One-to-One Netbook Program
Information and Guidelines 2014
Craigieburn Secondary College
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Craigieburn Secondary College
One-to-One Netbook Program

1 Introduction of the One-to-One Program

Craigieburn Secondary College (the College) endeavours to create a learning environment where every student can achieve their fullest potential. We aim to promote confident learners who are curious and creative who can solve problems using a variety of tools. As part of this commitment, the college is beginning the integration of student Netbook computers into the classrooms and the embedding of digital literacy and e-learning practices across all key learning areas. It is envisaged that students at The College will become effective global learners in multiple real and virtual arenas.

The One-to-One student Netbook program will provide a wealth of rich educational resources and tools, that when used effectively, will deliver very positive teaching and learning outcomes. Each student will have a portable Netbook that will link them to their teachers, learning communities, multimedia software and online tools & resources.

With the connected mobile device students will have enhanced communication opportunities with their teachers and peers to seek feedback regarding learning opportunities and activities, participate in synchronous and asynchronous learning and have anywhere, anytime access to documents, projects, revision tasks and evidence of their learning. The one to one Netbook program will create expanded learning opportunities that are more active and student centred.

The Department of Education recommends appropriate and safe use of their student allocated netbooks. This document aims to provide information about the policies and guidelines that inform the proper use and care of the student netbooks. By alerting parents and students to potential dangers, developing guidelines and providing advice and support, the exposure of students to potential problems can be minimised.

2 Objectives of the Program

The objective of the program is to implement a range of innovations that explore and exploit the latest in educational technology both in the classroom and at home.

Subject to certain guidelines, the students will be allocated Netbooks for use at school and at home so that they are able to complete homework and assignments. Students may be asked to return the Netbooks at any time (such as during the Netbook Audit). However, it is likely that students will have their Netbooks rolled over from year to year and they will have access to the same Netbook for an extended period of time. Students must return their Netbook prior to ceasing enrolment at the college.

3 Payment

The program was initially funded by the Federal Government, which allowed for the purchase of a Netbook computer for students in Year 9 to 12. With the recent change in Government this funding has been removed for 2014. The College is committed to this program and will continue to self-fund this
program for 2014 for our Year 9 to 12. Students in these year levels will have access to a free Netbook Computer\(^1,2\).

Students in Year 7 and 8 will access to a new Netbook\(^3\) that will be funded by a parent co-contribution of $100. This co-contribution is the cost of leasing the device, the College will meet all other initial purchase costs.

Agreements between Microsoft and the State Government allowed for a range of software packages to be installed on each machine across year 7 to 12, this process will continue in 2014.

3.1 Year 7

Year 7 students will have **school-based access only** with Netbook remaining at school in cabinets in the back of the each classroom. A parent co-contribution of $100 is required to cover the cost of leasing the device.

3.2 Year 8

Year 8 students will be able to **take their device home** and this will require a parent co-contribution of $100 to cover the cost of leasing the device and a $200 refundable bond. The bond is refundable upon ceasing enrolment at The College and returning the Netbook computer in good working order.

3.3 Year 9-12

Year 9-12 students will be able to **take their device home** and previous government funding covers the cost of leasing the device. A $200 refundable bond is required to enter the program. The bond is refundable upon ceasing enrolment at The College and returning the Netbook computer in good working order.

3.4 Payment Options

Options for payment are as follows:

1) **Full payment** by cash, cheque or credit card (VISA or MasterCard only)

2) **Authorised Payment Plan**

   Application to commit to a Payment Plan can be organised with the staff at the General Office. Please discuss your individual circumstances with the administration office at the school office. If at any time the direct debit payment is unsuccessful, the student will be required to return the Netbook to the college.

4 Expectations and Responsibilities

4.1 Expectations and Responsibilities of Students

The following expectations must be met in order for the student allocated Netbook to remain in good condition and to maintain warranty.

- Students will use their Netbook on the school network responsibly
- Students will bring their Netbook to school **every day fully charged**
- Students will adhere to The College's Acceptable Use Policy (see Section 8)
- Students will always transport and store their Netbook in a protective cover (see Section 5)

\(^1\) Parents/Guardians/Students still are required to pay refundable $200 deposit
\(^2\) Some students may receive a fully tested refurbished Netbook
\(^3\) Students already in the program will continue to use the Netbook they received new in 2013
- Students will take care to store their Netbook in a safe location to avoid theft.
- Students will respect the hardware and take all available precautions to protect its safety and care at all times.
- Students will present their Netbook for Audit when requested.

