

Notebooks for Teachers and Principals Program Policy

Information Technology Division



Approvals

Erle Bourke	General Manager	Information Technology Division	Approval date 23/01/2009
Erle Bourke	A/Deputy secretary	Office for Resources and Infrastructure	23/01/2009

Document History

Version	Date	Author	Comments

Information Technology Division (ITD)

Department of Education and Early Childhood Development
Level 2, 2 Treasury Place
East Melbourne VIC 3002
www.education.vic.gov.au

© State of Victoria (Department of Education and Early Childhood Development)

This is a controlled document. Requests and inquiries concerning this document should be addressed to the General Manager, Information Technology Division.

Table of Contents

Purpose	1
Scope	1
Definitions	1
Eligibility	2
Contribution Payments	3
Fixed Term Employees	3
International Teaching Fellows	4
Program Life Cycle	4
Enrolling	4
Allocation	4
Replacement Cycle	5
Returns	5
Mid-Lease Returns	5
End-of-Lease Returns	5
Replacements	6
Mid-Lease Reallocations	6
End of Year Returns and Reallocations	7
Purchasing end-of-lease Notebooks	7
Maintenance	7
Warranty	7
Software	7
Hardware	8
Loss or Damage	8
Legislative Context	8
Related Documents	8
Accountabilities	9
Principal	9
Notebook Recipient	9
School Notebook Representative (SNR)	9
Notebooks Team	10
Contact	10
Review	10
Approving Authority	11

Notebooks for Teachers and Principals Program Policy

Purpose

- 1.1 This policy addresses the Notebooks for Teachers and Principals Program (the Program) managed by the Information Technology Division for the Department of Education and Early Childhood Development (the Department).
- 1.2 The Program provides teachers and principals with notebook computers to support and encourage principals and teachers to integrate learning technologies into teaching, curriculum and professional development and administrative practices.

Scope

- 2.1 This policy applies to teachers, principals, paraprofessionals and executive class employees who are currently working in a Victorian government school and whose salaries are paid for from the central payroll.
- 2.2 This policy applies to the Notebook computers leased by the Department and provided to teachers and principals in Victorian Government schools.
- 2.3 Schools and Department employees not included in 2.1 and whose codes are not included in 4.2 are not eligible to participate in the Program.
- 2.4 The Department's Standard Operating Environment (SOE) Policy determines and governs the hardware and software available for the Program.

Definitions

- 3.1 The following definitions apply:

Term	Definition
The Department	Department of Education and Early Childhood Development (DEECD).
Eligibility	Teachers, principals, paraprofessionals employees who are currently employed and placed in a Victorian government school and paid from the central payroll. (Codes in 4.2).
eLearning Plan	The plan for maximising the impact and effectiveness of ICT in the school's teaching and learning practice.
Lease	A contract between the Department and the Lessor to rent Notebooks for the Notebooks for Teachers and Principals Program.

Term	Definition
Lessor	The Company leasing Notebooks to the Department.
Licence Agreement Terms and Conditions	Legal agreement between the Department and the Notebook Recipient.
Notebook	A light weight portable computer.
NTPP	Notebooks for Teachers and Principals Program.
Notebook Recipient	Eligible Department staff participating in the Program.
Notebooks Team	Support Team for the Notebooks for Teachers and Principals Program.
Reallocation	Reallocation of a Notebook to another eligible participant.
Roadmap	School ICT Infrastructure Roadmap.
School Notebook Representative (SNR)	A full-time employee nominated by the Principal. (Specialist Technicians from the Technical Support to Schools Program are not eligible).
SIPS	School ICT Progression Strategy.
Specialist Technicians (STs)	Technical Support to Schools Program (TSSP) Service Technicians allocated to Victorian government schools.
Standard Operating Environment (SOE) (EduSTAR)	Standard architecture and applications determined by and used within the Department.
Technical Support for Schools Program (TSSP)	Technical Support to Schools Program (TSSP) providing technical support to Victorian government schools.
the Program	The Notebooks for Teachers and Principals Program.
Waiting List	On-line list of eligible and nominated Notebook participants waiting to receive a 'mid-lease' Notebook.

Eligibility

- 4.1 Teachers, principals and paraprofessionals who are currently employed and placed in a Victorian government school and are paid from the central payroll are eligible to be nominated for participation in the Program.

