



**Charles La Trobe**  
College

In partnership with  **LA TROBE**  
UNIVERSITY

*1:1 Co-contribution Notebook Agreement*  
*Year 7 Students*  
*2016-2018*

*Charles La Trobe College*  
*Year 7 1:1 Co-contribution Agreement 2016-2018*

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## 1. Notebook Arrangements

Charles La Trobe College will provide a notebook for each child in year 7 in 2016. The parent/guardian shall make a once only payment or payments each year over 3 years that equal \$450. The dates for each payment are set out within the agreement/payment schedule.

The 1:1 Co-contribution Notebook agreement only needs to be signed once and will cover parents/guardians over the three year period, an ICT User agreement will need to be signed each year. Both of these agreements need to be signed and returned before we can allocate students with their notebooks.

**Although the notebook remains the property of CLTC until the end of the Co-contribution agreement in 2018, students will be able to take it home each day and during holidays. Although the college will only provide technical support from 8:30am till 4:30pm on days that school is operating.**

## 2. Termination

- (a) This agreement comes to an end at the completion of Term 4, 2018. Upon completion of this agreement (if there is no default sub clause (b)) the student will take ownership of the Notebook. Students will be required to return their Notebook to the College to enable the technicians to restore the original factory image before taking possession of their notebook.
- (b) Default occurs if:
- The student leaves Charles La Trobe College prior to the end of 2018.
  - Scheduled payments are not received.
  - Care is not taken of the notebook and substantial or ongoing damage is sustained due to negligence.
  - If the student conducts any activity on the netbook that is deemed by the CLTC Acceptable Use Policy as a threat to the College's ICT Systems.
  - If the Notebook is not being brought to the college everyday by the student with the intent of being used for learning.
- (c) Returns  
If a student leaves the College, there are guidelines for resolving the ownership of the Notebook:
- i) If paid in full (\$450), a calculation will be done based on payment plan refunds.
  - ii) If leaving between 0-6 months into the Co-contribution agreement families must return the notebook back to the College and will receive 50% of their co-contribution payment.
  - iii) If leaving between 6-12 months families must return the notebook back to the College and will receive 25% of their co-contribution.
  - iv) If leaving between 12-18 months families must return the notebook back to the College and will receive 50% of their 2<sup>nd</sup> year payment.
  - v) If leaving between 18-36 months the families will be required to pay the amount remaining on this agreement and will keep the notebook

**Notebooks must be returned in excellent working order.**

### 3. Cost

The overall cost of the notebook for the three years is \$1,100.00. School Council will subsidise this amount by 60% ensuring this is affordable to all students at the College.

The cost to parents/guardians for this notebook is \$450.00 over the three years. We have several options for payment:

\$450.00 One off payment for the three years or

\$250.00 payment for 2016 (for instalments details see Agreement/Payment Schedule)

\$120.00 payment for 2017 (for instalments details see Agreement/Payment Schedule)

\$ 80.00 payment for 2018 (for instalments details see Agreement/Payment Schedule)

Payments will be required in term 4 of the current year for the next year. This will ensure the notebooks are available to students at the beginning of Term 1. Payment plans are available to assist with payment.

There is also a nonrefundable \$80.00 ICT Maintenance Support charge included in the Essential Education Items (EEI) each year that covers:

- Technical Assistance
- Access to College Online Applications:
  - Compass
  - Office 365 (Email, SharePoint, OneDrive etc.)
  - Clickview
  - Other applications procured throughout the year
- Initial Printing Credit of \$10.00
- Internet Access to the CLTC Internet Service

This ICT maintenance support charge must be paid, to ensure your child has access to all the appropriate materials

### 4. The Notebook

The model of Notebook offered in the Year 7 2016-2018 Co-contribution program is:

**Lenovo Yoga 11E**

Intel N2930 Quad Core CPU/4GB RAM/128GB SSD/11.6" Touch Screen

For full specifications see: <http://shopap.lenovo.com/au/en/laptops/thinkpad/11e-series/11e-yoga-windows/>

Included accessories are:

- Hard travel and protective case
- Tek Skin (This only identifies the laptop does not provide protection!)

The student will operate, maintain and store the notebook with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the notebook and pursuant to any directions given by the school.

## 4.1 Services Provided

The following services will be provided over the three year period by Charles La Trobe College for the Co-contribution program:

- Warranty and Insurance facilitation
- Software Provision
- ICT Technical Support
- Compass School Manager
- Cloud Services, including Office 365 (Email, One Drive etc.)
- Access to College Wireless Network and ICT Resources

Students cannot be allocated with their Notebook until payment and signed agreements have been received.

As part of the program the college ICT Department will load all Operating System and Software materials onto the laptop on behalf of the student. This will include:

- Windows 10
- Office 2016
- Educational Software required for College use.
- Utilities that assist with Notebook Operation
- Remote Diagnostic and Anti-Virus/Security Software

If students require any software to be loaded on the device. They will need to seek permission and assistance from the ICT Department. The College reserves the right to deny these requests should they believe that the software not meet the appropriate educational requirements or that the software could be deemed as harmful to the College Network.

