feel uncomfortable or unhappy;
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

6.2 Looking after others

- Show you care by not sending hurtful or inflammatory messages to other people;
- Show you care by not sending inappropriate messages, videos or images or links to other people that contain obscene, disgusting or adult language or themes;
- By not getting involved in conversations that are unkind, mean or bullying;
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate;
- Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult;
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

6.3 Looking after property

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online;
- By not sharing the music, movies, games and other software that you own with other people;
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents; and
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them, and reporting any damage that you find.

7. Dealing with inappropriate communications or abuse online

- Tell someone you trust – a teacher, a parent or other adult;
- Avoid responding to the online behaviour; leave the site or conversation;
- Collect evidence – do not delete any offending material or take screen shots of any offending material;
- Block the contact or remove them from your list;
- Check that your profile settings are private; and
- Avoid opening messages from people you don't know.

You can also report any unwanted contact by visiting the **Australian Government eSafety Help** website <https://esafety.gov.au/>

Websites for further information:

<https://esafety.gov.au/education-resources/iparent>

<http://www.staysmartonline.gov.au/>

<http://ipads.stpats.vic.edu.au/cyber-safety-resources.html>

8. Insurance

- 8.1** You must immediately inform the College if the Device is lost, stolen or accidentally damaged. Where the Device is stolen, lost or damaged all relevant circumstances and other information required must be reported by You to the College. The St Patricks ICT Hub support centre will provide you with the appropriate forms and advise You of what action is required.
- 8.1.1** Where the device is stolen You must notify the Police of the incident and provide the College with the report prepared by the Police recording the incident.
- 8.1.2** Where the device is lost whilst the student is on public transport You must provide to the College a copy of correspondence with the relevant transport authority showing best endeavours by you to recover the device.
- 8.1.3** The College will insure the Device for the period from the date of this agreement which is specified in the definitions of this agreement. An insurance premium is included in the St Patricks College Notebook Fees.
- 8.2** Should an insurance claim be made in respect of the Device and be accepted You will be charged an excess of \$200 per claim and be provided a free replacement Device until the Device is repaired or replaced. *The student's responsibility for the replacement device will be the same as those contained in the original Laptop Agreement.*
- 8.3** If a claim is accepted the excess of \$200 will be paid by the College and charged to your fee account prior to the release of the repaired device or the provision of a replacement back to the College for supply to the student.
- 8.4** If a claim is not accepted under insurance and if any repair work is not covered by the HP 3-Year Warranty, You will have to meet the College's cost in repairing or replacing the Device. We will notify You of the estimated cost of the repairs and the repair work or replacement and will then arrange for the Device to be repaired or replaced, where appropriate. You will be charged for the repair costs (parts and labour) or replacement cost as part of the students school fee account. The Student will be provided with a free replacement Device until the Device is repaired or replaced and once all documentation and approvals for repairs or replacement have been made by You. *Please note damage to loan devices will require devices to be repaired.*

WHAT ISN'T COVERED?

You acknowledge that you cannot claim anything for:

- 8.4.1** The first \$200.00 of each and every claim
- 8.4.2** Electrical or mechanical malfunction or derangement
- 8.4.3** Scratches and normal wear and tear
- 8.4.4** Malicious damage by the student
- 8.4.5** Loss or damage occurring while the notebook is being transported in any aircraft or watercraft unless the notebook is carried as personal baggage
- 8.4.6** Loss of or damage to software of any sort
- 8.4.7** Peripheral items that come with the device namely the stylus pen, power cord, and protective sleeve.
- 8.5** Where damage to the device is determined to be under warranty the cost to you is nil.

9. Security

To be read in conjunction with section 8

Students must ensure the safety of their notebook at all times. They must:

- Not leave their school bags unattended when they are transporting the notebook to and from the College;

- When not in use at school, always secure their notebook, locked in a locker;
- Leave their notebook secured in their locker whilst off-campus (school excursions, Phys Ed classes, instrument sessions, sports activities, etc);
- Not swap their notebook with another student or any other person. Parents will be responsible for the full replacement cost should a student not be able to return the notebook that was initially booked out to them;
- Not leave their notebook unattended;
- Not leave their notebook in a motor vehicle; and
- Not use their notebook in an unsafe or dangerous manner.

Should the notebook be stolen as a result of or failure of any of the above, it will be the responsibility of the parent/guardian to pay for a replacement in accordance with clause 8 of this Agreement.

10. Agreement Update

This Agreement will be updated as necessary. All attempts will be made to adhere to the above mentioned Agreement, but particular circumstances (not limited to, but including technological advancements) may require the College to review and depart from the stated Agreement.

11. Appendix A – Responsible ICT Usage

St Patrick's College is committed to the provision of high quality, relevant educational experiences for all its users. Due to the dynamic and interactive nature of information communication technologies (ICT), usage rules are required to ensure ICT equipment and online services are accessed appropriately. When accessing College ICT equipment, whether at school, home or elsewhere, and when using their own ICT Devices at school, students agree to follow all guidelines as stated below. The term 'ICT Equipment' refers to Desktop Computers, Laptops, iPads, iPods, Tablets, Mobile Phones and similar devices.