- Teacher class includes leading teachers, expert teachers, accomplished teachers and graduate teachers.
- Principal class includes principals, assistant principal and liaison principals.
- Paraprofessional class includes a person who has not completed an approved course of teacher training but who has been granted permission to teach under the *Education and Training Reform Act 2006 (Vic)* or its successor, and who performs the duties of a teacher or any other person employed to assist teachers in the performance of their duties. Paraprofessional class employees must be teaching equal to or more than 50% of their Equivalent Full Time hours in a teaching function to be eligible.

4.2 Employees with the following Human Resources Management System job-codes are eligible to enrol in the Program:

Teachers	Principals	Assistant Principals	Paraprofessionals
GTEA	PR1-1	AP1-1	PARA1
LEAD	PR1-2	AP1-2	PARA2
EXRT	PR2-3	AP2-3	PARA3
ACPT	PR2-4	AP2-4	PARA4
	PR3-5		
	PR3-6		

4.3 Notebook Recipients may participate in the Program while they continue to meet all eligibility criteria and conditions outlined in this Policy.

Contribution Payments

- 4.4 Notebook Recipients must agree to contribute towards the cost of participating in the Program as established in the Program’s ‘Licence Agreement Terms and Conditions’.
- 4.5 Contributions are automatically deducted from pre-tax salary and Notebook Recipients are responsible for checking and notifying the Notebooks Team of any error.
- 4.6 The Notebook Recipient must ensure that Notebook deductions are maintained.
- 4.7 The Notebook Recipient will be required to authorise a lump sum payment to the Department for arrears to cover any period that a Notebook is retained without contribution.
- 4.8 The Notebook Recipient must return the Notebook to the SNR immediately automatic deductions cease.

Fixed Term Employees

- 4.9 Fixed term employees:
- may apply for and receive a Notebook for the duration of their employment contract
 - may retain the Notebook if a new period of employment is scheduled to commence within a two week period
 - must return the Notebook to the SNR if a new period of employment has not been endorsed
 - must advise the SNR to notify the Notebooks Team, prior to the expiration of the fixed term period of employment, of their intention to retain the Notebook during an out of contract period
 - must contact the Notebooks Team to arrange and authorise a lump sum deduction or payment to cover contribution costs for any period out of contract.

International Teaching Fellows

- 4.10 International teaching fellows wishing to take their Notebook overseas for an approved exchange period may be permitted to do so provided that prior to departure:
- written approval from the principal and Regional Director is obtained
 - destination details, dates and evidence of approvals from the principal and Regional Director are provided to the Notebooks Team
 - the notebook is not scheduled for replacement during the overseas exchange period.
- 4.11 Notebooks scheduled for replacement during an exchange period must be returned to the SNR before departure and replaced with a mid-lease Notebook which is not due for replacement during this period.
- 4.12 **Notebook insurance does not cover loss or damage outside Australia.** Notebooks Recipients intending to take a Notebook overseas are advised to purchase an insurance policy that covers loss, damage and repairs outside Australia prior to departure.

Program Life Cycle

Enrolling

- 5.1 Employees with job-codes listed in 4.2 can apply online for a Notebook at any time during the school year.
- 5.2 The principal must endorse the nomination of each employee who applies to enrol in the Program.
- 5.3 The principal must ensure the Notebook (PC or Apple model) nominated complies with the school's eLearning plan, Roadmap, School ICT Progression Strategy (SIPS) and EduSTAR.
- 5.4 To participate in the program (in the first instance and for a replacement Notebook at end-of-lease) a nominated employee must agree to:
- comply with the Program's Policy
 - accept the Terms and Conditions in the NTPP Licence Agreement
 - make contributions towards the cost of the Program for the duration of the lease
 - undertake 40 hours of professional development in eLearning (confirmed in a professional development plan) over the period of the Program's Licence Agreement
 - use the Notebook to promote eLearning through planning, teaching, curriculum development, professional learning and team leadership
 - share any curriculum materials and teaching strategies developed using the Notebook with the school community and as required by the Department.

