



PARENT/STUDENT LAPTOP INFORMATION

2023



Auburn High School provides inclusive and equitable access to technology to support high quality teaching and student learning.

Auburn High School 1-1 Laptop Program

Auburn High School provides inclusive and equitable access to technology to support high quality teaching and student learning. Effective and responsible use of a personal computer provides additional benefits to each student's learning outcomes and scope of learning.

Auburn High's 1-to-1 Laptop Program provides students with an individual laptop which enhances their learning across a broad range of subjects offered.

Laptops in the classroom enable teachers to better cater for our students' individual learning needs and to develop students' use of ICT to prepare them for life beyond school.

Devices on offer must meet the minimum specifications below. The School offers three models and each student can tailor the type of device to meet the software and hardware capabilities required by subjects in their courses.

For example; a predominantly academic course requiring the Microsoft suite of programs OR a technology, art, IT based program where additional software and hardware are utilised.

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Device Selection Criteria and Specifications

Consideration is given to the following criteria when the Laptops are selected:

- affordability,
- reliability,
- robustness,
- technical considerations,
- weight,
- battery life,
- warranty and insurance conditions.

The device is covered by accidental damage insurance from Lenovo when families pay for insurance at the same time as they purchase a device. IT staff will assess the damage and begin the claims process as soon as possible when the device is taken to the IT office. The excess for all accidental damage claims is \$100 per claim. You may claim up to 3 times in 3 years.



Specifications:

OPTION 1

Lenovo ThinkPad L13 Yoga Gen 3

- Intel Core i5 - 1235U
- Integrated Intel Iris® Xe Graphics
- 8GB DDR4 3200MHz
- 256GB SSD M.2 2280 PCIe NVMe Opal2
- 13.3" FHD (1920x1080) WVA 300nits AR (antireflection), 10-point multi-touch screen
- Intel AX201 11ax, 2x2+ Bluetooth® 5.2
- Recessed pen
- Integrated 720P HD w\privacy shutter + World Facing Camera
- 360-degree folding display
- Fingerprint reader
- Integrated 46Wh, Up to 9 hours battery
- Ultra-portable, 1.32kg
- Windows 11, Ms Office, Adobe Suite and more.

OPTION 2

Lenovo ThinkPad L13 Yoga Gen 3

- Intel Core i7 - 1255U
- Integrated Intel Iris® Xe Graphics
- 16GB Soldered DDR4-3200
- 512GB SSD M.2 2280 PCIe NVMe Opal2
- 13.3" FHD (1920x1080) WVA 300nits AR (antireflection), 10-point multi-touch screen
- Intel AX201 11ax, 2x2+ Bluetooth® 5.2
- Recessed pen
- Integrated 720P HD w\privacy shutter + World Facing Camera
- 360-degree folding display
- Fingerprint reader
- Integrated 46Wh, Up to 9 hours battery
- Ultra-portable, 1.32kg
- Windows 11, Ms Office, Adobe Suite and more.

OPTION 3

Lenovo X1 Yoga Gen 7

- Intel Core i5 - 1240P
- Integrated Intel Iris® Xe Graphics
- 16GB Soldered DDR4-4266
- 512GB SSD M.2 2280 PCIe NVMe Opal2
- 14" FHD (1920x1080) WVA 300nits AR (antireflection), 10-point multi-touch screen
- Intel AX201 11ax, 2x2+ Bluetooth® 5.2
- Recessed pen
- 720P Webcam + World Facing Camera
- 360-degree folding display
- Fingerprint reader
- Integrated 57Wh, Up to 10 hours battery
- Ultra-portable, 1.38kg
- Windows 11, Ms Office, Adobe Suite and more.

School Information Technology Infrastructure

The school runs a substantial suite of technology equipment to provide resources throughout the school which includes: Wireless Access, Local Network and storage, Compass portal, Internet and printing.

Laptop Image and Software

Distribution of laptops takes place in late January each year. Software installed by the school is subject to licence conditions and must not be distributed or deleted. Induction programs are offered early Term 1 each year. Reimaging of Year 8, 9, 10 and 11 student laptops will take place in late term three.

The school will install an image managed by the IT department with all software and licencing required for the standard curriculum. Standard Software includes: Windows 10, Ms Office Suite, Adobe Suite. Where required, additional software and updates can be distributed from the school's student share folder or software portal (system centre).

All laptops must conform to and operate the school's SOE and software suite. The SOE and software suite must not be modified by the students.

When there are issues with software or the operating system, students will need to backup all personal files from the device before it is re-imaged. AHS does not hold any responsibility for loss of data.

Virus and Malware Protection

Students should abide by the following guidelines:

- Not open any files attached to suspicious or unknown emails.
 - Exercise caution when downloading files from the Internet. Save the files to the device's hard disk and run the virus scanner on the files before opening them.
 - Make sure the antivirus program (Windows Defender) is up to date and turned on. Run virus scans regularly after accessing and downloading from the Internet, email, or opening a file from a removable media source (e.g. a USB drive).
 - Delete chain and junk emails. Do not forward or reply to any of these.
 - Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipient to the spammer's database.
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Payment

Laptop can be purchased through the Compass favourites LWT Order portal or <https://auburnhs.orderportal.com.au>

For questions please contact Joanne Hayes, Business Manager.

Phone: 03 9822 3247 or Email: joanne.hayes2@education.vic.gov.au

Bring Your Own Device (BYOD)

Should you choose to bring your own device and join the BYOD program, the device must comply with specific requirements. Please refer to the Agreement document on page 5.

Auburn High School Bring Your Own Device Agreement

Student Full Name: Year Level:

Parent / Guardian Name:

As Parent/Guardian, I have read and understand the conditions of use detailed in the *Student Internet and Computer Acceptable Use Agreement* and the *Laptop Information Booklet* and recognise that these facilities are provided for educational use only.

Students who elect to bring their own device must have the required curriculum software installed and ready to use before they come to school. Please check with your classroom teacher regarding software required for the subject. It is the responsibility for all parents/guardians to ensure all software is purchased legally and meets the licence requirements and terms of use of the application.

Due to the vast variations between laptop models, Auburn High School can only provide a limited amount of support to allow use of the wireless network and will not guarantee that your devices are compatible or will work with the school's wireless network.

We also understand that while Auburn High School will make every effort to ensure that students comply with these conditions. We will not hold Auburn High School or its staff responsible or legally liable for material distributed to or acquired from the school Internet connection. We also agree to report any misuse of the Internet or Computer System to a member of staff.

Any violation of the *Student Internet and Computer Acceptable Use Agreement* or *Bring Your Own Device Agreement* may result in disciplinary action and the device and access may be removed at any time if not used in accordance with the Agreements above. It may also be necessary for appropriate legal action to be taken.

Hardware Requirements

The device **must at least meet** these minimum requirements:

- Have a minimum 12-inch screen size
- Minimum of 6 hours battery life (For OH&S purposes, Auburn High School does not allow charging on site)
- Minimum of **8GB of RAM**
- Wireless Card Supports the **802.11AC or AX** on 5Ghz Band
- Have a physical keyboard that is directly attached to the device
- The laptop must run Windows 10 or 11
 - ☐ It must have English natively
 - ☐ It must have a Licensed Copy of Windows
- It cannot be virtualised (with technologies such as Parallels, VM Ware or Virtual Box).

Devices not supported on the network are:

- ☐ Tablets not running full Windows, such as Apple iPads or Android Tablets
- ☐ Apple Macs running Mac OS (they can run Bootcamp with Windows 10 installed)

Auburn High School and Parent Responsibilities

Auburn High School supports the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This policy outlines the roles and responsibilities in supporting safe digital learning, as well as the expected behaviours of our students when using digital or online spaces.

At Auburn High School 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 to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning
- provide access to the Department of Education and Training's (DET) search engine www.education.vic.gov.au/secondary which can be used to direct students to websites that have been recommended and reviewed by a teacher
- provide supervision and direction in online activities and when using digital technologies for learning
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation; and
- provide support to parents/carers through to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

Parents

It is expected that parents will attend an induction session and agree in writing to the terms and conditions of the program. Parents will need:

- To understand the responsibilities that apply to themselves and their children in supervising the appropriate and safe use of the Laptop at home and the need to reinforce the guidelines established by the school.
- To be aware of, and familiar with, the school's *Parent/Student Acceptable Use Agreement* and ensure that their children abide by the conditions and responsibilities detailed in this booklet.

