14 October 2015

Dear Families

Re: Computer Provision for students in 2016

Melbourne Girls’ College recognises that many students now have access to their own computers or portable devices and we expect all students from 2016 to bring in their own device for daily use at the College.

Students that are currently in Year 7 (2015) will be allowed to bring in their own device for connection during Term 4.

Students starting in Year 7 in 2016 will be connected during Term 1.

Please read the attached information on each option carefully as well as the Melbourne Girls’ College Acceptable Use Agreement before signing the agreement.

Students are required to return the signed agreement by with their Course Confirmation documentation.

Yours faithfully

Linda Brown
Assistant Principal
Melbourne Girls’ College Acceptable Use Agreement for internet and digital technologies

Melbourne Girls’ College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Melbourne Girls’ College uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Melbourne Girls’ College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- provide a filtered internet service;
- provide supervision and direction in online activities and when using digital technologies for learning;
- support students in developing digital literacy skills;
- have a cybersafety program at the school which is reinforced across the school;
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions);
- provide support to parents/carers to understand this agreement (e.g. language support); and
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home.
Melbourne Girls’ College Acceptable Use Agreement
Internet and Digital Technologies

Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my mobile phone, iPod or other mobile device at MGC I agree to:

- keep the device turned off during class times and only make or answer calls and messages outside lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

BYOD

Students are expected to bring in one device only (laptop, notebook, netbook tablet/iPad) that is connected to the wireless network of the college. We do not connect phones to the wireless network.

MGC has no prejudicial requirements for make or model of the student device, we allow Windows, Apple or Android devices. We do not impose purchasing of specific software or hardware.

The device needs to meet certain minimum specifications:

- Be no more than 2 years – 3 years old.
- Operating System – at least OS10.7 and above (Mac) or Windows 7 and above (PC)
- Up-to-date anti-virus software
- Access to word-processing, spread sheet and presentation software (Microsoft Office 2007 or equivalent). “Cloud” solutions will be provided for student uses such as Google Apps
- Access to freeware image editing, video editing and audio editing software
- Have a durable carry case or bag

This will allow students to access:

- Internet
- Compass
- Email
- Moodle
- Intranet
- Printing

School responsibilities:

- The College technicians will provide assistance in connecting to the wireless system and printers.
- Any faults with the privately owned hardware or software need to be referred to place of purchase.
- Students bring their devices to school at their own risk and the school will not be responsible for any loss or damage incurred.
- Due to OH&S issues, students will not have access to charging facilities whilst at school.
- The ICT department can provide families with suggestions of appropriate devices should they wish to purchase a new device, please contact the Network Manager of MGC, Anthony Keen on anthony.keen@mgc.vic.edu.au for any questions, advice and recommendations on any IT related matter.
This form must be returned to the General Office ASAP for planning purposes.

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<tr>
<td>INFORMATION COMMUNICATION TECHNOLOGY DEVICE</td>
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- **Bring your own Device (BYOD)**
  - State the type of personal device you wish to use: __________________________
  - Serial Number of the device: __________________________

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I acknowledge and agree to follow these guidelines. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Signature: _____________________________________________

Parent / Carer Signature: ________________________________________

Date: __________________________________________________________

Office Use

Date received: [ ]

Notes: