



WYNConnect  
2014



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# WYNConnect

WYNDHAM CENTRAL COLLEGE

Wyndham Central College shares with our community our '21st Century Learning Strategies, through: WYNConnect

## Vision Statement

Each student at Wyndham Central College learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st century citizen capable of shaping our future.

## 21st Century Skills

Students in today's schools enter a different world than that of their parents. "21st Century Skills" are skills that build on traditional core subject areas and place higher demands on students, in areas including:

- Learning and thinking skills such as problem solving, creativity and collaboration
- Civic, cultural and global awareness
- Life skills such as ethics and leadership
- Technology, information and media literacy

"By participating in a laptop program, students learn skills that will last a lifetime. Technology by its nature tends to include problems that don't have answers in the back of the book. Learning to solve authentic problems when people are really depending on you is a true 21st Century Skill.

Back in the classroom, this experience can empower students to reach beyond the walls of their school and think beyond the next test. Reinforcing the belief that their voice and actions are important, necessary, and valued creates students who will go beyond a class assignment and become empowered, global citizens of the 21st Century." Sylvia Martinez, MA

## What does WYNConnect look like?

WYNConnect is two distinct programs:

- MYDevice:** whereby all students in Years 7–9 will receive a laptop/netbook with 24/7 access. MYDevice requires a co-contribution
- Access21:** whereby all students in Year 10, 11 & 12 will receive a netbook with 24/7 access. Access21 has two separate options.
  - Option 1:** Student netbook provided by the school that was originally funded through the federal government National Secondary Computer fund (NSSCF), or,
  - Option 2:** Student laptop requiring a co-contribution.

## Will there still be desktop computers at Wyndham Central College?

Wyndham Central College will continue to invest in its ICT program through the provision of some specialised desktops within Information Technology, Robotics, Visual Communication and Design and Media.

Wyndham Central College is continuing to support the use of Netbook computers with 1:1 computer ratio and high quality learning environment.

## What does this mean to my family?

Access21 Option 1: will place a netbook in the hands of every Wyndham Central College student (Years 10–12) — at no cost. A 21st century education tool, the netbook is a small computer weighing just over 1kg that fits into a Wyndham Central College schoolbag.

## Why does my child need a netbook?

In addition to the hardware, Access 21 provides students and families with the latest technology, software and support to enable our students the opportunity to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen capable of shaping our future.

Wyndham Central subscribe to JacPlus where the majority of interactive student textbooks at Years 7 to 10 and Study-On for VCE students are accessible via the netbook.

## Cost to families

Access21 Option 1 will provide to families:

- Acer netbook
- Netbook case
- eduSTAR software \* (see what is eduSTAR?)
- On-site technical support
- Free wireless internet at the College
- All of the above will be provided to families at no cost.

Access21 Option 2 co-contribution required, will provide to families:

- Acer Travelmate Laptop
- Laptop case
- eduSTAR software \* (see what is eduSTAR?)
- On-site technical support
- Free wireless internet at the College

All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device (it does not cover negligence, abuse or malicious damage).

The above is a cost to individuals as per levy sheet.

**Please note: Breaches to warranty will require families to pay full replacement costs for devices. No one except the school, the supplier (LWT) or manufacturer (Acer) can fix the laptop as it voids the warranty.**

## How will Access21 be rolled out at Wyndham Central College?

All netbook/computers will be supplied during the college StepUP program. All Laptop computers will be supplied in term one.



# MyDevice

WYNDHAM CENTRAL COLLEGE

## What is MYDevice?

Through WYNConnect, all students in Year 7–9 will receive an individual laptop/netbook — to enable ‘anywhere, anytime’ learning.

Through MYDevice, families will make a co-contribution to the College as per the attached levy sheet. (Laptops are anticipated to have a 3 year life).

## What does this mean to my family?

MYDevice will place a laptop/netbook in the hands of every Wyndham Central College student (Years 7–9) — with a co-contribution from families (see levy sheet provided).

## Why does my child need a netbook?

In addition to the hardware, MYDevice provides students and families with the latest technology, software and support to enable our students the opportunity to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen capable of shaping our future.

The MYDevice laptop/netbook is also used to store the JacPlus electronic textbooks that students will be using in the majority of Year 7–9 classes.

