Greensborough
COLLEGE

Access to Digital Technologies

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Introduction

The use of Digital Technologies at Greensborough College aims to improve student learning experiences both in and out of the classroom. Nowadays, being able to navigate through the vast amount of information available at our fingertips, whilst remaining focused on the task at hand is a valuable skill. The use of Netbooks and supporting digital technologies, such as digital cameras, internet access, software programs, printers, etc., in the classroom provides a wealth of rich educational resources and tools that, when used effectively, can deliver very positive teaching and learning outcomes.

Acceptable Use Agreement

In order to be granted access to the Digital Technologies provided by the College, all students at the College need to complete an Acceptable Use Agreement (AUA). The *AUA* formally sets out the rules of use of software, networks, printers, and the internet at Greensborough College.

Please note, when families purchase their device through the LWT Order Portal they will need to read and accept this agreement before they can complete their purchase. See the ordering portal for details.

LWT Order Portal

Families can choose from a range of devices, some of which are newer models of those currently being used in the College for our swap machines, using the *LWT Order Portal*. Families will have several options to choose from, including a choice of warranty and insurance options. This will allow families to opt in to options, which should make the devices more affordable.

Please visit the following website: http://greensc.orderportal.com.au/ to access the portal (see image). Please navigate through the portal to organise your order, remembering to tick the box that you have read and agree to the Acceptable Use Agreement.

After ordering the device, it will be imaged by LWT with DET Secondary School Image, then delivered directly to the school. It will be set up on the school network by our technician and will be available for collection from book collection day in the January holidays prior to the commencement of Term 1. Families unable to collect it on book collection day may have their child collect it on their first day at school from the technician's office.
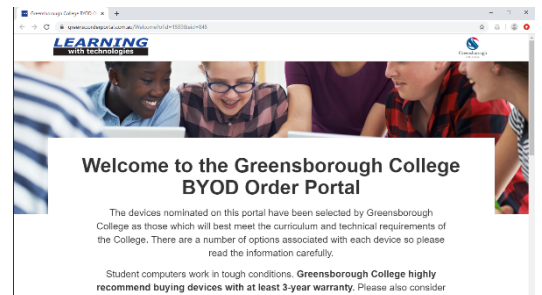
Ordering Timeline

January School Pick Up: Orders must be completed through the portal by **Close Of Business on Monday 6th December 2021** in order for devices are to be ready for pick up before the new school year commences.

Any orders that miss the cut-off date will be delivered to the school on an ad-hoc basis and as such, may be charged an additional $10 delivery fee. Students will then be contacted by the school technician when their device is ready for collection.

What if I have just purchased a new laptop in the last year or so? Can my child bring this to the college?

We understand some parents may have recently purchased new laptops. Any laptop that was purchased during 2020 or 2021 can be used at that college provided it meets the specifications published by the college. The more recent the purchase, the better the capacity of the device to hold the Standard Operating Environment (SOE). Please complete the form on the last page of this document and bring it to the IT office in the first week of Term 1, 2022.

What do we mean by Specifications?

The minimum hardware specifications are detailed below. We also require that the laptop be able to run a standard suite of applications and collaboration tools, specifically Microsoft Office 365, including Teams and One Note.

Please note: we are not able to join Chromebooks or Windows Home to our school domain.

SPECIFICATIONS	BYO DEVICE MINIMUM SPECS.
SCREEN:	11.6in
CPU/Processor:	Intel Celeron N2930 or greater (e.g. i3, i5, i7)
MEMORY:	4GB RAM
HARD DRIVE:	128GB
OPERATING SYSTEM:	Windows 10 or greater (not Home Edition)
WIRELESS:	Intel 802.11agn wireless
CAMERA:	Integrated Webcam
BATTERY:	Must last at least 6 hours (i.e. full school day)
KEYBOARD:	Must have a physical keyboard

Please bring the device to the IT technician during recess or lunch to be connected to our school network and domain.

Student Name: .... **Year Level/Home Group:** ....

Acceptable User Agreement Form for devices purchased during 2020/ 2021 and meeting the specifications published by the college:

We agree to adhere to the rules of the Greensborough College Acceptable Use Agreement and accept responsibility for appropriate use and care of the computer when being used at the College. We understand that not adhering to the rules outlined in this policy may result in access to the College Domain Network being suspended or revoked.

Agreement Overview:

1. The student must bring their device to school each day. It must be fully charged.
2. The student is responsible for the safe storage and care of their device at all times. The College accepts no responsibility for any devices brought onto the College premises.
3. The student agrees that the Acceptable Use Agreement applies at all times when using their device for school purposes.
4. Some software usage restrictions may be imposed on devices whilst being used on the College Domain Network.
5. Upon ceasing enrolment, the student must remove all department software installed during their time at the College.
6. Students are responsible for backing up information and data on a regular basis using their own external hard drive, SD Card or USB flash drive.

Student Signature: ....

Date: ....

Parent/Guardian Name: ....

Parent/Guardian Signature: ....

Date: ....

Note Office Use Only

Student Username		AUA Accepted Online	Yes	No
Staff Connecting device Initials		Date device connected		
Brand of device		Model of device (if known)		

Please note: DO NOT SUBMIT THIS FORM TO THE OFFICE. BRING IT TO THE TECHNICIAN WITH THE DEVICE BEING CONNECTED.