Melbourne High School 2023 Mandatory 1:1 Device Program

Checklist

☑ Read this booklet and discuss its contents with your child

☑ Order your child's laptop via either the Somerville or Compnow purchasing portal.

☑ Read and discuss with your child, the Acceptable Use Policy at the end of this booklet

☑ Sign and date the Acceptable Use Policy (second last page of this document)

☑ Your child must also sign and date the Acceptable Use Policy

Then

☑ Detach the last page of this booklet and submit it with the School and the Confidential Student Information form on the first day of school, 30 Jan 2023

Key Dates

- October 3rd 2022 - Portal opens
- November 11th – Cut-off date for purchasing
- 30th January 2023 - First day of term

In order to guarantee delivery of your one to one device by start of term 1 2023, orders must be submitted no later than 5pm November 11th 2022.

This cut-off is based on last year's ordering experience. Many orders placed late were delayed until March 2022.

Background

Melbourne High School has a Mandated Device Policy that has been fully endorsed by the School Council and our Principal, Dr. Mordini. The policy is in place to protect the educational outcomes for every student and ensure that they receive an uninterrupted education. The Elite Support Package that is included in the program guarantees that every student will have their device repaired or replaced within 24 hours. Prior to the introduction of this policy, students would be without devices for weeks or months, severely impacting their education. The policy also guarantees that every student has the same digital experience and that teachers can rely on this when delivering digital content. Bring your own devices (BYOD) are not permitted, as they are not covered or protected by the elite support program, which is a vital component of the mandated device policy.

Current research shows a hybrid device with an active stylus (digital pen) provides students with a device that optimises learning. When students annotate directly with a stylus on electronic materials their ability to process and apply cognitive processes is greatly enhanced, compared to simply using a keyboard to take notes.

Each year, incoming students will be introduced to the program in the first weeks of Term 1. The goal of the program is to ensure opportunities to learn anytime, anywhere and to provide the tools to make that possible.

The Learning Environment

The Hybrid Tablet is an innovative form of ICT, that is particularly well suited to learning environments. We chose this type of device for the following educational benefits:

- The hybrid tablet is a personal device and acts as a 1 to 1, anywhere, anytime learning device.
- The stylus allows students to take notes, make annotations and other personalised learning commentary on electronic materials providing better information processing.
- Different apps, provide students choice in the type of product they can construct to demonstrate their understanding.
- Notes can be kept in one spot, commented on and accessed from anywhere.
- The touch interface correlates to the technology students use in their everyday life and allows a high level of interactivity.
- A long battery life means the device can be used throughout the entire school day.

- There is anywhere, anytime access to current information that contains text, sound, images and interactivity. Information is represented with rich multimedia and data visualisation techniques.
- Light and portable.
- Heavy schoolbooks could in time be replaced by virtual eBooks easily updated in a timely fashion. Documents and tasks can be uploaded to the device and the school's Learning Management System (LMS) Canvas, by the teacher and downloaded onto the device by the student and vice versa. Texts and documents can be annotated and commented on by multiple students and teachers in collaborative spaces.
- The device can be used with peripherals. There are also several other docking options which provide access to a full-sized keyboard. Voice recognition apps can also be useful for inputting large amounts of text.

- The built-in camera and microphone make interaction and collaboration easy. Photographs of notes, practical demonstrations and conceptual models can be shared and commented on, and video podcasts can easily be made.

As part of the 1:1 programme students have a choice of either the Primary 1:1 device or a higher end device designed for visual and performing arts.