1. I will always use ICT equipment in an appropriate, ethical, legal and responsible manner and only as directed by a staff member. I will not intentionally create, access, search for, upload, execute, print or send inappropriate, offensive, violent, pornographic, subversive or dangerous material at any time from any ICT equipment in the College.
2. I will inform a teacher or the Director of ICT immediately if I am aware of ICT being used to hurt myself or others.
3. I will not install applications that would be deemed inappropriate or offensive or have a rating unsuitable for my age group. This includes, but is not limited to applications that contain: cartoon/fantasy violence, realistic violence, mature/suggestive themes, horror/fear themes or profanity.
4. I will respect the school security systems (including antivirus, web filtering and monitoring) and not attempt to bypass them, hack, deliberately cause disruption to the College network to or gain unauthorised access. This includes but not limited to using a VPN (Virtual Private Network).
5. I will only access the internet through the College WiFi system. I will not hotspot or tether my ICT Device to another device whilst at school.
6. I will not make deliberate attempts to destroy data by hacking or spreading viruses. I will not install or use software which is not licensed or approved by the College.
7. I will not use the College computers or ICT devices for transferring or downloading games, files, programs or music other than those approved by the College. In addition, users may not introduce games, files, or any banned programs to the College system via any external device or by email.
8. I will not jail break my ICT device. This means I will not remove restrictions imposed by the manufacturer or operator.
9. I will not hide files or applications inside folders. Files their location and use of my device will be completely transparent at all times.
10. I will treat all College ICT resources with respect and not intentionally interfere with them in any way.
11. I will have nothing to do with any ICT material, email, communication, or activity which might cause hurt to others or myself (including but not limited to bullying, embarrassing, abusing, making false or inaccurate statements, or harassing).
12. I will not use my ICT Device to take photographs, recordings and videos of other students or staff without their express prior permission or knowledge. I will not use or distribute any such images for any purpose, in soft or hard copy.
13. I will only use the College email system using the College domain for all school related correspondence. The College email system is accessible from home via the Student Intranet link on the College Homepage: <http://www.stpats.vic.edu.au>
14. I will be careful about giving out any personal information (including photos) online about myself *or any other person*.
15. **I will acknowledge the author or publisher of information from the Internet and other digital sources and will not claim the work as my own (plagiarism). Users shall observe all copyright laws when using material from the internet, including those relating to computer software and format shifting.**
16. I will not attempt to contact friends or teachers through social networking sites. I will not comment on anyone in a derogatory way online.
17. When emailing teachers directly I recognise that teachers will only respond in a timeframe that is reasonable and usually during working hours.

12. Appendix B – Protocols for using my ICT device responsibly for learning

These protocols are to be followed in conjunction with the St Patrick's Responsible ICT Usage Guidelines in the Student Diary. The term 'ICT Device' refers to iPads, iPods, Tablets, Notebooks, Mobile Phones and similar devices.

Protocol	Description
Bring your ICT Device to school fully charged every day.	<ul style="list-style-type: none"> Ensure your ICT Device is charged overnight and leave the charger at home. Ensure you have enough battery life in your ICT Device to last the entire school day.
Use your ICT Device only under the specific guidance of a staff member.	<ul style="list-style-type: none"> The default position for the ICT Device is inside the neoprene sleeve/bag, therefore at the start and end of class, your ICT Device will be stored inside the neoprene sleeve/bag. Only take your ICT Device out and use applications and access websites when instructed to do so by a staff member. When travelling to and from school and between classes, your ICT Device will always be inside the neoprene sleeve/bag provided. This also includes before school, recess, lunchtime or afterschool. When a staff member instructs, close the ICT Device cover or lid immediately.
Mute your ICT Device unless directed by a staff member.	<ul style="list-style-type: none"> Your ICT Device is not to be used for streaming music or movies unless under the direct guidance by a staff member. Please don't use your ICT Device to deliberately disrupt the learning environment in the classroom.
Protect and respect your ICT Device at all times.	<ul style="list-style-type: none"> Your ICT Device is to be secured in the College approved protective cover and/or neoprene sleeve/bag as provided with the ICT Device. If the protective cover becomes damaged, then it is your responsibility to replace it by buying a new one from the College Shop. If the neoprene sleeve/bag is lost or damaged, then it is your responsibility to replace it by buying a new one from the College Shop. The protective cover, neoprene sleeve or bag provided are not to be defaced. When not in use in class, store your ICT Device locked in your locker. This includes school excursion, PE classes, instrument sessions, sports activities (unless specifically requested by a staff member). Take care of your ICT Device, especially when in your school bag, travelling to and from the College.
Access educational content only during class on your ICT Device.	<ul style="list-style-type: none"> Only use your ICT Device for school related purposes, during class and study sessions, therefore you are not to access any personal content, services or websites during class time. This includes, but not limited to games, streaming of movies/music or any form of social communication. Ensure that all apps and programs open on your ICT Device are closed at the end of each lesson. This will help minimise distractions and keep you focussed on the task at hand.
Ensure content on your ICT Device is appropriate at all times.	<ul style="list-style-type: none"> Ensure that personal content stored on your ICT Device is appropriate at all times and understand that storage space for school related content is a priority. This includes wallpaper and language in accordance with points 1 & 3 of the St Patrick's ICT Responsible Use Guidelines document. Ensure that no 'black listed', age or theme inappropriate apps or links/bookmarks are installed on your ICT Device.
Refrain from touching or interfering with other students ICT Devices.	<ul style="list-style-type: none"> Use a complex passcode or password to protect against unauthorised use by others. Never leave your ICT Device unattended in a classroom or on top of your locker. Keep your login account details to yourself. You are responsible for any action carried out under your login username. Students are not to access any ICT Device using another student's or staff member's user name and password.

13. Glossary

Appropriate Behaviour - acting in a way that is understanding and respectful of College ICT expectations and guidelines as documented.

Authorised - have permission or approval.

Back up - make a copy of your files from which a restore could be made if the original files are lost.

Black List – a list that contains the names of apps and software that are not to be installed on a school device.

Breach - breaking or failing to observe a rule or code of conduct.

College domain email - @stpats.vic.edu.au

Compliant - to agree with or obey rules.

Derogatory - unkind, disparaging, belittling, offensive or disrespectful comment.

Devices is inclusive of but not limited to PCs, laptops, notebooks, tablets storage equipment (e.g. USB or memory sticks), CDs, DVDs, multimedia players (e.g. iPods), cameras, mobile phones, gaming consoles, and any other technologies that perform similar functions.

Ethical - being in accordance with the rules or standards for right conduct or practice.

Format shifting - the conversion of media files from one format into another. E.g., converting a flash file (.flv) into an mpeg file.

Hacking - In the computer security context, a hacker is someone who seeks and exploits weaknesses in a computer system or computer network.

ICT is inclusive of the school's network cabling and all data and **devices** (outlined in definition above) attached to the network or stand alone. ICT also includes personal or non-school **devices** used on school premises.

Inappropriate refers to any malicious software, illegal material, or communication involving sex, racism, cruelty, or violence transmitted or stored which may have a negative effect on others or is incompatible with the school values.

Jail Break - this is the process of removing the limitations imposed by the manufacturer or operator.

Login/Login Account - a means of accessing the school's network using a College allocated username and password.

Personal Information is information including but not limited to name, address, email address, phone numbers, and photos.

Plagiarise - taking someone else's work or ideas and passing them off as your own.

Mute - deaden or muffle the sound of the device.

Malware - 'Malware' is an umbrella term used to refer to a variety of forms of hostile or intrusive software, including computer viruses, worms, trojan horses, ransomware, spyware, adware, scareware, and other malicious programs. It can take the form of executable code, scripts, active content, and other software.

Operating System - is system software that manages computer hardware and software resources and provides common services for computer programs.

SSID – A connection to a wireless network

School Security Systems - systems implemented to protect the school's ICT and users from viruses, (e.g. Firewall, Antivirus).

Social networking - an online service platform that facilitates the building of social networks or relations. E.g., Facebook, Twitter, Google+, Formspring, Snapchat and others.

Spyware - software that enables a user to obtain covert information about another's computer activities by transmitting data covertly from their hard drive.

Subversive - disruptive, troublemaking, inflammatory.

Tether - use (a smartphone) in order to connect a computer or other device to the Internet.

Trojan – malicious computer program which misrepresents itself to appear useful, routine, or interesting in order to persuade a victim to install it.

Virus - A computer virus is a malware program that, when executed, replicates by inserting copies of itself (possibly modified) into other computer programs, data files, or the boot sector of the hard drive.

VPN - Virtual Private Network

Worm - A computer worm is a standalone malware computer program that replicates itself in order to spread to other computers. Often, it uses a computer network to spread itself, relying on security failures on the target computer to access it. Unlike a computer virus, it does not need to attach itself to an existing program.

14. Parent Notebook Agreement

Please read through the Notebook Handbook and Agreement 2018. It can be found:

- in the App4 eDiary under the Info Tab
- on the College website under Staff, Students & Parents/Curriculum/iPads and Notebooks

This agreement is to be signed and submitted by all students and parents and returned to your Pastoral Care teacher by **Friday February 9.**

Student

I understand and will abide by the terms and conditions specified in this Agreement. I understand that inappropriate use of the notebook may result in civil and/or criminal legal consequences. Should I commit any breach, my access privileges may be suspended and disciplinary and/or legal action may be taken. By signing this Agreement, I have read and understood the *Responsible ICT Usage (Appendix A)* and *Protocols For Using My ICT Device Responsibly for Learning (Appendix B)* from the Parent Notebook Handbook and Agreement documentation.

Student full name: _____

Student ID Number: _____

Pastoral Care Group: _____

Signature: _____ Date: _____

Parent/Guardian

As the parent or guardian of the student listed above, I have read and understand my/our responsibility in the use of a notebook by my son and I understand that the notebook is for educational purposes only whilst at school. I support the College's measures in ensuring the safe and appropriate use of these resources by my son.

Parent/Guardian 1 full name: _____

Signature: _____ Date: _____

Parent/Guardian 2 full name: _____

Signature: _____ Date: _____