Welcome to our Years 9 and 10 Notebook Programme designed to assist us in realising our belief that technology at our fingertips makes learning anytime and anywhere a greater reality.
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Background to our Notebook programme

In March 2010 the College was asked by CEO (Catholic Education Office) on behalf of DEEWR (Department of Education, Employment and Workplace Relations), to decide whether or not we would accept the DER (Digital Education Revolution) invitation to move to a ratio of 1 computer for every student in years 9 – 12. If we were to achieve this, based on our present enrolment statistics, we would be eligible for 206 computers. We accepted the DER invitation to move to the 1:1 ratio by the end of 2011.

The notebook program targets two year levels and commenced in Semester Two 2011.

The College leadership, after due consideration, decided that the 1:1 student notebook model was the most preferable of various models researched. Research has demonstrated that students are more motivated and engaged in learning when they have immediate access to their own computer. Informed computer use has also been linked to improved collaborative and organisational skills, literacy and numeracy and analytical thinking.

Notebooks facilitate better learning in and out of school by encouraging:
- Anywhere, anytime access to learning
- Independent, self-initiated learning
- More family involvement in education
- Collaboration between students in different schools, states and even countries.

Years 9 & 10 students were selected as they study the greatest range of subjects and are involved in the Personal Project and the Personal Learning Plan. Lower year levels were not included in the government funding program which precluded them from participating.

In essence students are loaned a notebook for the year, taking it to school and home again each day. When students complete Year 10 their notebooks will be returned at the conclusion of their school year and given to the upcoming Year 9 students for the following year. Students moving from Year 9 to Year 10 would retain their machines over the school holidays and software updates can be installed the following year. They would also be checked for any unreported damage at this point in time.

Selection of Notebook

The notebook is an Acer TravelMate TM8372T. It has an Intel Core i5 processor and a 13.3" screen with a 4GB DDR3-SDRAM, 320GB SATA Hard Drive, a DVD-Super Multi drive and its weight is 2.1kg.

Signing the Notebook Agreement

Before students are able to take the new notebook home, the student and parent/caregiver must have read, understood and signed the Notebook User Agreement. This agreement includes a commitment to take the notebook home each day and bring it back to the College the next day, fully charged.

The notebook represents an effort to expand learning beyond the boundaries and schedule of school, so it's important they are used at home. Using the notebook at home will also assist in helping the family be involved in the student's education.
Service Fee
A service fee of $150 per semester will be charged for each year of student use and will be included on the fee schedule. This is to help cover the cost of on-going maintenance, insurance, software licensing and supply of a notebook bag.

Technical support
- Battery swap outs
- Warranty repair and replacement service
- Software reimaging and helpdesk
- Insurance claims
- No student is without a notebook for more than one lesson
Notebook Program FAQ

When will we receive the notebooks?
The notebooks will be allocated to students within the first couple of days of the first week of Term 1.

Do we receive our own allocated notebook or do they form a shared pool?
Each student in Years 9 and 10 will be allocated a specific notebook. The serial number of that notebook will be assigned to that student until the end of the school year and / or loan period when the computer will be returned for any maintenance and software upgrades in preparation for the new school year.

What if we already have a computer at home?
Students will have the opportunity to use their notebook each day. They should continue working on their notebooks at home using the same files and software they use at the College. In addition each notebook will be configured to wirelessly access the College’s network services including the internet and have preinstalled software that will complement our curriculum. Most student-owned machines do not have the array of software that will be licensed to run on these notebooks. If the student prefers to use their own computer, she will still be expected to take the allocated notebook home as it must be charged and ready for use at school the next day.

We have a Mac computer at home. Why can’t we have a Mac notebook?
At the time of purchase, Loreto College chose a PC direction and supported personal computers and notebooks using the Windows environment only.

What if we don’t have internet access or the connection is faulty at home?
Internet access at home is not required as students can work with files and software already loaded or saved on the notebook or memory stick (USB flash drive) without connecting to the internet.

How do I get involved at home?
The College defines the amount of homework students should expect to complete for most year levels. Not all homework will require the use of the student notebook. Use of the notebook beyond the classroom should be limited and balanced with other social activity, including physical exercise. Should excessive use present a problem, parents should contact the Year level Coordinator to discuss possible strategies that promote a balance of activities.

You may wish to spend some time with your daughter discussing her work and encouraging her to explain the myriad presentation styles she utilises: documents, blogs, wikis, presentations, forums, movies, podcasts, web pages, drawings, digital stories, audio reports, spreadsheets and animations.