MHS Primary 1:1 device

MHS has undertaken an extensive trial of suitable devices for this program and has decided that the best device currently available for this program in 2023, is the ***Hewlett Packard – EliteBook 830 G8*** (Part number: 484G9PA) hybrid notebook with the specifications listed below:

- Core i5 Processor (11th generation Intel i5 CPU)
- 16 Gigabytes RAM
- 256 SSD
- Touchscreen & Active Stylus
- Windows 11 Pro
- 10 Hours Battery Life

MHS High End Alternative 1:1 Device – Visual & Performing Arts

In the visual and performing arts, technology plays a crucial role in the creation of original and innovative content. We strive to use technology to expand students' capabilities in the fields of art, media, and visual communication and design. We rely on this technology to implement 21st century creative processes, crucial in developing 21st century learners and problem solvers. Students explore new ideas in all fields of the performing arts in a range of mediums - including animation, rendering, and virtual reality. VCE students have always pushed the available technology to the limit to take advantage of their talents. As we have now moved away from desktop computers we rely solely on student's personal devices, which can have a significant impact on their potential. **If your child shows a genuine interest pursuing the arts, we strongly recommend that you select this device to provide them the most rewarding and productive experience possible.**

High End Alternative device

- Microsoft Surface Studio 14.4"
- i7 16GB 500GB with GPU
- Microsoft Surface Slim Pen 2
- Windows 11 Pro
- MS Surface Book Comm Complete for Bus 4YR Warranty AUD Surface Book

MHS Purchasing Portal

MHS has established a streamlined, cost-effective way to purchase up the MHS mandated devices. MHS has established a supply & support arrangement with Somerville (HP) & CompNow (Microsoft). This program has negotiated a significant discount off the RRP price of this device and bundles a 4-year warranty and specialised hardware support arrangement that ensures that your child's device will be available for use when required. For information on how to order your student laptop, refer to the Appendix 2 for the HP laptop, or Appendix 3 for the Microsoft Surface.

Note: **BYOD** devices will not be allowed to connect to the school network.

About the Program

Who is responsible for the device?

The device is your responsibility. The cost of loss or repairs to the device will be the responsibility of the purchaser. These devices are not covered under the school's insurance policy and so it is recommended that you insure the device individually. Devices can usually be covered under a home and contents insurance policy.

Devices purchased via the schools preferred device program, through our nominated supplier Somerville, come with an "elite support service" that covers both warranty and non-warranty repairs to the device. This program guarantees that all non-warranty repairs will cost under $100 as long as the device has not been subject to deliberate or malicious damage.

What does acceptable use mean?

As part of the enrolment process in this program, students and parents will need to sign the Acceptable Use Agreement (AUP) for the use of digital technologies at Melbourne High School. The following outlines the main points of this agreement (the full document is included in ***Appendix 5*** – at the end of this booklet. ***A PDF version of the Acceptable Use Policy (AUP) can be found in the school's student management system, Compass under the school documentation section.***

This AUP applies to all electronic devices used in the school (includes both personal and school devices when used to access school resources).

- The use of digital technology is a privilege – not a right.
- Everything you do on school owned equipment is logged.
- You have responsibilities when using digital technologies (see below).

Your Responsibilities

- Protect others and your own privacy online.
- Only use digital technology for educational purposes.
- Use digital technology in an ethical way.

Ethical Behaviour

- Cyber-bullying is the same as bullying in person, regardless of whether you know the people involved or not.
- Don't access violent, obscene, or sexual content.
- Don't damage computer systems (physically or virtually).
- Don't share your passwords or interfere with other people's accounts.
- Seek permission from individuals before recording or taking photos of them.
- Use copyrighted content appropriately. Ensure you have the other party's permission before using or distributing their work.

A PDF version can be found in Compass under the school resources section. Simply use your device to log on to Compass and download this document onto your device.

In relation to the device specifically, students should also:

- Keep the device locked in their own locker when they are not able to secure it (for example, when they will be away from their books or bag during sport).
- Keep the device in its protective case to prevent damage if dropped.
- Take the device home each night.
- Bring the device to school fully charged each day.
- Back up their work using OneDrive on a regular basis.
- Understand that in the event of the device being repaired, all work may be lost.
- Understand that any software installed needs to conform to the MHS AUP. The device may be inspected at any time by MHS technical staff or MHS staff members.

Parents should also understand that:

- The school may check the device at any time.
- The device needs to be charged each night ready for school in the morning.
- They are responsible for paying for any damage or loss of the device.
- Disciplinary measures will be taken if there are breaches of the AUP.
- The data on the device should be backed up nightly (or as often as is practical).
- Applications can be installed on the device if they are within the AUP. Although there are many free applications, some applications require to be purchased.