All students and parents are required to sign a *Parent/Student Acceptable Use Agreement*. This agreement applies to use of ICT within the school and the use of Laptops. Students and parents are asked to read and agree to abide by the conditions of the agreement and the guidelines detailed in the *Parent/Student Laptop Information Booklet* by returning a signed copy of the Agreement to the school. Access to Laptops and the school's ICT network, resources or facilities will be granted once the agreement is signed. Parents are also advised to implement similar policies at home. Resources for parents and teachers are available at:

<https://www.education.vic.gov.au/Pages/webprivacypolicy.aspx>

Parent/Guardian Signature

As parent/guardian of, I accept the conditions of use detailed in the *Auburn High School Acceptable Use Agreement*, *Bring Your Own Device Agreement* - and the *Laptop Information Booklet* and will reinforce the conditions and supervise the use of the Laptop and Internet at home.

Parent / Guardian Signature: Date:

PLEASE NOTE: RETURN THIS DOCUMENT TOGETHER WITH THE AUBURN HIGH SCHOOL ACCEPTABLE USE AGREEMENT WITH ALL FIELDS FILLED IN CLEARLY TO THE IT OFFICE.

Student Declaration

When I use the Auburn High School network and/or a computer at school, I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner
- abiding by the school's Mobile Phone policy and not using personal hotspot
- never participating in online bullying or defamatory behaviour (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media platforms;
- reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult, teacher or Student Learning and Wellbeing Manager;
- meeting the stated terms and conditions for any digital or online tool;
- handling ICT devices with care and notifying a teacher of any damage or attention required;
- using the school's internet connection for educational purposes only;
- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- not attempting or deliberately accessing or communicating any unacceptable or illegal material. This includes any content that could be considered racist, sexist, violent, anti- social, pornographic, explicit, vulgar, obscene or the like;
- not downloading unauthorised programs, including games;
- not using any means including anonymous proxies, online tools or software to bypass internet security to access blocked sites or areas of the network not normally accessible by students;
- only accessing the internet via the school's network whilst on school grounds. Wireless hotspots, phone and other devices must not be used;
- not interfering with network systems and security or the data of another user;
- not attempting to log into the network or online service with a username or password of another person; and
- not accessing or attempting to access any non-authorised part of the school's network.

Auburn High School Parent/Student Acceptable Use Agreement

At Auburn High School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This policy outlines the roles and responsibilities in supporting safe digital learning, as well as the expected behaviours of our students when using digital or online spaces.

We have read and understood the conditions of use detailed in the *Parent/Student Acceptable Use Agreement* and the *Parent/Student Laptop Information Booklet* and recognise that these facilities are provided for educational use only.

We also understand that while Auburn High School will make every effort to ensure that students comply with these conditions, we will not hold Auburn High School or its staff responsible or legally liable for material distributed to or acquired from the school Internet connection. We also agree to report any misuse of the Internet or Computer System to a member of staff.

We understand that any violation of the following policies:

- Parent/Student Acceptable Use Agreement
- Digital Technology and Social Media Policy
- Student Engagement and Wellbeing Policy
- AHS Privacy Policy
- Mobile Phone Policy

may result in disciplinary action. It may also be necessary for appropriate legal action to be taken.

Student Signature

As a student at Auburn High School I accept and will comply with the conditions of use detailed in the *Parent/Student Acceptable Use Agreement* and the *Parent/Student Laptop Information Booklet*.

First Name (Print) Family Name (Print)

Student Signature: Date:

Student Code (Leave blank if you don't know)

Parent/Guardian Signature

As parent/guardian of, I accept the conditions of use detailed in the *Parent/Student Acceptable Use Agreement* and the *Parent/Student Laptop Information Booklet* and will reinforce the conditions and supervise the use of the Laptop and Internet at home.

First Name (Print) Family Name (Print)

Parent / Guardian Signature: Date:

PLEASE NOTE: RETURN THIS PAGE ONLY WITH ALL FIELDS FILLED IN CLEARLY TO THE IT OFFICE OR AT THE JANUARY LAPTOP COLLECTION DATE.