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Dear Parent or Carer

I am pleased to inform you that your daughter is about to receive a next generation laptop computer, provided with funding from the Australian government’s National Secondary School computer fund.

This laptop is part of the Government’s $2.2 billion investment into the Digital Education Revolution (DER). It will help your daughter and students across Australia to access new information and communication technology.

These laptops will help to prepare your daughter for further education and training, and to live and work in a digital world.

I believe the laptop is the toolbox of the 21st century. Your daughter will gain experience in programs found in the modern workplace. She will also be able to use advanced design software, enabling her to create her own photo collections, videos and web presentations.

Along with this laptop, extra information has been provided which will address any questions you may have about both the laptop and the Fund.

The Australian Government takes the matter of cyber safety, including cyber bullying very seriously. For more information about this I encourage you to visit the website of the Department of Broadband, Communications, and Digital Economy. (www.dbcde.gov.au)

Yours Sincerely,

Mia Kumar
Principal - Burwood Girls High School
Your new learning tool

At under two kilos, students can easily carry the laptop between classes without the need to recharge since the battery lasts the whole school day - up to 8.5 hours. Throughout the course of a typical school day, students’ laptops are often subject to extreme wear and tear. To help school-proof them, the X131e has several heavy-duty features including:

- A top cover rubber bumper to absorb impacts to the side of the laptop
- 33% stronger corner to reduce the chance of damage when dropped at an angle
- Stronger hinges to outlast even the most frequent PC user at up to 30,000 cycles
- Reinforced and recessed ports to decrease the effects of student ‘wear and tear’
- Stronger Bezel with 1.2mm thick plastic to protect the LED panel

The ThinkPad X131e laptop can use the low-light webcam to communicate with students in other schools across the world or just across town. They can also easily connect via WiFi and even keep their connection while moving from class to class using Lenovo’s Instant Resume function. With HDMI and VGA out, students can present their reports to the class with a projector or bigscreen TV.

Press Release:
http://news.lenovo.com/article_display.cfm?article_id=1541
Highlights of the laptop & included protective case

Customizable for schools, students

Rubber bumper around top cover

Stronger corners, bezel hinges and ports

Stronger, island-style keyboard

Active Protection System™ always on

Image of a laptop and a protective case
### Specs of the 2012 “X130e” Laptop

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td><strong>Manufacturer</strong></td>
<td>Lenovo</td>
</tr>
<tr>
<td><strong>Processor</strong></td>
<td>Intel® Celeron™ 887 1.5GHz, 2MB L3 Cache, 1333MHz</td>
</tr>
<tr>
<td><strong>RAM</strong></td>
<td>4GB (1 x 4GB) DDR3, 1 spare slot (8GB Max)</td>
</tr>
<tr>
<td><strong>Hard Disk</strong></td>
<td>128 GB Solid State Drive, 66 GB p/s R/W</td>
</tr>
<tr>
<td><strong>Video card</strong></td>
<td>Intel® HD Graphics, 350MHz base frequency, up to 1GHz max dynamic frequency</td>
</tr>
<tr>
<td><strong>Screen</strong></td>
<td>11.6” (1366x768) colour, anti-glare, LED backlight, 230 nits, 16:9 aspect ratio, 500:1 contrast ratio</td>
</tr>
<tr>
<td><strong>Camera</strong></td>
<td>HD720p webcam wide view angle, low light sensitive, face tracking, fixed focus</td>
</tr>
<tr>
<td><strong>Battery</strong></td>
<td>6 cell Li-Ion Battery 63 W/H</td>
</tr>
<tr>
<td><strong>Battery Life</strong></td>
<td>8.5 hours</td>
</tr>
<tr>
<td><strong>Keyboard</strong></td>
<td>Full-size and spill resistant (G-row), contemporary keycap design</td>
</tr>
<tr>
<td><strong>Pointing device</strong></td>
<td>UltraNav® TrackPoint® and multi-gesture touchpad</td>
</tr>
<tr>
<td><strong>Colours</strong></td>
<td>Silver</td>
</tr>
<tr>
<td><strong>Networking</strong></td>
<td>10/100/1000Mbps RJ45 Port</td>
</tr>
<tr>
<td><strong>Wireless</strong></td>
<td>ThinkPad a/b/g/n, 2x2 Radio with 2.4/5GHz support</td>
</tr>
<tr>
<td><strong>Bluetooth</strong></td>
<td>Bluetooth Version 3.0 + HS</td>
</tr>
<tr>
<td><strong>USB ports</strong></td>
<td>3 USB Ports - 1 x USB 2.0 (powered), 2 x USB 3.0</td>
</tr>
<tr>
<td><strong>Video ports</strong></td>
<td>VGA Port, HDMI Port</td>
</tr>
<tr>
<td><strong>Audio ports</strong></td>
<td>Built-in Mic-in/headphone out</td>
</tr>
<tr>
<td><strong>Card reader</strong></td>
<td>4-in-1 reader (MMC, SD, SDHC, SDXC)</td>
</tr>
<tr>
<td><strong>Weight</strong></td>
<td>Ruggedised for day-to-day education environment - no more than 1.75kg</td>
</tr>
<tr>
<td><strong>Dimensions</strong></td>
<td>288mm x 210mm x 25.9mm - Dimensions exclude 3mm rubber bumper</td>
</tr>
<tr>
<td><strong>Installed OS</strong></td>
<td>Win 7 Pro Academic COA</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Computrace, RFID, Kensington lock slot, Tamper-evident labels, security screws &amp; centralised BIOS Management capability</td>
</tr>
<tr>
<td><strong>Carry Bag</strong></td>
<td>Includes Zamba padded sleeve</td>
</tr>
<tr>
<td><strong>Warranty</strong></td>
<td>2 year return to base</td>
</tr>
</tbody>
</table>
Included Software