Can I use other devices other than the MHS 1:1 Device on the school network?

No. The only device permitted for use at school is the student's mandated school device.

Students will **not** be permitted to bring additional devices into the school and connect them to our wireless network.

Please note the DET Policy states mobile phones cannot be in a student's possession for the complete duration of the school day.

Antivirus / Security product.

Part of the school's AUP, requires the installation of the mandated antivirus/security product that is included on the school's booklist. The license purchased on the booklist allows students to install this software on a single 1:1 device.

Devices which do not have the mandated antivirus/security product installed will have their network and internet restricted. Access to the school's other network-based resources will not be available until this client is installed on the device.

1. **Items that students MUST have in addition to the device:**

The following items are mandatory for students and if not already owned, MUST be purchased:

- School Software – Refer to Appendix 1 for information regarding school software.
- device protective case
- Earphones/headphones.

2. **Items that students may want to purchase:** (but not compulsory)
    - device adapters (for memory cards, VGA connection, etc.).
    - Keyboard / Monitor dock (for easier typing).
    - External mouse

What happens when I get the device?

Once students have purchased their device, they should install the appropriate book listed applications and generally familiarise themselves with the device.

Students will be given further instruction by their teachers in the use of devices within the class. Around the school, students must carry the device in its protective case and locked in the locker when not able to be secured. **The device must be brought to school each day fully charged. No power cords are to be brought to school.**

How do I access the School's wireless network (Internet)?

You can log in to the MHS wireless network using the same credentials as you use to log into the school computers. This information will be provided at school, during the first day of the new school year.

Will I use my device in every class?

Teachers will plan activities using the device and may direct you to load or use applications in class. In addition, the use of e-textbooks, Canvas LMS, accessing the Internet, taking notes etc. are all activities which will occur regularly and at your own discretion. Not every subject will require you to use the device every lesson, however you are to take the device to every class.

Where will the device be kept during the day?

Your device must be brought to school fully charged every day. During the school day when the devices are not being used (e.g., lunchtime, during PE, etc.) the devices should be kept either with you or securely stored in your locker. You should ensure you have correctly locked the lock on your locker and that no other student has access to your locker.

What about after school?

You must take your device home each night to complete homework and recharge the battery. When travelling to and from school, you should store the device in its protective case. Don't put heavy items on top of the device in the schoolbag as the screen may crack. When travelling by car lock the backpack in the boot to ensure it is out of sight if the car is left unattended.

What happens if I leave the device at home?

You will be significantly disadvantaged as you will not be permitted to borrow an MHS-issued device on a short-term loan. Continual failure to bring the device to class will lead to disciplinary action as outlined in the Code of Conduct.

What happens if my device needs to be repaired or replaced?

The responsibility for all repairs and replacements lies with families and this needs to occur in a timely fashion. ***Where a student faces an extended period of time without their device due to damage or loss, they should complete a device Loan Request Form. This will enable a student to borrow an MHS-issued device for a period of three weeks' maximum.***

If the fault has been caused by malicious or intentional alteration at school, the matter will be referred to the relevant Student Learning Coordinator and a procedure for the repair or replacement decided upon by the Principal.

Repair of School MHS 1:1 Purchasing Program Devices

HP Devices purchased via the schools MHS 1:1 purchasing program come with an "Elite Support" service from the supplier Somerville. This support program guarantees that 95% of repairs are completed within one business day.

This includes both warranty and non-warranty repairs. Non-warranty repairs come with a guarantee that they will never cost more than $100 if the damage is not malicious or deliberate.

Microsoft Devices purchased via the schools MHS 1:1 purchasing program come with an accidental damage insurance from CompNow/ Microsoft. It is important to note devices are not repaired but replaced with Hot Swap devices kept onsite at MHS.