## Cost to families

MYDevice — with a parent co-contribution — will provide to families:

- Acer Travelmate Laptop
- Laptop case
- eduSTAR software \* (see what is eduSTAR?)
- On-site technical support
- Free wireless internet at the College

All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device (It does not cover negligence, abuse or malicious damage).

**Please note: Breaches to warranty will require families to pay full replacement costs for devices. No one except the school, the supplier (LWT) or manufacturer (Acer) can fix the laptop as it voids the warranty.**

## How will MYDevice be rolled out at Wyndham Central College?

Year 7, Year 8 and Year 9 students will participate in MYDevice.



# Anywhere, anytime learning

## Mobile computers and your child

When your child receives their mobile computer anywhere, anytime learning will only be a click away. Using a mobile computer will open up a whole new world of knowledge for them and prepare them for the innovation and knowledge economy of the 21st century.

Mobile computers provide students with access to a wide and diverse range of learning software. They'll be able to make music, design buildings, translate information and reach into dozens of different learning applications.

Most importantly mobile computers provide students with ongoing access to a digital library full of innovative and interactive learning tools and educational resources as well as access to JACplus text book package and access to our student portal and on-line learning environment Studywiz.

## Education in the digital age

Mobile computers give students the most important tool of the digital age — their own portable computer — so that they can connect, collaborate and create.

Research and experience in Victoria and around the world shows that achieving a 1-to-1 student to computer ratio is a significant way to achieve improved educational outcomes.

## Making the most of the mobile computer at home

As a parent, you play a central role in your child's development.

If you don't feel entirely comfortable using computers, don't worry — detailed information about how to use the device will be given to your child at school. The most important thing you can do is encourage your child to use the mobile computer, and show you what they're learning and how they are using it.

You won't be expected to offer technical support to your child either: centrally provided technical assistance, network and software products and services will ensure schools and students are appropriately supported.

A fact sheet with tips on the safe and appropriate use of the mobile computer at home and at school has been included in the information pack.

## Making the most of the mobile computer at school

You can expect that teachers will have discussions with your child and their classmates to discuss the expectations and responsibilities that go with having a mobile computer. It's vital that students understand that the mobile computer is a tool which is central to their learning at school and home.

Using the mobile computer inappropriately or failing to have it fully charged and at school each day will result in mobile computer or computer access being negotiated with your child.

## More information

To make sure your child enjoys the full educational benefits of their mobile computer, we encourage you to read all the contents of this information kit.

Your child's school will keep you informed through the school website, newsletters, email and parent information evenings. The school will also be able to give you advice on:

- The best academic uses of the mobile computer
- Copyright, plagiarism and software licensing
- Ergonomics



## Tips for safe and responsible mobile computer use at home

Mobile computers are a powerful learning tool providing anywhere any time access to learning and information. Just like any other device that can directly connect to the internet, it is important mobile computers are used safely and responsibly at home as well as at school. There will be some differences in how mobile computers are used at home and at school. Schools generally have web filtering and will use the mobile computers specifically for learning.

However, in the home with internet access, students will generally be connected to unfiltered internet and there will be an opportunity for the student to use mobile computers for social connections and leisure activities. As a parent, you play an important role in ensuring your child has safe and positive experiences when online. Encouraging your child to think and question both the information they obtain from the internet as well as the people that they encounter. They should be advised not to accept any offers that seem too good to be true — they probably are. Being aware of how your child is using the internet and what they use it for is important. Understanding strategies for dealing with any risks young people may face online will help you equip you to better guide them in the online world.



## Top tips for parents

- 01** Use the mobile computer (or any computer) in a central, communal place in the house — not a private space like a bedroom.
- 02** Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.
- 03** Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space straightaway may be some first steps your child could take.
- 04** Set time limits around mobile computer usage.
- 05** Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, and images are kept just that — private.
- 06** Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult to retrieve it.
- 07** Reinforce stranger danger messages and encourage your child to question who they trust online as there is a chance that people may not be who they say they are. This can at times be difficult as the concept of friends online can include people your child does not actually know but may feel that they know them after chatting over some time.
- 08** Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.
- 09** Make sure your child's online profile is set to private so that their personal information is kept secret.
- 10** Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyberbullying, is because they believe they will lose access to their online technology and communities.

