

Student Name:

Home Group:



# Greensborough COLLEGE

## Access to Digital Technologies

### Table of Contents

Introduction .....	2
Acceptable Use Agreement .....	2
Option One: LWT Order Portal.....	2
Option Two: BYOD (Bring Your Own Device) Options and Agreement .....	3

## 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.

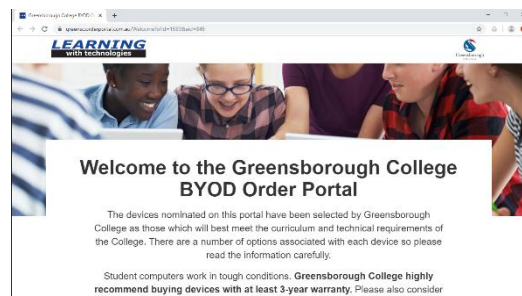
Please note, when families purchase their device through the LWT Order Portal they will need to read and accept this agreement before they can complete their purchase. See the ordering portal for details.

## 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, which is Friday, 22nd January 2021. 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 in B-wing.



## Ordering Timeline

**January School Pick Up:** Orders must be completed through the portal by **Close Of Business on Friday 11<sup>th</sup> December 2020** in order for devices are to be ready for pick up before the new school year commences, on Friday, 22nd January 2021.

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 be contacted by the school technician when their device is ready for collection.

Student Name: \_\_\_\_\_ Year Level/Home Group: \_\_\_\_\_

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: \_\_\_\_\_

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.