This includes both warranty and accidental damage. Accidental damage comes with a $100 excess if the damage is not malicious or deliberate. ***The CompNow/Microsoft accidental damage policy is capped at 2 claims over the life of the device.***

Can I personalise my device?

The device itself may be personalised as much as you wish (adding backgrounds, applications, setting up mail, etc.)

The protective case should be clearly marked with your name, form and contact phone number.

Can I install my own software?

Yes: However, it is a requirement of this program that you begin the school year with the book listed and free software apps installed on your device. The book listed apps per year level are available on the MHS website.
(http://www.mhs.vic.edu.au) ***Additional software can be installed at the family's expense. However, any device found to have unauthorised, inappropriate, pirated or malicious software will be completely wiped and re-imaged and this will be considered a breach of the AUP.***

What if the device is lost or damaged?

Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised permanent personalisation of the device. If outside school hours, the school must be notified the next day. You must register your device's serial number on the school database upon starting at MHS. This measure will enable identification of devices which may be returned to the school as lost or stolen property.

What if the device is stolen?

At school:

If theft is suspected, you must immediately report it to your Student Learning Coordinator. The school will determine if a Police Report is required.

Outside of school hours:

In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school. Parents should submit a "device Loan Request Form" to ensure their child is not disadvantaged educationally. The parents will need to pursue the claim through their household insurer.

Can I use the Internet?

At school: You can access the Internet through the MHS wireless network. Access to this network is filtered and monitored. There is no cost to access the internet while at school.

At home: You may access the Internet at home using your own ISP via a wireless home network. However, any inappropriate material found on the device because of "less secure" Internet access at home, will result in the terms of the computer access being re-negotiated.

Can I use email?

You are expected to use your MHS email (*studentID@mhs.vic.edu.au*) for communication with teachers and the school. The school and teachers will use this email address to send messages to you. This email account is free and is linked within the Canvas LMS. This mail account needs to be monitored daily especially at the start of the day when important notices may be sent out.

About Safe Usage

What does being safe on-line mean?

With devices, like any other device that can directly connect to the internet, it is important they are used safely and responsibly at home as well as at school. There will be some differences in how devices are used at home and at school. Schools have web filtering and will use the devices specifically for learning.

However, in the home with Internet access, students will generally be connected to unfiltered internet and there will be an opportunity for the student to use other computers for social connections and leisure activities.

Parents play an important role in ensuring safe and positive experiences when online. Encourage your child to think and question both the information they obtain from the Internet as well as the people they encounter. Be aware of how your child is using the Internet and what they are using it for. Understanding strategies for dealing with any risks young people may face online will help you to better guide them in the online world.

What is Cyber Bullying?

Digital technologies provide individuals with a powerful and possibly anonymous means of communicating instantly with others in both positive and negative ways.

Cyber bullying is bullying which uses technology as a means of victimising others. It is the use of services such as email, chat rooms, messaging or blog posting with the intention of harming another person. Examples can include communications that seek to intimidate, control, manipulate, deride or humiliate the recipient. Activities can include flaming, sexual and racist comments on blogs and walls, denigration, impersonation, trickery, exclusion ("unfriending") and cyber stalking. The targeted person often feels powerless and may need help.

The school views cyber-bullying as being equivalent to bullying and will treat any incidents of cyber-bullying and bullying in the same manner.

Reporting bullying at MHS

A form that MHS students can use to report bullying of any kind is available at the following web-address: http://bit.ly/mhsbrf. This web address can also be found in the "school favourites section of Compass.

Please create a shortcut to this reporting form on your device so that you can use it if the need arises. **All students are asked to ensure that this is done** and in addition to this, we strongly encourage bullying of any sort to be reported using this tool, so that we can work to eradicate this behaviour from MHS entirely.

What is an E-Crime?

E-crime occurs when a computer or other mobile computing device is used to commit an offence, is targeted in an offence, or acts as a storage device in an offence. Cyber bullying, due to its threatening nature, is therefore an e-crime, a fact not clearly understood by those involved.

Any form of cyber bullying or e-crime must be reported to the school. It will firstly be dealt with through the School's Acceptable Use Policy. Serious breaches are a police matter and will be dealt with through State and Federal Laws.