Upon ceasing enrolment at the College students will return their student allocated Netbook in good working order and in a clean, hygienic condition. Please note, a fee will be charged for cleaning of Netbooks returned in poor condition.

- Students must use their Netbook computers and the school computer network responsibly. Communications on the information networks are often public and general school rules for student behaviour, conduct and standards will apply.
- When using their Netbook and accessing school information resources students must follow the policy and guidelines detailed in this document.
- Students need to respect the hardware and ensure its safety and care at all times.
- Students who fail to honour this code of conduct may forfeit use of their Netbook computer and access to the Internet and/or school network.

4.2 Expectations and Responsibilities of Parents/Guardians

Parents or guardians are required to take responsibility for conveying the importance of the policy guidelines in this document and other school policies to their children. They are also required to monitor their child’s use of the Netbook, especially at home, including access to media and information sources.

**Parents are expected to report any damage, theft or loss of the Student Allocated Netbook to the college as soon as is practicable. Parents/Guardians should be aware that any damage, theft or loss would incur a bond deduction (see Section 10).**

4.3 Expectations and Responsibilities of Teaching Staff

School teaching staff will monitor appropriate use of the Netbooks in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources.

This includes staff facilitating student access to information on their Netbooks in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

4.4 Expectations and Responsibilities of the College

The College commits to upholding the Usage Policy Guidelines and providing physical and financial resources to enable safe, educationally relevant access to the Netbooks and relevant curriculum facilities for staff and students.

The school also has a responsibility to ratify information published on the Internet by students so that it meets legal requirements and community standards in relation to copyright and safety.

5 Authorisation and Rules for Home Use

Students will be allocated with a Netbook when the Netbook Allocation Authorisation form is completed and handed in along with payment of the $200.00 security bond. By signing the Netbook Allocation Authorisation form (Section 12) parents/guardians and students take responsibility for the proper use and care of the allocated Netbook. A major feature of this program is that students will be permitted to take their Netbooks home to complete assignments. It is expected therefore that all the rules for home use as set out in this policy will be followed.
All Netbooks must be kept in a sleeve for protection at all times that the laptop is not in use. The College will make available sleeves for sale on the day of pickup, you may however choose to purchase your own.

All students must manage the back up of data using their own external hard drive, SD Card or the college network drive.

A limited number of Netbook sleeves and SD cards will be available for purchase from the General Office. Home usage will be granted subject to adherence to the following rules:

1. Students must bring their Netbook to school each day. It must be fully charged.
2. The student must have their Netbook inside a protective sleeve when not in use and inside their school bag when travelling to and from school.
3. Students are responsible for the safe storage and care of their Netbook AT ALL TIMES. For example; Netbooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at the home of a friend.
4. The Netbooks are school property, hence the school Network Agreement applies at ALL times.
5. Students must return the Netbook prior to ceasing enrolment at the college.

6. Guidelines for Proper Care of Netbook

Parents/Guardians are responsible for any and all damages, including loss or theft, which may occur to the Netbook during participation in this program. The following are guidelines to help minimise any potential damage.

6.1 Security and Storage

When the Netbook is being used away from school, students should avoid leaving it unattended or where it is visible to the public (e.g. in a vehicle). In these circumstances, the Netbooks can become a target for theft.

When the Netbook is at home please ensure that normal accepted domestic security practices are followed. This would include locking the windows and doors in the home when the dwelling is unattended.

6.2 Transport and Handling Procedures

Students will be required to purchase a protective sleeve in order to take home the Netbook. Suitable Netbook sleeve are available from the college office at a modest cost. The sleeves have sufficient padding to protect the Netbook from normal treatment. It is recommended that students personalise the sleeve so as to distinguish it from sleeves of other students.

When transporting the Netbook, students are to make sure that it is in the sleeve and in their school bag, which must be securely closed. Students must carry their Netbook inside the sleeve and place this inside their school bag when leaving the school. Students must never remove the Netbook from its sleeve and place it directly into their school bag.

Any Student Allocated Netbook that is found being transported without a sleeve will be confiscated with return only upon provision of a Netbook sleeve.

This sleeve must be purchased prior to the Netbook being allocated to a student for extended loan.

6.3 Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to Netbook use:

- Keep the upper arms relaxed at the side of the body
Bend the elbows around 90 degrees
Keep the wrists straight
Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes
If the Netbook is to be put into a bag or backpack, straps should be used in accordance with the manufacturer’s recommendations
The Netbook should always be placed on a stable surface, not on a person’s lap or knee.
Adopt the right seat posture with back straight.