Allocation

- 5.5 Nominated applicants will be placed on the Program Waiting List and will be allocated a Notebook when one is available from the reallocation or mid-lease return pool.
- 5.6 Notebook Recipients required to return their Notebook (in accordance with this policy or prior to the end of the lease) and who intend to re-enrol in the Program at a later date, may request to be placed on the Waiting List.

- 5.7 Priority for reallocation will be given to an applicant on the Waiting List in the same school in the first instance.

Replacement Cycle

- 5.8 Each round of Notebooks has a lease period and all Notebooks in that round are replaced in the same rollout.
- 5.9 Notebook Recipients on the Waiting List may be allocated a Notebook in the middle of an existing lease cycle.
- 5.10 The Notebooks Team will confirm replacement cycle dates upon the Notebook Recipient's acceptance of the Program's 'Licence Agreement Terms and Conditions'.
- 5.11 Prior to the end of a lease period the Notebooks Team will notify Notebook Recipients, SNRs and principals of the process and dates for the rollout of the next round of Notebooks via their EduMail accounts.

Returns

Mid-Lease Returns

- 5.12 The Notebook and all associated equipment must be returned to the SNR immediately for reallocation when a Notebook Recipient:
- ceases employment with the Department
 - elects to withdraw from the Program
 - ceases to be paid from the central payroll (i.e. is paid from local payroll)
 - commences WorkCover for a period greater than 52 weeks
 - commences unpaid leave for a period greater than six months
 - commences payment from superannuation and/or temporary disability benefits only
 - is seconded to a Central or Regional Office for a period greater than six months.
- 5.13 Recipients who relinquish a Notebook mid-lease will not be penalised if the Notebook is returned in good working order, with all accessories and has the same serial number of the Notebook issued to them.
- 5.14 Notebook Recipients on unpaid leave for less than six months may retain their Notebook.
- 5.15 Notebook Recipients must notify the Notebooks Team of any unpaid leave dates and if eligible, may retain the Notebook by authorising a lump sum deduction of the unpaid contribution accumulated during this period.
- 5.16 Notebook Recipients on unpaid leave for less than six months may participate in any replacement rollout during this period and in any end-of-lease buyback offered by the Lessor.

End-of-Lease Returns

- 5.17 End-of-lease Notebooks must be returned in accordance with the process outlined in the Notebooks for Teachers and Principals Program Guidelines:
- <http://www.education.vic.gov.au/management/ictsupportservices/notebooks/replacement.htm>
- 5.18 The Department is contracted to return all end-of-lease Notebooks to the Lessor by a predetermined date and is penalised for all Notebooks not returned by that date:

- Failure of the Notebook Recipient to return an end-of-lease Notebook by the due date will result in the Notebook Recipient being charged the Lessor's Non-Return Fee plus \$100 administration fee and any outstanding contribution payments.
 - Failure of the school to complete the correct on-line returns process for returned Notebooks by the due date will result in the school being charged the Lessor's Non-Return Fee plus \$100 administration fee.
- 5.19 Notebook Recipients must return end-of-lease Notebooks to the school in good working order and by the due date.
- 5.20 Notebook Recipients must return the Notebook with the serial number that was issued to them. **Under no circumstances are Recipients to exchange Notebooks.**
- 5.21 The school principal is responsible for ensuring the return of all end of lease Notebooks by the due date.
- 5.22 The SNR must ensure that end-of-lease returned Notebooks are in good condition and good working order before being boxed, labelled and ready for collection by the due date.
- 5.23 The SNR must complete the online end-of-lease Notebooks return form and checklist.

Replacements

- 5.24 Notebook Recipients must complete the nomination process and accept the 'Licence Agreement Terms and Conditions' prior to the end-of-lease date of their current Notebook to be eligible to receive a replacement Notebook.
- 5.25 The Notebook replacement model must comply with the eLearning plan, Roadmap, SIPS and EduSTAR in the Recipient's current school.
- 5.26 Replacement Notebooks must be distributed in accordance with the process outlined in the Program Guidelines.
- <http://www.education.vic.gov.au/management/ictsupportservices/notebooks/replacement.htm>
- 5.27 The SNR must distribute new Notebooks to the correct Recipients and oversee the data changeover by the STs from end-of-lease to replacement Notebooks.

Mid-Lease Reallocations

- 5.28 Within two weeks of a Notebook being returned the SNR must:
- reallocate the Notebook within the school to an eligible Notebook Recipient who is on the Waiting List
 - complete the on-line forms
 - notify the Notebooks Team of the reallocation details and arrange for collection if required
 - ensure the Notebook is ready for immediate collection if there is no eligible Notebook Recipient on the Waiting List within the school.
- 5.29 Failure to reallocate the Notebook or return the Notebook to the Department within two weeks will result in the school being charged for the contributions missed during this period.
- 5.30 Notebooks must be returned in good working order complete with all accessories.
- 5.31 The Department will pursue all cases where Notebooks have been damaged and have not been repaired prior to being returned.

End of Year Returns and Reallocations

- 5.32 If a Notebook is returned to the school during the last week of the year and cannot be reallocated within the school or cannot be reallocated until the following year, it must be stored in a secure location over the school holidays.
- 5.33 The school will not be charged for missed contributions during the holiday period if the SNR notifies the Notebooks Team before contributions cease.

Purchasing end-of-lease Notebooks

- 5.34 The purchase of end-of-lease Notebooks is available at the Lessor's discretion and is not facilitated by the Department.
- 5.35 Notebooks are not available for purchase before the end of the lease cycle.
- 5.36 Notebook Recipients who elect to purchase their end-of-lease Notebook and who meet all eligibility and compliance requirements may remain in the Program and receive a replacement Notebook.

Maintenance

- 6.1 Notebook Recipients must ensure the Notebook is fully operational at all times, is in excellent condition, clean and used in accordance with the manufacturer's instructions and the Program's 'Licence Agreement Terms and Conditions'.
- 6.2 Notebook Recipients are responsible for:
- the security of the Notebook and associated accessories as required in the Program's 'Licence Agreement Terms and Conditions'
 - reporting any loss or damage, maintenance, or hardware repair issues to their SNR and ST as soon as possible after the event
 - logging a call to obtain warranty support and repairs via the supplier's helpdesk as soon as they are required
 - ensuring damages and faults are repaired before the Notebook is due to be returned at end of lease.
- 6.3 Failure to return a Notebook in the condition specified in the 'Licence Agreement Terms and Conditions' will result in the Recipient being required to authorise a lump sum deduction to cover the cost of repairs.

Warranty

- 6.4 Notebooks supplied by the Program are covered by an On-Site parts and labour warranty service, which includes the repair of the Notebook onsite.
- 6.5 Warranty enquiries and issues, including accidental damage, are to be made directly to the relevant supplier.
- 6.6 Only domestic claims are covered by warranty and insurance.

Software

- 6.7 Software support for the Program is provided by STs contracted by the Department as part of the TSSP.
- 6.8 A Standard Operating Environment (SOE) containing approved software programs is provided by the Department.

6.9 Additional software loaded on the Notebook must be licensed and must not impact on the SOE.

Hardware

6.10 Warranty support covers hardware problems such as:

- keyboard /speakers /microphone /webcam /touch point /track pad /keyboard illuminator not functioning
- defective display
- defective modem/wireless card
- damaged cables (i.e. power, modem in some models)
- not charging or failure to hold a charge (battery)
- will not turn on
- defective hard drive
- non-software errors during start up
- failure of the optical drive
- interfaces (USB/FireWire/network/Blue tooth/video out/TV out) not operating.

Loss or Damage

6.11 The loss or theft of a Notebook must be reported immediately to the principal, SNR and Police. The Police will provide the Notebook Recipient with a Police report which must be submitted with the insurance claim.

6.12 Accidental damage to a Notebook must be reported to the Principal and the SNR.

6.13 Notebook Recipients must complete an insurance claim if their Notebook is lost, stolen, uneconomical to repair or accidentally damaged.

6.14 Notebook contribution payments will continue to be deducted during a claim process. If the Notebook has not been returned within four weeks, the Notebook Recipient will be reimbursed for contributions made during this period.

6.15 The principal or delegate is responsible for making an insurance claim for Notebooks that are lost or stolen while in the school's possession. [Claim Forms](#)

Legislative Context

7.1 The Program is an initiative of the State Government of Victoria, administered by the Department of Education and Early Childhood Development.

