

# Notebook for School Staff Program Policy

(Ratified by School Council: March 2026)

## **PURPOSE:**

To ensure all school staff and meet the Department requirements regarding the appropriate use of notebooks to support the integration of learning technologies into teaching, curriculum, professional development and administrative practices.

## **Background:**

The Teacher and Principal Notebook Program (the program) has been in place since 1999 and continues to evolve in alignment with the Department's requirements.

The programs vision is to enable all Victorian Government Schools an equitable provision of notebooks or allowances to allow for the digital delivery of the school curriculum.

The main objectives of the Program are to:

- provide opportunities for eligible schools to nominate for a notebook provision
- procure, deliver and asset manage program-provisioned notebooks over a 48-month life cycle
- provide schools flexibility of choice via school-provisioned alternate-provision allowances and timely reimbursements

Participation in the Program is optional for all Victorian government schools.

Under the Program, teachers and principals will not be required to provide a personal financial contribution to the cost of the notebook allocated to them.

The Program operates a standard 48-month life cycle on all notebook provisions.

## **GUIDELINES:**

### ***Details of the Program***

The Program will support schools by offering the central provision of Windows notebooks as a universal platform. These notebooks will be assets of the school and will be assigned by the school to teachers, education support staff and principal class employees who will be able to use them at school and at home for teaching and learning related tasks.

Each school entitlement per tranche is based on the sum of the school's eligible staff, listed in eduPay, less the number of notebooks (program-provisioned and school-provisioned) already at the school that are not due for replacement.

### ***Operating Platforms***

Secondary schools and P-12 schools may apply for an individual VCE teacher to be supplied with an Apple notebook if they are delivering one or more VCE studies that have a direct pathway into industries where Apple computers are widely used for industry-specific applications. As a Department primary school, Glen Waverley Primary School will not support Apple notebooks as part of the it's program.



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# Glen Waverley Primary School

Established 1960

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## **How does a teacher apply for a notebook?**

There is no application process required by individuals; schools are allocated Windows notebooks for their eligible employees.

## **What are the eligibility criteria?**

All school employees regardless of their time fraction are eligible to receive a notebook under the program and need to be working in a school and registered on the central payroll. Schools will be offered an allocation of notebooks based on these criteria. Schools will assign the notebooks to their employees.

School staff eligibility is based upon the following criteria:

- Staff must be working in a Victorian government school.
- Staff must be registered on eduPay (including all part-time and full-time staff).
- Staff must be employed under an eligible job code

## **Fixed term teachers, principals and education support (ES) staff who meet the eligibility criteria:**

- may be allocated a notebook for the duration of their employment contract at the discretion of their school
- must return the notebook to the School Notebook Coordinator (SNC) prior to their departure from the school.

## **Program Tranches**

- The program undertakes 2 delivery tranches per school year, during Term 1 and Term 3. End-of-life notebooks are collected during Term 2 and Term 4.

At the beginning of each tranche, the program will communicate with all eligible schools to advise:

- tranche opening
- school entitlement
- the need to submit nominations by specific closing date.

## **Education support staff**

Where a school wishes to nominate a notebook for an ES staff member, the school is required to identify which ES role their staff members fall into for the purpose of the program.

There are 2 roles under ES staff – ES Admin or ES Staff (non-admin). Please use the guidelines below to support the school to make nominations in the Asset Management System (AMS)

### **ES Admin**

ES staff would be considered 'ES Admin' staff if they have access to the 'administration environment' on their computer.

These ES roles would perform an administrative function in their day to day work - some examples of these roles (but not limited to) would be Business Managers and other personnel who provide administrative support.

### **ES Staff (non-admin)**

ES staff would be considered 'ES Staff' (non-admin) if they have access to the 'curriculum environment' on their computer. This type of IT profile or computer access would allow them to perform teaching support roles related to delivering the curriculum within a school.

These staff would typically work with students and teachers. Some examples of these roles (but not limited to) would be Lab Technicians, IT Technicians (different from Specialist Technicians), Learning Assistants and Librarians.

### **IMPLEMENTATION:**

Recipients of program-provisioned notebooks must:

- Accept the online Licence Agreement terms and conditions  
<https://edugate.eduweb.vic.gov.au/Services/IT/ITServices/TeacherNotebooks/Pages/Welcome.aspx> (secure access only)
- Care for and maintain the notebook as per the Licence Agreement
- Demonstrate a commitment to on-going professional development in the use of learning technologies
- Integrate learning technologies into the classroom
- return the notebook and all its accessories in good condition and working order
- return the notebook when requested by the department or the school
- maintain the integrity of department's software image and ensure any additional software is licensed.

Recipients of Program-provisioned notebooks must not

- take notebooks while on extended leave (which is 6 months or more)
- take notebooks overseas.

### **RELATED LEGISLATION:**

Notebook for Teachers DET Guidelines <https://www2.education.vic.gov.au/pal/notebook-program/policy>

### **RELATED POLICIES:**

- *Digital Learning Policy*
- *ICT Usage and Cyberbullying Policy*
- *Multimedia Resources Policy*
- *Social Media Appropriate Use Policy*
- *Student Engagement and Wellbeing Policy*



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## **POLICY EVALUATION:**

Evaluation will be conducted every two years by the Policy Review (Education) Sub Committee of the School Council.

## **DUE DATE FOR REVIEW:**

Due for review in February 2028.