# Commonly Asked Questions

## How will students benefit from using mobile computers?

Research and experience show that students are more motivated and engaged in learning when they have their own computer. Mobile computers promote better learning in and out of school by encouraging:

- anywhere, anytime access to learning
- independent, self-initiated learning
- students to explore and experiment with ideas and information in a way that reflects the digital age in which they live
- more family involvement in education
- collaboration between students in different schools, states and even countries.

## What can students do with a mobile computer?

Mobile computers provide students with ongoing access to a digital library of innovative and interactive learning tools and educational resources as well as providing access to the college Student Portal and Studywiz. Having a mobile computer will change how and when your child learns. A suite of 80 educational software programs, eduSTAR.net, will come loaded onto each mobile computer, so that it can be used for work at school and at home.

Using the mobile computer, your child will be able to:

- Use the internet and encyclopedia software for research
- Create animation, movies and 3D designs
- Record and edit photographs, sound or video
- Boost numeracy, literacy and science skills
- Create media-rich presentations
- Collaborate online with students locally, interstate or overseas.

## Will my child be protected when using the mobile computer online?

At school, students using mobile computers online will be protected by cybersafe practices, a filtered environment and teacher supervision. At home, parents are strongly encouraged to supervise any internet use and consider setting screen time limits to avoid overuse. Further cybersafety tips will be available from your school or at [www.cybersmart.gov.au](http://www.cybersmart.gov.au).

## Does my home need internet access?

No. Students will be able to access the information they need online when they're at school, and use the software loaded on the mobile computer at home. Even when not connected to the internet the mobile computers are still very useful tools for learning. Of course, if you have internet access at home, and you're happy for your child to share it, you are welcome to do so.

## Are there any rules about using the mobile computer?

You and your child have signed an acceptable use agreement with the school.

Your child's teachers will discuss the expectations and responsibilities of owning a mobile computer, and your school will also communicate these expectations to you.

Expectations may include:

- How the mobile computer should be used, including what material is regarded as appropriate and inappropriate for students to access
- Every day having the mobile computer at school
- Having the mobile computer fully charged and ready for use at school each day
- Guidelines about what, and how much, extra software can be loaded onto the mobile computer, including information about the need to observe copyright laws
- Laptop/netbooks must be available to the college to carry out regular OHS health checks through out the year. (Mandatory requirement).

## What will happen if a mobile computer is lost, stolen or broken?

Should you have any queries about the device's insurance cover or need to make a claim please contact the school.

## Tips for Parents

- Parents don't need good computer skills to help children use their mobile computers. Your interest and encouragement is more important than computer skills.
- Encourage your child to keep the mobile computer in its protective cover. Don't put heavy items on top of the mobile computer in the schoolbag or on a desk.
- If your child loads extra software, make sure copyright and licensing laws are followed and there is enough memory left for schoolwork.
- Remind your child to charge the mobile computer overnight to ensure it is ready for school each day.
- Encourage your child to use the mobile computer in family rooms rather than bedrooms.
- Talk to your school if any issues arise.

# Acceptable Use Agreement

## Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In additions, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes).
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/ uploading them to online spaces.

# Conditions of use for school-owned/school leased devices

## Equipment

### Ownership

- If taken home, the student must bring portable devices fully-charged to school every day.
- The school retains ownership of the device until the student completes Year 9 or Year 12. At all times ownership of the device will be determined by the school.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school. (Failure to return the device will result in legal action).

### Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- Students may be required to replace lost or damaged chargers.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.
- Any damage must be covered by the warranty only. The principal may determine that the student will pay the full price of the device if the warranty is broken by students/parents.
- No damage (eg. stickers etc.) to the skin.

### Standards for device

The student is responsible for:

- Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the machine, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard.

## Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, intranet and school provided learning environments
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.