Running on the latest Windows 7 Platform, dozens of world class software packages have been included with each laptop tailored specifically for NSW secondary schools.
Find out about all the technologies your daughter could be using at school, at home and on the go. We have heaps of great information on how gadgets work, their good points and what things you may need to be careful of.
Have you ever used the internet to comment on what you see online, share information about yourself or others, communicate with friends, play games, get material for an assignment or buy stuff online? If you answered YES to any of these then you are a digital citizen.

Why is digital citizenship important to you? Do you want to get the best out of using the internet and keep yourself and others safe and healthy in an online world? Use these materials to learn what it takes to become a positive digital citizen.

www.digitalcitizenship.nsw.edu.au
A Guide for Students

The laptop has been given to you as a tool for learning. Use it for that. While doing so, here are some important rules for keeping yourself safe and being a good digital citizen.

Most of them come from the Laptop User Charter, which you can find at:


Other sources include: www.cybercrime.gov/rules/rules.htm

Digital Safety

- Never let anyone else know your password. If you think someone else may have found your password, change it straight away.
- Use passwords that no-one can guess easily.
- Never let anyone else use your username and password. You may be held responsible for anything they do.
- Always keep your laptop with you or in a very secure place.
- Always log off at the end of each session to make sure that nobody else can use your e-learning account, just in case you do leave your laptop unattended or with someone else even for a short time.
- Tell a teacher straight away if you suspect you have received a computer virus or if you receive spam or if you have received a message that is inappropriate, abusive, harassing or makes you feel uncomfortable. Do not reply to it.
- If someone on the internet asks for personal information about you, asks to be telephoned, offers you gifts or wants to meet you, report this immediately to a teacher or parent. Do not give out this information.
- If you find any internet site that contains inappropriate material such as information or graphics that are sexually inappropriate, violent or racist, tell a teacher.
- If you suspect that anyone has somehow got around the security of a laptop or the Department’s network, report them to a teacher.
Privacy and Confidentiality

- Never publish or share the email address of a teacher or another student without that person’s permission.
- Don’t reveal anyone’s personal information online, including name, address, credit card details and telephone number.
- Only email or publish someone’s photograph online with their permission.
- Never forward emails or other messages without the sender’s permission if they contain anything that was sent to you in confidence.

Cyber Bullying – No Way

You have the right to expect others to treat you with respect online. Along with this you have the responsibility to treat others with respect. This means that you should never send or publish nasty comments about anyone or any abusive or offensive material. This includes:

- anything racist about anyone
- hurtful messages on social networking sites
- fake profiles or messages that are mean and hurtful
- false information about anyone or any organization
- false or damaging information about a person or organization
- messages or material that threaten, bully or harass anyone
- continually sending unwanted messages
- messages that make excessive or unwanted demands of anyone
- sexually inappropriate content in material or messages
- excluding anyone from an online group in order to hurt them

If someone does any of these things to you, you must report it to a teacher.

If you know someone is doing it to another student, you must report it to a teacher.

If you are found to be using the internet and online communication services to bully someone, you could face:

- the loss of access to email and/or internet services
- loss of laptop take home rights until you prove you are trustworthy
- other school fair discipline processes such as suspension

Digital Citizenship

- To be a good digital citizen you must not only look after your laptop, but also use it responsibly.
The laptop has been given to you as a tool for learning. Use it for that.

Charge the battery every night and bring it to school every day.

Keep in its protective case when you aren’t using it.

It belongs to the school even though you get to take it home every day.

Section 4 of the User Charter you are signing outlines Acceptable Computer and Internet Use - which includes not trying to install software.

Don’t forget to back up your work regularly to a USB in conjunction with using MyLocker.

If you think it’s been stolen, you must report it straight away to the police and they will give you an event number. You then report it to the school and fill in a Laptop Incident Form. You write the event number on the form. You and your parent/carer must sign the form.

Look after the laptop very carefully. It is DET property. If it is damaged because you were careless or if you deliberately damaged it, insurance will not pay for it to be replaced or repaired. It is the Principal’s decision as to the conditions you may be provided with another one for school use and you and your parents/carers may have to pay. This applies to your charger as well. If you refuse to pay, you will get a loan laptop which you won’t be able to take home each day and there may be other restrictions on its use.

If the laptop is lost or damaged notify the TSO as soon as possible. They will give you a Laptop Incident form and one of your parents/carers must sign this form and a witnessed statutory declaration, which is a legal document. If you don’t know what this is, ask a teacher.

If your laptop has to be replaced for some reason, it will be replaced by a laptop of a similar age, not the newest model.

Breaches of Security, Cybercrime & Attempts to bypass filtering and other breaches

- All your use of the internet and online communication can be traced.
- Your access to the internet is filtered by the DET, both at school and at home. This is for your safety.

You will be in violation of the User Charter and subject to disciplinary action from the Principal if you:
- try to get around the filtering of the internet by, for example, using a proxy server
- access inappropriate sites
- create, participate in, or share material that attempts to hack into and/or bypass the laptop security and safety features
- attempt to breach the hardware and software security and safety features,
- tamper with your laptop’s hardware or software, for example, attempt to give yourself administrator rights

Looking After Your Laptop
Disciplinary action can include but may not be limited to:

- the loss of access to email and/or internet services
- loss of laptop take home rights until you prove you are trustworthy
- other school fair discipline processes such as suspension

**Viruses, spam and other things**

- Never send emails or other messages containing:
  - a computer virus or attachment that can damage computers.
  - chain letters and prank emails.
  - spam, e.g. unwanted advertising material.
- Don’t use your laptop for money-making activities, online gambling or any illegal purpose.

**Intellectual Property and Copyright**

Don’t make copies of material you find on the internet and pretend it’s your work. This is known as “plagiarising”. Always acknowledge the author or source of any information you use in a bibliography. Your teacher and the librarian can explain how to do this.

Always gain permission before electronically publishing anyone’s work or drawings. Always acknowledge the creator or author of any material you publish.

Make sure that any copyrighted material you publish on the internet or local school network has the approval of the principal or a teacher. A teacher and your librarian will be able to tell you about copyright.

Don’t steal copyrighted computer programs (“software”), movies, TV shows and games by copying them from the Internet. This is the same as stealing them from a store. People work hard to develop new programs and deserve to be paid for them. If software designers and others don’t get paid for their work, they can’t continue creating things such as new software, new games or educational tools that help with schoolwork.

**Breaking the Laptop User Charter**

You will be held responsible for your actions while using the laptop.

You will also be held responsible for anyone who breaks the Laptop User Charter while logged on to your e-learning account.

Misuse of internet and online communication services and breaches of the Laptop User Charter may result in disciplinary action which includes, but is not limited to:

- the loss of access to email and/or internet services
- loss of laptop take home rights until you prove you are trustworthy
- other school fair discipline processes such as suspension.
**Digital Education Revolution - Fact Sheet**

**Damage or loss**

This fact sheet has been developed in response to inquiries from parents. It applies to Year 9 2010 and beyond. It is available online from:


**Q. All laptops and batteries are covered by a manufacturer’s warranty.**

A. Yes. The warranty covers manufacturer’s defects and normal use of the laptop for 2 years. It does not cover negligence, abuse or malicious damage.