What is Copyright and Intellectual Property?

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. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks.

Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet. It is important that students respect the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt and avoid simply copying and pasting information from the internet.

How do I make the most of the device at home?

As a parent, you play a central role in your child's development. If you don't feel entirely comfortable using digital technologies, don't worry – detailed information about how to use the device will be given to your child at school. The most important thing you can do is encourage your child to use the device and show you what they're learning and how they are using it.

Can other people use the device?

While it is a family-owned device, the device is essential for the student's education, so it is recommended that it is not used by anybody else.

Can the device be used to play games?

Games are not to be downloaded on the device at school. Inappropriate, violent or other unacceptable material not in keeping with the ethos of the school must not be accessed or used under any circumstances.

Will the student files on the device be private?

Students should expect their devices to be periodically inspected and monitored for inappropriate usage. Students and parents need to be aware that files stored locally on the devices or on school servers are not private.

How will students make the most of the device at school?

Students are more motivated and engaged in learning when they have their own device, because the device emphasises and supports self-directed learning, with access to information anywhere, anytime. It also provides access to Canvas LMS where they can access all of their class materials and access to their network storage area.

Teachers will create activities for learning that utilise the efficiency of the device and students will be able to collaborate to achieve learning tasks and to share in assessment.

It is vital that students understand that the device is a tool which is central to their learning at school and home. You can expect that teachers will have discussions with your child and their classmates to discuss the expectations and responsibilities that go with having an device.

Using the device inappropriately or failing to have it fully charged and at school each day will result in disciplinary action.

How do I avoid problems when using the device?

As with all laptops and computers of a portable nature, devices are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to use devices safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

The Home Environment

Posture

Promoting and encouraging suitable posture during device use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:

- Back.
- Neck and Shoulders.
- Arms and Forearms.
- Wrists and Hands.

Awkward Postures

Sustained or extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:

- Sitting on the bed.
- Sitting cross legged.
- Standing, sitting and leaning against a wall with device on flexed knees.
- Kneeling.
- Lying supine.
- Side lying.
- Slouching whilst seated.
- Resting device on hand / arm
- Sitting on floor with device on a desk or chair.

The bottom of the device can generate a substantial amount of heat, depending on what software / functions are being executed, so for this reason it is not recommended that they be used on lap for extended periods of time.

Ergonomics

Where possible, regularly rotate between device and paper-based activities. Where possible, regularly rotate between typing-based and browsing tasks. Where device usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises.

Lighting/ Glare

Work where lighting is most sufficient or provide additional lighting. Position work area so that sun glare does not cause a visual disturbance. Use blinds where available.

Electrical

Make sure that cables and power outlets are managed appropriately. Make sure that the device is stored correctly overnight and is recharged ready for the next day at school. If you have an iPhone, note that the charger will work with the device, but it will charge the device much slower than the charger that comes in the box. The way that you can tell the difference between the iPhone and device chargers, is what is written underneath. An iPhone charger is 5W whereas a device charger is 10W.

The Classroom Environment

General

Students should be mindful that with the use of the device in class comes responsibility. Students will have the freedom to access school resources, the Internet, and their mail, but should follow the direction of their classroom teacher and not distract themselves with other activities.

Ergonomics

Where possible in class, teachers will rotate between device and other activities. They will also rotate between typing-based and browsing tasks. Where device usage exceeds 30 minutes of continual work, teachers will encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises. Students should use the protective cover stand to place the device on their desk for ease of use.

Lighting/ Glare

Students should work in sufficient lighting. Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available.

About Getting the Most out of the device program

Guidelines for Use at Home

Parents don't need good computer skills to help children use their devices. Your interest and encouragement is more important than computer skills. Encourage open use of the device (or any computer) - not hidden away in a private space like a bedroom. Remind your child to charge the device overnight to ensure it is ready for school each day. Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.

Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space straightaway may be some first steps your child could take.

Set time limits around device usage.

Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, and images are kept just that – private. Encourage your child to think before they post information online. They should be aware

that once information is posted online it can be difficult to retrieve it. Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.

Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities. Talk to your school if any issues arise. If the student is using the device inappropriately at home the "take home" nature of the agreement may be renegotiated.

Where can I get more information?

MHS will keep you informed through the school website, newsletters, email and parent information evenings. The school will also be able to give you advice on:

- the best academic uses of the device including safe and responsible internet use.
- copyright, plagiarism, and software licensing.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit:

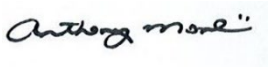
- **http://www.cybersmart.gov.au/report.aspx**
- **www.amf.org.au**

(Allannah and Madeline Foundation)

- **www.cybersafety.dbcde.gov.au/helpandadvice/**

If you have any further questions pertaining to the school's mandatory 1:1 program forward any enquiries to onetoone@mhs.vic.edu.au

Dr. Tony Mordini



Principal

Lachlan Gilbert

IT Manager

APPENDIX 1 – Software

Mandatory Purchased Software

- Antivirus / security product – purchased via booklist
- Adobe Creative Cloud Subscription (Years 9 & 10) – purchased via booklist

Mandatory Free Software – available from the Internet

- Adobe PDF Reader
- Google Chrome Browser
- VLC Media Player

Mandatory School Provided Software

- Aruba ClearPass – Security Software
- Microsoft Office 365
- Vivi Presentation Client
- Papercut – Print Management
- Other software as advised or provided at the school's software download page

Appendix 2 – Somerville Ordering Information

We know that schools need proactive, dependable and responsive support to ensure optimal learning and reduced downtime.

That's why we've developed a reliable and cost-effective package that provides the highest level of support to your school with guaranteed Service Level Agreements.

Somerville Elite Support includes:

- A technician that works with you and has ownership of the school notebook repairs
- The ability to log repairs and view device history online
- On Site repairs, daily if required
- A Guarantee that >95% of repairs will be completed inside 1 day*
- Priority access to Somerville Spare Parts holdings and technicians van stock
- Access to loan devices should Somerville be delaying a repair over 1 day
- A Guarantee that repairs for accidental damage won't exceed $100 and no claim forms to complete

With Somerville Elite Support, you can alleviate a lot of the worry and cost associated with providing devices to your students and servicing them. We have seen pretty much everything a child can do to a computer and are skilled at getting things back on track quickly and efficiently.

*Somerville will use new and/or refurbished parts for warranty and non-warranty repairs as supplied by the manufacturer. Parts supplied are at the manufacturer's sole discretion.

SOMERVILLE

Device - HP EliteBook X360 830 G8

If you have decided to go with the MHS Primary 1:1 device offering, you are purchasing the device as outlined:

Description
HP Elitebook X360 830 G8
(i5/16GB/256GB) Model - 484G9PA
HP 4 Year Warranty
Somerville Elite Support for HP - 4 Years
STM 13.3" ACE Bag

Purchase Portal

To purchase your HP Device go to the Somerville Purchasing Portal at this address using the username and password provided:

https://store.somerville.com.au/page/mhs-portal

LoginID - mhs@somerville.com.au

Password - MHS_portal23 (Case sensitive)

An Important Note on Device Ownership

Device purchased from Somerville purchase portal are owned by the parents/student. Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Appendix 3 – CompNow Ordering Information

Device – Surface Studio Laptop

If you have decided to go with **MHS High End Alternative 1:1 Device** offering, you are purchasing the device as outlined:

Description
Microsoft Surface Laptop Studio 14.4
ABR–00015–SEDU, Core i7 16GB RAM 512GB SSD
Microsoft Surface Laptop Studio – Complete for Business
Warranty and ADP – 4 Year
Microsoft Slim Pen 2
STM Ace Vertical Super Cargo Bag

Ordering Portal

To Order your Microsoft Surface Device, go to the Compnow Order Portal at this address:

https://shop.compnow.com.au/school/melbourne-high

No Login Details are required to access this portal

An Important Note on Device Ownership

Devices ordered via the CompNow ordering portal will be owned by Melbourne High School for the length of time the device is in use at the school. Once the students time at the school ends, the ownership of the device transfers to the student.