# Wyndham Central College Acceptable Use Agreement

## Internet, Netbook/Laptop and other Digital Technologies

**This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.**

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately. I acknowledge and agree to follow these rules. I understand that my access to technology at school will be renegotiated if I do not act responsibly.

|                            |                         |
|----------------------------|-------------------------|
| Date:                      |                         |
| Student Name:              |                         |
| School Name:               | Wyndham Central College |
| School Contact Name:       | IT Technicians          |
| School Contact Number:     | 9741 4911               |
| Parent/Guardian:           |                         |
| Parent/Guardian Signature: |                         |
| Student Signature:         |                         |

If you have any concerns about this agreement or ideas for making the agreement better, please contact Wyndham Central College IT department on 9741 4911.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents / Carers can call Parent line 132289 or visit [www.cybersmart.gov.au/report.aspx](http://www.cybersmart.gov.au/report.aspx)

### **When using the Internet and my Netbook/Laptop, I agree to:**

- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
- Use the Internet in line with my schools' student code of conduct and use appropriate language when talking to and working with others online and never participate in hate mail;
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour);
- Use the Internet at school for educational purposes and use the equipment properly;
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint;
- Use social networking sites for educational purposes and only as directed by teachers;
- Not to deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material, violent images, adult content);
- Abide by copyright procedures when using content on websites;
- Think about how I use content posted on the Internet and not simply copy and paste information from websites;
- Think critically about others' intellectual property and how I use content from the Internet;
- Not interfere with network security (e.g. the use of a proxy server), or attempt to log into the network with a user name or password of another student;
- Not reveal my password to another except the system administrator or classroom teachers;
- Not bring or download unauthorised programs, including games, to the school or run them on school computers/my Netbook/Laptop.
- Talk to my teacher or another adult if:
  - I need help online;
  - I feel that the welfare of other students at the school is being threatened by online activities;
  - I come across sites which are not suitable for our school;
  - Someone writes something I don't like, or makes me and my friend feel uncomfortable or asks me to provide information that I know is private.

### **Consequences for breaking this acceptable use agreement will include:**

- Loss/confiscation of technology item;
- Detention or suspension for repeat offences;
- Contact with parents/guardians to discuss the offence;
- Possible Police involvement if current laws are broken especially in relation to cyber bullying.



### **When using my Netbook/Laptop, I:**

- Will bring the Netbook/Laptop fully charged to school every day. Power cords should be left at home;
- Will take full ownership of my Netbook/Laptop and respect this equipment;
- Agree to be a safe, responsible and ethical user whenever and whenever I use it;
- Understand that all files stored on the device or on the school's server are not private and can be called upon by the Team Leader or Principals;
- Cannot store inappropriate material on my Netbook/Laptop;
- Must maintain files and data on my Netbook/Laptop and ensure there is enough online space to successfully complete all class work at all times;
- Will adhere to all Acceptable Use Agreements;
- Must maintain settings for virus protection, spam and filtering that have been set;
- Must return the device prior to completing Year 12 or move to another school;
- Will use the Netbook/Laptop in a way which does not abuse or maliciously damage the Netbook/Laptop. Students must pay to the school the costs of repairing the damage.
- Will take care of my Netbook/Laptop in accordance with school guidelines, e.g:
  - Adhering to set Netbook/Laptop 'check-ups' during the year by the IT department or tutor teachers;
  - Notifying the IT department immediately of any damage or fault to the Netbook/Laptop.

### **Consequences for breaking the Netbook/Laptop agreement will include:**

- Loss/confiscation of Netbook/Laptop;
- Detention or suspension for repeat offences;
- Contact with parents/guardians to discuss the offence;
- Review whether the student retains access to a device for home use.

### **When I use my mobile phone, iPod or other mobile device I agree to:**

- Keep the device off or on silent during class times and only make or answer calls and messages outside of lesson times;
- Protect the privacy of others and never post or forward private information about another person (e.g. using SMS or Facebook);
- Only take photos and record sound or video when it is part of an approved lesson;
- Seek permission from everyone involved before taking photos, recording sound or videoing them;
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space;
- Be respectful with photos I take or video I capture and never use these as a tool for bullying.

### **Consequences for breaking the mobile/iPod agreement will include:**

- Loss/confiscation of technology item;
- Detention or suspension for repeat offences;
- Contact with parents/guardians to discuss the offence.

Possible Police involvement if current laws are broken especially in relation to cyber bullying.