**Q. Are the laptops covered by insurance?**

A. Yes. The NSW Treasury Managed Fund Contract of Coverage states, "The Fund covers all losses, provided the loss is fortuitous, real and quantitative". Damage or loss occurred from carelessness, inattention or an apparent disregard is deemed to be due to negligence. Damage or loss caused or partly caused by negligence is not covered by Treasury Managed Fund. Parents who currently hold a personal home contents insurance policy may choose to notify their insurer about the issue of the DER laptop.

**Q. Who pays if the incident is not covered by insurance due to some form of negligence?**

A. Should any equipment on loan be lost or damaged due to negligence or abuse or malicious act or failure to ensure safe custody of the laptop, the student will be requested to pay replacement or repair costs.

**Q. Where is this in the 2013 Laptop User Charter?**

A. The Laptop User Charter states: Laptops that are damaged or lost by neglect, abuse or malicious act, may require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to a laptop for home use. (2.2.5) The laptops are loaned to students under the same conditions that other school equipment is loaned. In the case of other school equipment such as library books, textbooks, cameras, tools etc the borrower is required to pay repair or replacement costs if the item is lost or broken.

**Q. Can I get a new laptop?**

A. When a laptop is replaced, it is replaced with one of similar age.

**Q. Can you give me an example of what is means by negligence?**

A. If a student trips over the laptop electrical cord and the laptop is pulled onto the ground and smashes the screen, the claim will not be paid as though it seems on the surface to be an accident, there was not due care taken to guard
against such an incident happening. In such a case the school would request reimbursement from the student.

**Q. What if a family refuses to pay?**

A. For families in financial hardship the principal has discretion to make arrangements for the cost to be paid off over a period of time or other flexible solutions. However if a family refuse to pay the principal will arrange for a loan laptop for the student for day use only i.e. the student cannot take it home. The student will collect it from and return it to the TSO at start and end of the school day. The TSO will ensure it is charged overnight so the student will not be disadvantaged in the classroom.

**Q. What do I do if my laptop is stolen, lost or damaged?**

A. In case of theft the student or teacher in charge of the laptop should notify the police and the school as soon as possible after the event. In case of theft the Digital Education Revolution - NSW policy requires a police report number. In case of loss or damage, the student or teacher in charge of the laptop should notify the school as soon as possible after the event. In case of damage or loss Digital Education Revolution - NSW policy requires a signed Statutory Declaration. In both cases the Laptop Incident Report must be completed. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school. Students will be required to replace lost or damaged chargers.

**Q. How safe is student data on the laptops?**

A. Students are responsible for backing up data securely. They should save to the DET online storage provided for this purpose (My Locker). However since this is not activated until the next time they connect to the school wireless, they should also back up on other personal devices such as an USB memory stick or email their work to themselves. Students must be aware that the contents of their laptop will be deleted and the storage media reformatted in the course of repairs.
Internet away from home

Telstra 3G wireless internet or any internet connection that requires the installation of software in conjunction with the use of a USB modem will not work with the laptop.

Home connections or any other wireless connections (known as WiFi) at Motels, McDonalds, coffee shops, local Libraries, etc will work.
Safe laptop use for students

Laptops are a useful educational tool if used for appropriate periods and attention is given to their proper use. This factsheet outlines some key considerations in the safe use of laptops.

**Recommended practices for using laptops**

To reduce the risk of injury, laptops must be used correctly. Get into good habits before the aching starts as neck, shoulder and back problems build up over time. Some simple solutions include:

**Chair**
- Adjust the height of your chair to use the keyboard and mouse. After making this height adjustment if your feet cannot be placed flat on the floor, use a footrest. This encourages good posture, enables proper sitting height, avoids pressure placed on the back of the thigh and promotes circulation.
- Adopt a good sitting posture with lower back support.

**Mouse**
- Instead of using the small constricted touchpad or trackball, you may choose to use an external mouse (if available).
- Place the mouse on the side of the hand that is most comfortable. This places the arms in a neutral and relaxed position and prevents overreaching and twisting of the shoulder, arm and wrist.