What happens if my daughter’s notebook breaks?
If the notebook breaks, the student should inform the College as soon as possible. Notebooks and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the notebook. It does not cover negligence, abuse or malicious damage. Loreto College will handle any warranty claims and supply your daughter with a replacement notebook. A Notebook Incident Form must be completed and handed to personnel in the IT Dept with the damaged notebook. This form can be downloaded from the Loreto website at www.loreto.sa.edu.au
What happens if the notebook is accidentally lost or damaged?
If the notebook is accidentally lost or damaged, the student or parent should inform the College as soon as possible. A Notebook Incident Report will need to be completed and signed by the student and parent/caregiver. We have negotiated a fixed repair price of $200 which covers the cost of the most common damage to the hard drive, keyboard and screen. All accidental loss or damage will be billed to the student’s family and this fee will be added to the family account.

What happens if the notebook is damaged by another student?
Each student will be responsible for the care of their notebook and should take precautions to ensure its safety at all times. If a notebook is damaged by accident or misconduct and the owner has displayed a reasonable duty of care the Principal or delegate will determine whether the $200 excess is paid by the offending student or the College.

What happens if the notebook is stolen or vandalised?
If the notebook is stolen or vandalised, the student or parent/guardian should inform the police and the College as soon as possible. The police will provide a report number; this number will be required before a replacement notebook can be provided. A Notebook Incident Report will need to be completed and signed. All theft or attempted theft will be covered by insurance. Insurance claims will incur a $200 excess per claim, which needs to be paid before a replacement can be sourced from suppliers.

If the notebook is lost, damaged or stolen, what will happen to my daughter’s schoolwork?
It is the student’s responsibility to regularly save a copy of their schoolwork, also known as ‘backing up’, to the Loreto College network or a removable storage device. Hard drives do fail and computer systems can ‘lose data’ making it essential that students save different versions of a document as part of their normal routine.

What happens if my daughter’s notebook requires repairs?
A loan notebook may be issued when a student leaves their notebook for repair at the IT Department. Students will be able to report any issues by contacting techsupport@loreto.sa.edu.au via email.

Under what circumstances can my daughter lose the right to a notebook?
The Principal or delegate can decide to withdraw access to a notebook or the permission to take a notebook home. Circumstances might include your daughter:
- repeatedly not bringing the notebook to the College for lessons when instructed to do so;
- repeatedly abusing the use of the notebook, for example using the notebook to engage in cyber bullying;
- not caring for the notebook responsibly;
- having too many incidents of loss or damage.

Is my daughter protected when using the internet at the College? What about at home?
Students will be protected when using their notebook at the College by filters that block a majority of inappropriate internet material. However, these internet filters do not extend to the home. So it is important that as a parent/guardian that you discuss internet access and set boundaries e.g. only allow the internet to be accessed in public places in the home, such as the living areas. For further suggestions please consult the Cyber Awareness section of the Loreto College website. Inappropriate use and/or material located on the notebook may result in complete erasure of all files and or loss of the take home privilege. Further action of a disciplinary nature may involve exclusion, suspension and Police intervention.
Will my daughter be taught how to care for their notebook?
Students will receive guidance on good notebook care, including safe use, charging and storage.

Won’t my daughter’s handwriting suffer from using a keyboard all day long?
Loreto College offers a very diverse curriculum and there will always be opportunities for handwriting, including under test conditions. The notebook is another tool in the ‘educational toolbox’ and effective use of a computer is a skill students will need in their post-school lives.

Will my daughter be safe carrying an expensive notebook to the College?
Students will be encouraged to keep their notebook in its own protective sleeves which can be carried separately, but ideally placed in the designated rear padded section of their College bag when travelling to and from the College.

Can my daughter charge their notebook at the College?
There will be very limited access for charging at the College. Students may request a battery from the IT Dept. If the swap service has no additional batteries available, a student whose notebook is not charged will be unable to use it. Notebooks must be brought to the College each day in a fully charged condition and the charger left at home. Notebooks supplied by Loreto College come with an 8 hour battery life, which will, in most cases, last an entire school day if properly charged the night before.

What happens if my daughter forgets to bring their notebook to the College?
Forgetting the notebook will be the same as leaving textbooks at home. Students can participate in the lesson but perhaps not as fully as otherwise. Repeatedly leaving a notebook at home or bringing it uncharged could lead to a warning or losing the right to take the notebook home.

Can my daughter access the internet anywhere with their College notebook?
Students will be able to access the internet at the College. The Loreto College network is wireless, which means within a certain geographical boundary (usually most teaching spaces on both campuses and the College grounds), students will be able to use their notebook to login to the College portal without the need to plug in any cables. If you have the internet connected at home, students can also access it there. If you don’t have access to the internet at home, students can still use the software on their notebook to work on their schoolwork.