Should a student install or attempt to break any software, hardware or settings on the Notebook, then they are in breach of this agreement and the College's ICT Acceptable Use Policy and will be dealt with accordingly.

## 4.2 Device Responsibility

The notebook will be owned by the school for the duration of this agreement (28th January 2016 – 20th December 2018). This allows the college to install all the required Software that the student will need for learning.

At the end of the program, the ICT Department will reset the laptop back to Factory Default removing all the software loaded onto the laptop by the College. This will occur in Early in December 2018 or if you are leaving the college and keeping the device. After this has occurred the notebook will be donated to the family.

**This Notebook has been made available to students for the intent of learning, and it is a requirement that students bring the Notebook to school every day. Failure to do so is breaking the terms of this agreement and will mean the defaulting of this agreement.**

**Students are not to share devices. The student that is allocated the device is responsible for the device.** Should damage, loss or theft occur it is the responsibility of the student, meaning any costs associated to recovering the laptop will be incurred by the student's family.

## 4.3 Notebook Power Charging Policy

**Charging/Using Notebook Chargers is forbidden within the college for OH&S reasons.** A good habit to get into is to charge the laptop every night before the student goes to bed. The laptops have batteries that will easily last the school day should the Notebook be appropriately used for classes and not games.

## 5. Insurance and Warranty

The notebooks are covered for Insurance by iBroker and Warranty by Learning with Technologies. This insurance provides cover against:

- ❖ Accidental Loss
- ❖ Accidental damage
- ❖ Theft – a police report is required.
- ❖ Liquid Spill

### 5.1 Insurance – Damage & Theft

**Excess and Repairs**  
\$50.00 Excess required for each insurance claim

**If damage is deemed by the insurance company iBroker as 'negligent' then a invoice will be obtained from our repairer for parts and servicing as our insurer will not cover it.**

If the Notebook has been damaged or is experiencing a fault it **must be reported** to the ICT Department immediately. The excess payment is required before we can allocate a spare device while your device is being repaired or your repaired device is handed back.

If the insurance company deems damage as negligent and not accidental parents will be notified immediately with a photo of the damage and an invoice for the cost of the repair. **Parents will be required to pay the repair costs in full before receiving a replacement notebook. You will receive correspondence and follow-up telephone calls will be provided to ensure claims are paid in full and notebooks are returned ASAP.**

The school must be notified immediately if a school notebook is lost or missing.

For lost or stolen laptops parents may be required to report this to the Police and present a Notice of Statement to the college for processing with the insurance company.

### 5.2 Technical Support – Hardware & Software

The College's ICT Department will provide technical support from 8:30am till 4:30pm during school operating days. No support will be provided during weekends, school holidays and public holidays.

**It is a requirement that if a problem with the device is occurring, that the student seek assistance with the College's ICT Department ASAP. Seeking assistance outside of the College's ICT department will break the terms of this agreement, and you will be invoiced as requested.**

The ICT Department will only support issues pertaining to the laptop itself or accessing college resources. Issues that are outside of this scope are unsupported (e.g. connecting to home WiFi).

The College's ICT Department will perform checks a routine check on the device at the start of each term. This check will involve; ensuring the device is working correctly, no damage has been sustained on the device and the student is bringing the device to school.

## 6. Networks and Network Security

- **Virus Protection:** Students will not disable settings for virus protection, spam and filtering
- **Personal Hotspot Networks & Cellular Data Networks**  
The school is not responsible for students using their Smartphone/Wi-Fi hotspot Cellular Data Networks to connect their laptops via their mobile phones which incurs charges to the student on their mobile phone plan.
- **Ad-hoc networks:** Ad-hoc networks (the creation of a standalone wireless network between two or more laptops) are strictly forbidden while at school. The school's network security system will scan for, remove and report on any ad-hoc networks detected.
- **Wired networks:** Students are forbidden to plug any device into the school's wired network. Any student caught with a device plugged into the schools wired network will receive an immediate suspension. The school's network security system will scan for and report on any non-school devices plugged into the schools wired network.
- **Hacking:** Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.
- **Packet Sniffing:** Any type of software or hardware device designed to capture or view network data/packets is forbidden. Any student detected capturing network traffic will be suspended. The school's network security system will scan for and report on any device capturing packets.
- **Device Monitoring Software:** All devices will have remote monitoring software installed to track any issues with the laptop. This will also allow the ICT Department to ensure that the device is secure and safe. The software only operates when the device is connected to the CLTC Network, it will not work outside of this.

## 7. Misuse and breaches of acceptable Use

Students will be aware that:

- They are held responsible for their actions while using internet and online communication services.
- They are held responsible for any breaches caused by them allowing any other person to use their account.
- Account to access internet and online communication services
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Please refer to the College's ICT Acceptable Use Policy for more information.