6.4 General Care of the Netbook Computer

The Netbook computers are not owned by students but are on loan from the College. This requires students to maintain the Netbooks in good condition and to return them to the school when required.

In order to achieve this, students must follow some simple guidelines. Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Vandalise equipment
- Mark or deface any equipment (e.g.: writing on, engraving or attaching stickers)
- Eat or drink near the Netbook
- Attempt to repair equipment
- Unplug cables or equipment unless directed by teachers
- Remove any covers or panels
- Disassemble any part of the Netbook
- Disable the operation of the Netbook

In addition, students must immediately report any malfunction or damage to the Netbook to the college technician as soon as possible. The College Technician is available in the ICT office at recess, lunchtime and after school.

6.5 Report of Loss or Damage and Bond Deductions

Any loss or damage that occurs to the Netbook must be reported to the college as soon as practicable. If this occurs within the college, during school hours, the students must report the incident to the College IT Technician or e-Learning Co-ordinator as soon as possible.

Students are required to pay a $200.00 security bond prior to taking delivery of their Netbook. This will be fully reimbursed upon return of the Netbook in good working order. All damages to the student allocated netbook will incur a bond deduction. If the cost of repairs to the Netbook exceeds the $200 security bond, Parents/Guardians may be liable for the excess cost. Loss of battery or charger will incur a replacement cost by Parents/Guardians.

In circumstances where deliberate damage or theft has occurred, it will be necessary to report the incident to the Police and action may be taken against the perpetrators or their Parents/Guardians to recover costs for repair to, or replacement of the Netbook.

If loss or damage or theft occurs outside school hours the Parent/Guardian must report the incident to the college as soon as practicable. In cases of theft outside school hours, the student with their Parent/Guardian must also report the incident to the Police. The police incident report number must also be communicated to the college.

The current schedule of charges can found in Section 10.
7 Guideline for General Use of Netbook

7.1 Additional Peripherals

The College will NOT provide students with any additional peripherals. These must be purchased by parents/guardians. Additional peripherals include USB sticks, Additional Batteries, or, SD cards.

7.2 Data Management

Saving or back up of data is the responsibility of the student. To backup their work it is recommended that students purchase a USB flash drive, External hard drive or SD card. If a Netbook needs virtual repair, students will have access to re-imaging. The re-imaging process will wipe all of the data from the machine and set it up to the original image. Staff will not accept data loss as an excuse for not handing in work on time.

7.3 Printing

Students should minimise printing at all times by print-previewing, printing in PDF and submitting document through the Learning Management System, editing on screen rather than on printouts and spell-checking before printing.

Students are expected to manage their own print credits by ensuring that their password is protected at all time. Additional print credits may be purchased from the General Office.

7.4 Virus Protection

The Netbooks are configured with anti-virus software. However, on the detection of a virus or the suspicion of a viral infection, the student must inform College Technician who is available in the ICT office at recess, lunchtime and after school.

7.5 Software and Department of Education Programs

The software and programs pre-loaded on the Student Allocated Netbook are subject to licence conditions and copyright. They must not be distributed or deleted from the Student Netbook. No additional software may be installed on the Netbooks, as it can pose a security risk. Installation of any additional software will breach the College’s Acceptable Use Policy (see Section 8) and may result in suspension or removal from the One-to-One Netbook Program.

8 Acceptable Use Policies

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software, networks, printers and the Internet. All staff and students are accessing the Department of Education system and are bound by Department of Education rules of use. The College’s Acceptable Use Policy is available for download from the college website. Upon entering this program Parents/Guardians and Students agree to adhere to the Acceptable Use Policy.

8.1 Use of Hardware and Software

Computer operating systems and other software have been set up to maximise the usefulness of the Netbook computers. Students are prohibited from:

- Accessing any web pages images, computer files, newsgroups, chat groups, or other material accessible with the Internet or the school network that would be considered offensive in the judgement of the college.
- Bringing or downloading unauthorised programs, including games, to the school or run them on school computers. Online Internet games are banned.
- Deleting, adding or altering any configuration files.
- Break software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software or files from other sources are not to be copied or run on or installed on the school equipment.
- Deliberately introduce any virus or program that reduces system security or effectiveness.
- Downloading and redistributing games, music, graphics, videos or text unless authorised to do so by the copyright owner (usually this person or organisation that create the materials).
- Attempting to log into the network with any user name or password that is not their own, or change any other person's password.
- Revealing their network password to anyone except the system administrator. Students are responsible for everything done using their accounts and everything on their Netbook. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Using obscene, harassing or abusive language in communication via the Internet.
- Using or possessing any program designed to reduce network security.
- Enter any other person's file directory or do anything whatsoever to any other person's files.
- Reveal any personal information belonging to either myself or to others including names, addresses, credit card details and telephone numbers via the Internet or school network unless instructed to do so by the college.
- Attempting to alter any person's access rights' or
- Storing the following types of files in their home directory or on external storage devices without permission from their teacher:
  - Program files
  - Compressed files
  - Picture files, unless they are required by a subject teacher and approved by a HOLA
  - Obscene, derogatory or insulting material – pictures or text
  - Password-protected files
  - Copyrighted material
  - Games and music (unless specifically requested by teaching staff)
  - Videos (unless specifically requested by teaching staff)

Any of the above violations may result in suspension of the use of the Netbook for that student.

### 8.2 Access Security

It is a condition of entry to the Netbooks for Students Program that students agree to the monitoring of all activities including their files, email and Internet accesses.

### 8.3 Monitoring and Logging

A log of all access to the Internet including email will be maintained and periodically scanned to ensure that undesirable Internet sites have not been accessed and that the content of email remains within the guidelines described in this document.

### 8.4 Internet Usage

Internet access is expensive and has been provided to assist students’ education. Students must use it only with permission, and not in any unauthorised way.

Because the Internet is an unsupervised environment, the college has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end however, it is the responsibility of individual
students to ensure their behaviour does not contravene college rules and rules imposed by parents/guardians.

The college is aware that definitions of ‘offensive’ and ‘inappropriate’ will vary considerably between cultures and individuals. The college is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally being obtained and displayed.

It is the responsibility of the College to:

- Ensure students are aware of safe use of the Netbook and accessing the Internet.
- Take action to block any display of offensive or inappropriate material that has appeared on the Internet links through local, Department and individual filters.

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or discussion intended to provoke a sexual response
- Violence
- Information about committing any crime
- Information about making or using weapons, booby traps, dangerous practical jokes or ‘revenge’ activities
- While at school, students must not deliberately go onto sites such as Facebook, MySpace or similar social networking sites.
- Sites that bypass content filters (proxy bypass sites)

Students must:

- Follow school guidelines and procedures when preparing materials for publication on the web
- Not use material from other websites unless they have permission from the person who created the material. If unsure, they should check with their teacher.
- Not access any other material that their parents/guardians have forbidden them to see.

Any student found to be accessing inappropriate content may result in suspension of the use of their Netbook.

8.4.1 Social Networking Sites

Social Networking sites are not to be used by students unless instructed by a teacher.

8.4.2 Cyber Safety

Parents/Guardians will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep as safe as possible while online. Parents/Guardians are encouraged to check the following sites online for further useful information.


9 Allocation of Netbooks

Allocation of Netbooks to students will only take place when the completed Netbook Allocation Authorisation form (see Section 12) is returned, along with any required payments (see Section 3) to the
General Office for processing. Once the Netbook Allocation Authorisation form and the agreed payment arrangements for the security bond have been finalised, students will be allocated with their Netbook.

During the initial allocation period when demand will be very high, students who return their forms and have made an approved payment will have their Netbooks allocated after school on the day of processing if they are received by the General Office staff by 1.00pm (the beginning of the lunch break).

Allocation of Netbooks for students with approved payment plans will be notified when their Netbook is available.

All students will be required to:

- Have a Netbook sleeve in which to place their Netbook in order to receive their Netbook; and
- Initial the Netbook Allocation Authorisation to state that they have received their Netbook.

### 10 Schedule of Charges

The following is a summary of the charges that will be met by Parents/Guardians when damages occur to the allocated Netbook. These charges are for replacement parts only and subject to change by suppliers. Charges are accurate at the time of writing, which can be found at the bottom of this page.

- Replacement Netbook $650
- Screen $220
- Keyboard $80
- Base $80
- Palm Rest $80
- Top Cover $80
- Hard Disk Drive Cover $20

### 11 Frequently Asked Questions

**Q.** Why can’t I buy my own computer for my child?

**A.** Different brands have different components and don’t all have the same features and behaviour. It will not be possible for our teaching and technical staff to effectively support students with non-standard computers. Also the computer is pre-loaded with education department standard software, which is not available for installation on non-standard computers.