Will my daughter have local administrator rights on their notebook? Can my daughter make changes to the notebook?
Students will have local administrator rights on their notebook and, therefore, will be able to make software changes to the notebook. Hardware modifications/upgrades is not permitted. Students breaching these conditions may face some form of disciplinary action. The preinstalled software will be configured to work with the College network; students repeatedly requiring assistance because of software changes may also face some form of disciplinary action.

Can we access social networking sites on the notebook?
Access to social networking sites are filtered and blocked at school unless for an educational purpose that has been requested by a teacher. When students take the notebook home, access is limited only by the rules and expectations of individual families. The notebook is the property of the College and it is expected that the Acceptable Student Use of ICT Policy known as Loreto College, Technology and Me, will be adhered to whether the notebook is on the school premises or not.
Can my daughter install games, download movies and play music on their notebook?
Students are able to install games and download video/movies on their notebook. Please be mindful of the following:

- The College needs to abide by strict licensing laws on all software installed on the College owned notebooks.
- Games or video/movies may provide a tempting distraction during College hours
- Particular game or video/movie content and classification may not fit in with our College values.
- Students are allowed to download their library of music to the notebook. Only legal music may be installed on the notebook. This means the student has paid for the music, through either purchasing a CD or paying for a download through an online store like iTunes. Students must not swap music files with other students or borrow and rip their CDs.

Healthy habits for using a notebook
1. Sit on a chair at a desk. This is especially important if using a notebook for longer than 30 minutes. Only use the notebook on your lap for very short time periods.
2. Keep a good posture. Adjust the chair and notebook for a "neutral" posture. This means ankles, knees, hips and elbows are at about 90-degree angles and hands are in line with wrists.
3. Relax arms, neck and shoulders. Most muscle strain centres on arms, neck and shoulders so try to keep these relaxed. Typing and using the mouse should be light, and hands and arms rested when not typing.
4. Sit about arm's length from the screen, depending on individual eye conditions.
5. Take regular breaks. Take five minutes out of every 30 minutes to rest both eyes and muscles. Stand and walk or change position to do other things like reading. Look at an object about 10 metres away for 20 seconds.
6. Make sure there's enough light. Work where lighting is sufficient and ensure that your screen is free from glare.

Taking Care of your Notebook
Students will be responsible for the general care of the notebook they have been issued by Loreto College. Notebooks that are broken or fail to work properly must be either reported via email or taken to the IT Department.

General Precautions
1. No food or drink should be near the notebook while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the notebook.
3. Students should never carry their notebooks while the screen is open or use the battery as a handle unless directed to do so by a teacher.
4. The physical notebook and case must remain free of any writing, drawing, stickers, or labels that are not the property of Loreto College. The notebook case must only hold the notebook, not other papers, pens, etc.
5. Notebooks must never be left in a car or any unsupervised area.
6. When not in use in the classroom, notebooks should be securely locked in student lockers.
Carrying Notebooks
The protective case has sufficient padding to protect the notebook in normal treatment and to provide a suitable means for carrying the notebook within the College. The guidelines below should be followed:
1. The notebook should always be within the protective case when carried.
2. The notebook case provided is designed to suit the existing notebook and is not to contain any additional paperwork, worksheets, student books.
3. The notebook should be turned off before placing it in the school locker or bag.

Screen Care
The notebook screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
1. Do not lean on the top of the notebook when it is closed.
2. Do not place anything near the notebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, ear buds or disks).
6. Clean the screen with a soft, dry, antistatic, or microfibre cloth.

Using Your Notebook at the College
The notebook is intended for use at the College each day. Students must ensure they bring their notebook to all classes, unless specifically advised not to do so by their teacher; in which case they must be stored in their locked allocated locker.

Screensavers & Desktops Wallpaper
Desktop images and screen savers should be appropriate and in accordance with the ethos and mission of the College.

Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The listening of music on any device (e.g. MP3 player or computer) is referred to in Loreto College, Technology and Me Policy.

Printing
Students may use printers in classrooms, the library and computer labs with teachers’ permission during class or breaks.

Internet
While at the College, students will have continuous access to the internet. Students need to use this service with teacher permission while in class in accordance with the Loreto College, Technology and Me Policy. The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services. The internet may not be filtered at the student’s place of residence.