**Keyboard**
- Do not pound the keys. With laptops, the touch is often lighter and the keyboard bed is shallow.
- Position the keyboard so that your forearms are parallel to your thighs when your feet are flat on the floor. This helps maintain blood flow in the hands and arms and decreases muscle strain and tension.
- You may choose to use an external keyboard where possible (if available).

**Monitor**
- Centre the monitor in front of you at a comfortable viewing distance from the screen. This places the body in a neutral position.
- Position the laptop to minimise reflective glare from overhead, windows or surrounding light sources.
- Adjust the screen so that the top is at eye level. This will reduce the need to bend your head forward and encourage the use of the eyes, instead of the neck, to adjust the line of vision.
- Clean the screen regularly; dust on the screen can make it difficult to read and increase eye strain.

**Work area**
- Never place a laptop on your lap. It is hot, uncomfortable and potentially dangerous to your health.
- Ensure adequate space is available and other regularly used equipment is within reach.
- You may choose to use a document holder (if available). Place it in front or next to the monitor. This prevents neck and eye strain.
- Create a surface that allows for the following body positioning while typing and using a mouse:
  - Shoulders relaxed, not elevated or “shrugged”
  - Upper arms hanging by sides
  - Right angle at the elbow
  - Forearms, wrists and hands in alignment—no bent wrists
  - Fingers resting lightly on keys.
- Change position occasionally; sitting in one position for an extended period of time can interfere with circulation.

*continued on p2*
Laptops are a useful educational tool if used for appropriate periods and attention is given to their proper use. This fact sheet outlines some key considerations in the safe use of laptops.

### Safe laptop use for students

#### Take breaks
- Incorporate breaks every 20–30 minutes to rest eyes, stretch hands, muscles, and joints; and to break up repetition and static postures.

#### Transporting the laptop
- **When carrying a laptop:**
  - Select a laptop bag designed to hold only the laptop and associated cords. Larger bags have a tendency to fill up with other items, making for a heavier load.
  - Use a bag with a padded shoulder strap and switch the laptop bag from shoulder to shoulder to relieve the weight.
  - Newer laptops are small enough to fit in backpacks so can be carried on the back and both shoulders, distributing the weight.
- Use a laptop bag with wheels or a wheeled luggage cart.
- When placing the laptop in a vehicle (or putting it down anywhere), set the weight down close to the body. Avoid reaching across a car seat or deep into the trunk while holding the weight of the laptop.
- Eliminate the need to carry a laptop by using portable media storage (memory stick, flash cards).

#### Spinal health
To ensure you are able to take part in the things you enjoy, it is important to take care of your back. Tips to help keep your back healthy:
- A backpack carried over both shoulders is the best choice for carrying a load to ensure the weight is evenly distributed. It is recommended that you have a pack with a waist strap — securing a waist strap will help to keep the load in place.
- Pack your backpack so that the heavier objects are placed nearer to your back, with the lighter objects towards the outside.
- Make sure your backpack fits properly. When you sit down with your pack on, it should not extend higher than your shoulders.
- When lifting your backpack, face it, bend at the knees and lift the pack with both hands while straightening your legs. Place the straps over your shoulders one at a time.
- Only carry items that are necessary. If you have a locker, use this to help lighten the load you have to carry during the day.
- When carrying a heavy load over a long distance, take regular breaks to avoid fatigue. Fatigue increases the risk of injury.
- If you sit for long periods of time, ensure that your bottom touches the back of the seat. Take regular breaks when you’ve been sitting for a long time, briefly move around and/or stretch every hour or so.
- Try to do as much physical activity as possible. When you participate in vigorous activities such as swimming, jogging, etc., ensure that you warm up and stretch before and after.
- If you participate in contact sports, it is important that your neck and spinal muscles are in good condition to help prevent injuries. Regular fitness and skill training are essential in reducing the incidence of injury.

#### Further information
- Charge the battery every night
- Bring your laptop to school every day.
- Keep it in a case when you aren’t using it.
- Back up your work regularly to a USB in conjunction with using MyLocker.
- Always log in using your portal username along with @detnsw, e.g. john.citizen@detnsw and your password

Laptop Username: <username>@detnsw
Password: <DET portal password>

- If you need any help or advice with your laptop, please see the Technology Support Office (TSO) at the back of the Library.