## 8. Internet Usage

Students can access the Internet through the school's wireless network while on site. Access to the Internet through the school's wireless network at school will be monitored.

Students may also use the Internet for their personal use at through their home Internet Service Provider. ***(Consult your ISP for processes to do this, The Charles La Trobe College ICT Department cannot assist students with the setup of this)***. However, students are reminded that inappropriate downloads can be detected when the devices are connected to the school's network.



## 9. Support Information For Parents regarding Agreement

### 9.1 When I use ICT technology at school I have responsibilities and rules to follow.

Charles La Trobe College sees the education of safe and ethical cybercitizens as essential in the lives of its students.

21<sup>st</sup> Century students spend increasing amounts of time online learning and socializing. These online communities need cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”.

Safe and ethical behavior online is explicitly taught at our school and we expect this will be reinforced at home. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images etc.

### 9.2 Behave in a way outlined in the schools’ Code of Conduct

The schools’ Code of Conduct is not only the rules of the school but also the desired behaviors and values your school community believes are important for all of the students at school.

### 9.3 Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like Face book, MySpace, blogs, Club Penguin etc. .They need to be aware and not give any personal details out.

We recommend that they:

- don’t use their own name, but develop an online name and use avatars where available
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don’t allow anyone they don’t know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) **Once it is published they have lost control of it.**

### 9.4 Being respectful online and not participating in online bullying or hurtful behavior.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Not all altercations are bullying but unacceptable behaviors need to be addressed.

- being online can make students feel that they are anonymous (however online interactions can be traced)
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviors are discussed as separate from the technologies.

## 9.5 Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as “free.” Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

## 9.6 Not go looking for rude or offensive sites

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed with the option of suspension of use for a period of time.

## 9.7 Using the Internet / mobile technology at school to learn

It is important to realize that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

## 9.8 Remembering that the content on the web is someone else’s property so ask a teacher for help to get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. **Remember if an offer is too good to be true, the chances are it is!**

## 9.9 Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions

Not everything on the internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet. Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. “Tell me about wombats” might encourage him/her to copy and paste facts / images etc. about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

## 9.10 Talk to my teacher or another adult if I need help or see something I don’t like online etc...

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact the school or call 1800 880 176 or visit [http://www.cybersmartkids.com.au/for-parents\\_tips.htm](http://www.cybersmartkids.com.au/for-parents_tips.htm) or email [connect.manager@edumail.vic.gov.au](mailto:connect.manager@edumail.vic.gov.au)

## 10. Notebook Agreement Form & Payment Schedule

Parent Name: ..... Contact No. ....

Student Name: ..... Parent email.....

**The Notebook Make / Model**      Lenovo Yoga 11E

**The Period;** Start Date: 27<sup>th</sup> January 2016    End Date: 21<sup>st</sup> December 2018

### 10.1 Notebook Agreement Cost & Payment Schedule

Option 1:	One Off payment	\$450
Option 2:	Payment by 11 <sup>th</sup> December 2015	\$250
	Payment by 9 <sup>th</sup> December 2016	\$120
	Payment by 8 <sup>th</sup> December 2017	\$ 80
Option 3:	<b>Payment Plan</b>	
	<b>2016 - \$250</b>	
	1st instalment 11th December 2015	\$125
	2nd instalment 12th February 2016	\$ 75
	3rd instalment 25th March 2016	\$ 50
	<b>2016 \$120</b>	
	1st Instalment 9th December 2016	\$ 80
	2nd Instalment 10th February 2017	\$ 20
	3rd Instalment 24th March 2017	\$ 20
	<b>2017 \$ 80</b>	
	1st Instalment 8th December 2017	\$ 40
	2nd Instalment 9th February 2018	\$ 20
	3rd Instalment 23rd March 2018	\$ 20

### 10.2 Notebook Agreement Terms

By signing this notebook agreement you agree to everything covered in this agreement and the following conditions:

1. At any time your notebook is damaged – you must see a school based technician immediately so they can start the insurance process.
2. If your notebook encounters a technical/software issue – you must see a school based technician immediately so they can attend to this.
3. Your notebook is your responsibility, and must not be taken home or given to anyone else to use during the day.
4. If you see or witness anyone misusing or mistreating the notebook – please report this to your tutor group teacher immediately.
5. Your Laptop is a learning device and must be brought to school with that intention every school day.

### 10.3 Notebook Agreement Signed Declaration

#### 2016 Year 7 Co-Contribution Notebook Agreement Signed Declaration:

I have read the above information about the arrangements for the use of the College Notebook.

I understand and agree with the terms and conditions of this agreement and commit to make all payments in accordance with Payment Schedule.

Student's Signature: .....

Date: .....

Parent/Guardian Signature: .....

Date: .....