The school has changed to this purchasing model due to the fact Microsoft does not offer the required term of warranty with Accidental Damage Protection (ADP) to individuals/consumers/students, only to commercial entities. Due to this altered ordering and purchasing model, a tax invoice cannot be provided by CompNow to parents/student as the school will be invoiced, however a receipt of payment will be issued once the order and payment is complete.

Appendix 4 – Financial Assistance

Parents with a healthcare card may qualify for financial assistance via the school's equity program. This program is available to assist families who without assistance would be unable to afford to buy their own laptop via the schools Mandatory 1:1 Device Program.

There are extremely limited places within this program and there will be no possibility to qualify for the MHS High End Alternative 1:1 Device.

If you would like further information on how to apply for financial assistance, please contact the school via the email onetoeone@mhs.vic.edu.au

APPENDIX 5- Acceptable Usage Policy (AUP) Melbourne High School

At Melbourne High School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive, and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour from all members of the school community. We provide a filtered internet service at Melbourne High School, but we acknowledge that full protection from inappropriate content can never be guaranteed.

Parents are encouraged to become familiar with cyber safety issues. The Department of Education and Training provide Interactive Learning Modules for parents that can be found at www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx

The Office of The Children's eSafety Commissioner provides a range of materials at https://esafety.gov.au/esafety-information including information about a number of specific cyber issues.

Students and parents/guardians are to read the following information that outlines the Melbourne High School Acceptable Use Agreement.

The student and parent/guardian are to sign the Acknowledgement Form where indicated and return the signed Acknowledgement Form to the student's Form Teacher.

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and image
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behaviour
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio, and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.
- not using the Melbourne High School name, logo or images on social media and web platforms outside of the designated school social media and web platforms.
- investigating the terms and conditions of content use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible, and ethical user at all times, by:

- Following the Melbourne High School Student Mobile Phone Policy
- keeping devices on silent during class times
- Allowing teachers to view open applications and recent files list during class times if requested
- respecting others and communicating with them in a supportive manner, by not making harassing phone calls/text messages or forwarding on messages
- respecting the privacy of others; only taking photos or recording sound or video when others are aware, and consent has been provided by relevant students and the teacher in charge
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications such as MS Office 365 free of charge.
- Access to other software may be provided depending on special subject needs. Depending on the licensing arrangements this may be at cost or free of charge. The student will be informed at the time.

School support

Support **will be** provided for:

- connecting the device to the school network, internet, and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.
- Hardware support for devices purchased via the school's Purchasing Portal. This support is subject to the warranty options and/or accidental insurance purchased with the device.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues not associated with school-based software
- hardware issues.

School Support Limitations

- Support will be limited to a reasonable time basis:
    - Devices purchased via the schools purchasing program will have a maximum of 30 minutes of support per issue
- Major Issues that cannot be resolved within the advertised support time limits
    - Devices purchased via the schools purchasing portal will be reset via the Intune portal.
    - The responsibility will lie with the student to reinstall any other software and ensure that their data is backed up and recoverable post reinstall

Damage or loss of equipment

- The school must be notified if the device is damaged so that a student's learning program is not interrupted whilst being repaired / replaced.
- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or stolen so that a student's learning is not interrupted.

User responsibilities

Students are responsible for:

- bringing portable devices fully charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- always carrying their device in an appropriate protective case
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. computer lab desktops, printers, scanners etc)
- student owned ICT devices (e.g. mobile phones, laptops, tablets)
- Not using another person's mobile device without their presence and permission
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, camps and extra-curricular activities.

Please Return this form on the First Day of School, 30th January 2023

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I acknowledge that any device connected to the school's network is subject to the schools "Web Filtering Policy" which is published on the school's Intranet / Internet site. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name:

_____

Student Signature:

_____

Parent/Guardian Name:

_____

Parent/Guardian Signature:

_____

Date: _____