Related Documents

8.1 This policy is to be read in conjunction with the following documents:

- Notebooks for Teachers and Principals Guidelines
<http://www.education.vic.gov.au/management/ictsupportservices/notebooks/>
- Notebooks terms and conditions [view here](#)
- Acceptable Use Policy
- First time operator manual
- Instructions for recipients
- Privacy collection statement (Terms and conditions – schedule 3)

- DEECD Standard Operating Environment Policy (*under development*)
- DEECD OH&S Policy and Guidelines
(<http://www.education.vic.gov.au/management/ictsupportservices/notebooks/>)

Accountabilities

Principal

9.1 The Principal is responsible for:

- ensuring that the Notebook Recipients' choice of model reflects the school's eLearning Plan, Roadmap, SIPS and EduSTAR
- ensuring teachers have the appropriate training, relevant professional development and support to use the Notebook
- minimising their school's costs through the adoption of a standard cost effective platform
- deriving the best possible outcomes from State Government investments in ICT
- appointing an SNR and ensuring that all SNR contact details are current
- assuming the operational responsibilities of the SNR when a SNR is absent or not appointed
- ensuring the school complies with the Program Policy and Guidelines.

Notebook Recipient

9.2 The Notebook Recipient must agree to:

- accept the Program's on-line 'Licence Agreement Terms and Conditions'
- observe and comply with the Program's Policy and Guidelines and the 'Licence Agreement Terms and Conditions'
- make contributions from their pre-tax salary towards the cost of the Program for the duration of the lease
- undertake 40 hours of professional development in eLearning confirmed in a professional development plan, over the period of the Program's Licence Agreement
- use the Notebook as a tool to promote eLearning through planning, teaching and curriculum, professional learning and team leadership
- maintain a personal Professional Development Plan that includes previous eLearning professional development and a plan for future development
- share any curriculum materials and teaching strategies developed using the Notebook with the school community and as required by the Department
- advise the Notebooks Team and SNR of any changes to their circumstances and eligibility.

School Notebook Representative (SNR)

9.3 The SNR is the point of contact between principals, Notebook Recipients, the Notebooks Team in the Department.

9.4 The SNR can be any employee (teaching or non-teaching, but preferably employed full - time) in the school with an eight-digit record number, on the central payroll and with a valid EduMail account.

9.5 The SNR is responsible for the following tasks throughout the year:

- reallocating mid-lease Notebooks that have been returned by Notebook Recipients
- ensuring loss or damage to a Notebook is reported and rectified immediately
- ensuring all returned Notebooks are fully operational and in good condition with all peripheral equipment included
- returning mid-lease Notebooks to the Department if reallocation within the school is not possible
- notifying the Notebooks Team immediately if a staff member fails to return a Notebook by the due date
- placing eligible staff who have enrolled on the Program Waiting List
- acting as a point of contact between Notebook Recipients and the Notebooks Team
- ensuring they, or a contact person is available to liaise with couriers collecting and delivering Notebooks.

9.6 During a replacement rollout the SNR is responsible for:

- informing all participants of current e-communication notifications and instructions from the Department
- collecting nomination forms, nominating eligible participants on-line and advising eligible participants to accept the on-line 'Licence Agreement Terms and Conditions' by the due dates stated by the Department
- distributing new Notebooks to the correct Notebook Recipients
- ensuring Notebook Recipients have returned their end-of-lease Notebook and accepted the Program's 'Licence Agreement Terms and Conditions' prior to receiving a replacement Notebook
- overseeing the data changeover from end-of-lease to new Notebooks completed by STs
- processing end-of-lease Notebooks for return to the Lessor by the due date and
- processing on-line forms when a Notebook Recipient has relinquished their Notebook mid-lease.

www.eduweb.vic.gov.au/form/school/notebooks

Notebooks Team

9.7 The Notebooks Team is responsible for:

- managing and administering the Program
- maintaining the Policy, Guidelines and the Terms and Conditions in the NTPP Licence Agreement
- tracking the Notebook assets, providing advice and assisting the TSSP to provide technical support.

Contact

10.1 Queries should be directed to the Notebooks Team on **1800 641 943, option 5** or by email to notebook@EduMail.vic.gov.au

Review

11.1 This policy will be reviewed every twelve months or earlier if necessary.

Approving Authority

- 12.1 Changes to this policy may not be invoked without prior approval by the Deputy Secretary, Office for Resources and Infrastructure.