**Q.** What do we do if the computer is not working?

**A.** The student should take the computer to the College’s One to One Netbook Program technician in the ICT office at recess, lunchtime and after school.

**Q.** What if I can’t afford the $200 security bond?

**A.** See the staff at the General Office to arrange a payment plan.

**Q.** Can I purchase replacement parts myself?

**A.** No. They are usually not genuine, are not supported by the manufacturer and will void the warranty on the computer as a whole.

**Q.** Will I be notified if damage has occurred and if a bond deduction will be incurred?

**A.** If a Student Allocated netbook has been damaged, a Student Netbook Incident Form will be completed by the CSC One to One Netbook Program Technician and sent home for your signature.
This form must be returned before repairs proceed. The Student Netbook Incident Form has a section that notifies of a Bond Deduction.
12 Netbook Allocation Authorisation (Parent Copy)

One-to-One Netbook Program

Craigieburn Secondary College
102 Hothlyn Drive Craigieburn 3064

I have discussed the implications and rules of accepting responsibility for the allocation of a Netbook with my student and agree to adhere to the Craigieburn Secondary College guidelines and the Department of Education Usage Policy guidelines for Students and Parents/Guardians.

Student Name: ____________________________  Home Group: ____________________________

We agree to adhere to the rules of the Craigieburn Secondary College Netbook Usage Policy and accept responsibility for appropriate use and care of the allocated Netbook when being used away from the college:

1) The student must bring their Netbook to school each day. It must be fully charged.
2) The student must have their Netbook inside a protective sleeve and inside their school bag when travelling to and from school.
3) The student is responsible for the safe storage and care of their Netbook at all times. For example, Netbooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at the home of a friend.
4) The Netbook is the property of the college; hence the College Network Agreement applies at all times.
5) The student must return the Netbook prior to ceasing enrolment with the college.
6) It is to be understood that the Netbook remains the property of the college and must be returned if required.
7) If damage occurs to the student allocated Netbook a minimum $100.00 bond deduction will occur.
8) Students are responsible for backing up information and data on a regular basis using their own external hard drive, SD Card or the college network drive.
9) Netbooks will not be allocated to students until they have returned the signed this form and have paid the $200.00 security bond.

Student Signature: ____________________________  Date: ____________________________

Parent Name: ____________________________
Parent Signature: ____________________________  Date: ____________________________

Please return this form to the General Office along with any payments outlined in Section 3 as soon as possible so that Netbooks can be allocated promptly.

Office Use Only

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<th>Netbook code</th>
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13 Netbook Allocation Authorisation (School Copy)

One-to-One Netbook Program

Craigieburn Secondary College
102 Hothlyn Drive Craigieburn 3064

I have discussed the implications and rules of accepting responsibility for the allocation of a Netbook with my student and agree to adhere to the Craigieburn Secondary College guidelines and the Department of Education Usage Policy guidelines for Students and Parents/Guardians.

Student Name: ___________________________ Home Group: ___________________________

We agree to adhere to the rules of the Craigieburn Secondary College Netbook Usage Policy and accept responsibility for appropriate use and care of the allocated Netbook when being used away from the college

10) The student must bring their Netbook to school each day. It must be fully charged.
11) The student must have their Netbook inside a protective sleeve and inside their school bag when travelling to and from school.
12) The student is responsible for the safe storage and care of their Netbook at all times. For example, Netbooks must not be visible if left in a car, they must be placed in the boot; they must not be left overnight at the home of a friend.
13) The Netbook is the property of the college; hence the College Network Agreement applies at all times.
14) The student must return the Netbook prior to ceasing enrolment with the college.
15) It is to be understood that the Netbook remains the property of the college and must be returned if required.
16) If damage occurs to the student allocated Netbook a minimum $100.00 bond deduction will occur.
17) Students are responsible for backing up information and data on a regular basis using their own external hard drive, SD Card or the college network drive.
18) Netbooks will not be allocated to students until they have returned the signed this form and have paid the $200.00 security bond.

Student Signature: ___________________________ Date: ___________________________

Parent Name: ___________________________ Date: ___________________________

Parent Signature: ___________________________ Date: ___________________________

Please return this form to the General Office along with any payments outlined in Section 3 as soon as possible so that Netbooks can be allocated promptly

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<th>Netbook Code</th>
<th>Date Authorisation Received</th>
<th>Date Netbook allocated</th>
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Payment Plan approved:  Yes  No  N/A  Student initials: ___________________________

Business Manager initials: ___________________________ Office staff initials: ___________________________