# eduSTAR

## What is the eduSTAR?

Software on eduSTAR is available to schools through the Department's School of Technology Architecture and Resources (eduSTAR) standard platform. The eduSTAR program provides with standardised models, patterns, management practice and tools in order to deliver an effective mix of educational software and tools to enable teachers and students to access and embrace the Ultranet.

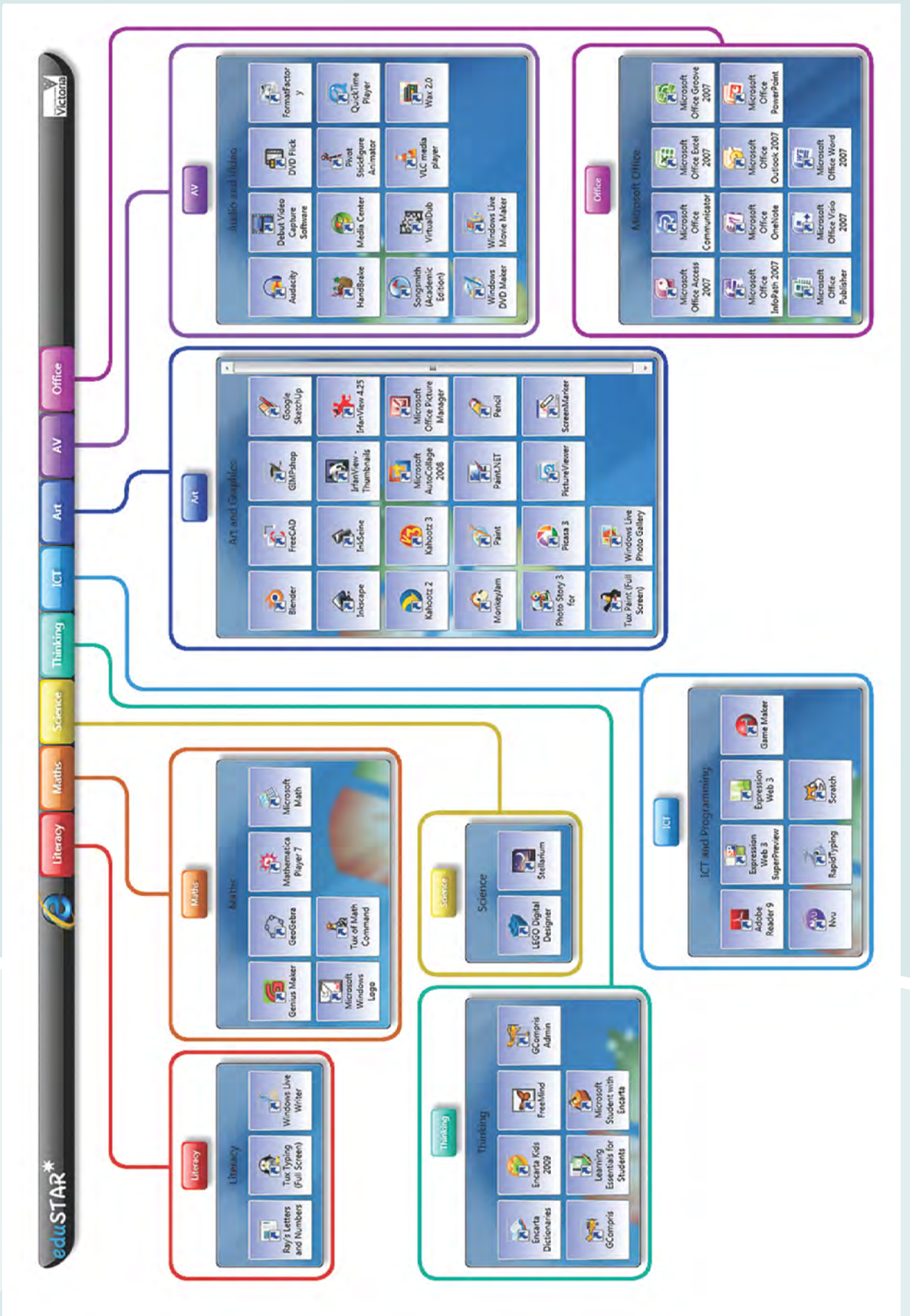
There are currently over 80 software applications available on the eduSTAR software list

The broad range of applications cover:

- Animation
- Concept and Mind Mapping
- Digital video and image creation
- Drawing and painting
- Interactive curricular resources
- Logic and problem-solving
- 3D modelling and game-making
- Presentation and multimedia tools
- Sound and music making
- Thinking skills
- Typing skills
- Web authoring tools
- Writing tools

## How do I access eduSTAR?

All devices bought from DEECD panels come with the eduSTAR software already loaded onto them. Schools can ask technicians to load the eduSTAR software onto school-owned devices that do not have the software



# Laptop/Netbook Usage Guidelines for Teachers and Parents

## Introduction

As with all laptops of a portable nature, Netbooks/Laptops are designed to be used in a wide variety of situations and environments. Due to their portability there are a number of things you can do to use computers safely and effectively, in doing so, you will be improving outcomes for students.

## Purpose

The purpose of this document is to provide a resource for teachers and parents servicing students using computers. This information aims to provide guidance on the safe use of computers in a number of different settings.

## General Guidance

### Duration of Usage

There are no defined time limits with regards to portable computer usage. For the purposes of this guideline however;

- Sustained usage may be continuous work periods of 30–60 minutes
- Extended usage may be continuous work periods of >1 hour.

### Posture

Promoting and encouraging suitable posture during computer use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:

- Back
- Neck and Shoulders
- Arms and forearms
- Wrists and Hands

### Awkward Postures

Sustained and Extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:

- Sitting on the bed
- Sitting cross legged
- Standing, sitting and leaning against a wall with laptop on flexed knees
- Kneeling
- Lying supine
- Side lying
- Slouching whilst seated
- Resting laptop on hand/arm
- Sitting on floor with laptop on a desk or chair

## Rest Breaks

It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of Netbook use.

## Stretches/Exercise

Regular breaks should be combined with some approved stretches and exercises. Eye exercises and visual rest should be used to assist in preventing eye strain. E.g. Look at an object 10 metres away for 20 seconds.

# Environment Specific Guide – Classroom

## General

Avoid Sustained and extended usage while adopting awkward postures. Where extended usage is to be undertaken a suitable desk and chair setup (as pictured) should be provided.

## Hazards

### Ergonomics I

- Where possible, regularly rotate between Netbook, paper and teacher based activities.
- Where possible, regularly rotate between typing-based and browsing tasks.
- Where Netbook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises.

### Lighting/Glare

- Provide sufficient lighting;
- Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available.

### Electrical

- Make sure that cables are managed appropriately and a sufficient number of power outlets have been provided;
- Ensure that electrical safety tags are current.

### Slips, Trips and Falls

- Make sure that cables are not causing a trip hazard. Wall mount or use obtain cable covers where appropriate.

## Home

### General

Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided.

## Ergonomics

- Where possible, regularly rotate between Netbook and paper-based activities
- Where possible, regularly rotate between typing-based and browsing tasks
- Where Netbook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises

## Lighting/Glare

- Work where lighting is most sufficient, or provide additional lighting.
- Position work area so that sun glare does not cause a visual disturbance. Use blinds where available

## Electrical

- Make sure that cables and power outlets are managed appropriately
- Make sure that Netbook is turned off when not in use and appropriately stored overnight

## Out-of-class, Free time or Excursion (Includes transit)

### General

Avoid Sustained or Extended use while adopting awkward postures. Extended usage whilst mobile is generally not recommended.

### Ergonomics

- Make sure that the Netbook is appropriately stored for carriage
- Make sure that the designated bag/carry-case is used at all times

### Electrical

- Make sure that only permitted power outlets are used

### Slips, Trips and Falls

- Make sure that cables are not causing a trip hazard



# WYNDHAM CENTRAL COLLEGE

*Formerly Galwin Park Secondary College*

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Werribee Vic 3030

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Werribee Vic 3030

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Email: [wyndham.central.sc@edumail.vic.gov.au](mailto:wyndham.central.sc@edumail.vic.gov.au)

[www.wyndhamcentralsc.vic.edu.au](http://www.wyndhamcentralsc.vic.edu.au)