Camera & Microphone
Each notebook contains a camera and microphone which may be used to record only at the teacher’s discretion. Both the camera and microphone must be turned off at all times unless permission is obtained from the teacher. No student may record secretly – such a breach can lead to confiscation of the notebook and further disciplinary consequences.
Personal Software
Students are not encouraged to install legitimate personal. For the period of the Notebook Programme, the
notebook remains the property of Loreto College and students must abide by strict licensing laws. Inappropriate
software located on the notebook may result in complete erasure of all files and/or loss of take home privilege and
further disciplinary consequences.

Procedure for reloading software
If technical difficulties occur or illegal software is discovered, the support staff will copy all files in the Documents
folder. The hard drive will then be reformatted. Authorised software will be re-installed and the data files
reinstated in the Documents folder. The College does not accept responsibility for the loss of any software deleted
due to a reformat and reimage.

Personal USB Modems
Personal USB/ Broadband modems or a similar device used to access the Internet while at the College is not
permitted in accordance with our Loreto College, Technology and Me Policy. Your daughter has access to the
internet via the wireless network when using their notebook at the College and is protected by filters that block
inappropriate internet material.

Storing your Notebook
Unless a teacher has notified students, students must bring their notebook to every lesson.
When not required, students must store their notebook in their secure allocated locker. Students must take their
notebook home for recharging at the end of each day.

Inspection
Students may be selected at random to provide their notebook for inspection to ensure there is no inappropriate
content or personal software installed and that the machine is in good working order.

Managing Your Files and Saving Your Work
Saving to the Documents folder
Students will be logging onto the College network in order to back up their work. Students will have their own
user account and folder on the network with ample space to back up any College related work. The notebook will
be set up with a Documents folder into which students should save their work.

Saving data to removable storage devices
Students should also backup all of their work at least once a day using a removable file storage device, such as an
external hard drive or USB flash drive. It will be the student’s responsibility to ensure that work is not lost due to
mechanical failure or accidental deletion.

Computer malfunctions are not an acceptable excuse for not submitting work. Personal files, such as
photos and music, should also be backed up regularly.
Software on Your Notebook

Originally Installed Software
The software originally installed by Loreto College must remain on the notebook in usable condition and be easily accessible at all times.

Software provided with all new notebooks includes:

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<tr>
<th>Adobe Master Collection CS6</th>
<th>Inspiration 8 IE</th>
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<tr>
<td>ArcGIS Suite</td>
<td>IWMI Atlas - Atlas Synthesizer</td>
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<tr>
<td>Audacity</td>
<td>LEGO Mindstorms</td>
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<tr>
<td>Cabri 3Dv2</td>
<td>Logicity</td>
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<td>Cabri Geometry II Plus</td>
<td>Microsoft Office Suite</td>
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<tr>
<td>Celestia</td>
<td>Motic Images Plus 2.0</td>
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<td>Clickview Player</td>
<td>NTI CD &amp; DVD Maker</td>
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<td>Data Studio</td>
<td>Office 2010</td>
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<td>DNR Garmin</td>
<td>OziExplorer</td>
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<td>Fathom 2</td>
<td>Peanut</td>
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<td>Foodchooses 2009</td>
<td>Photostory 3</td>
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<td>Garmin Mapsource</td>
<td>Quicktime</td>
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<td>Google Earth</td>
<td>Read &amp; Write Gold</td>
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<tr>
<td>IE</td>
<td>Robolab</td>
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<tr>
<td>Image resizer</td>
<td>Sibelius – works at school only</td>
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<td>iTunes</td>
<td>Skyline</td>
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<td>Maths 300</td>
<td>Stellarium</td>
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<td>Geogebra</td>
<td>Stop Motion Pro</td>
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<td>Citation 5</td>
<td>Pearson Bookshelf</td>
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<td>TerraExplorer</td>
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<td>TI SmartView</td>
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<td>Tinkerplots</td>
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<td>Ulead VideoStudio 10</td>
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<td>VLC</td>
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<td>Windows Live Movie Maker</td>
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<td>Kid Pix 4 Network</td>
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<td>The Computer Classroom Levels 1-6</td>
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<td>Circus 1,2,3</td>
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<td>EduMaths Levels 1-7, 8-12</td>
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<td>Rainforest Maths</td>
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<td>Ultimate Maths Invaders Network</td>
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<td>Reading For Literacy 2,4,6</td>
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<td>Words Rock</td>
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<td>Phonics Alive! 6 Typing</td>
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<td>Stories Of Democracy</td>
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Financial Commitment
An annual service fee of $300 will be charged for student use and will be included on Years 9 and 10 school fee accounts. This is to help cover the cost of on-going maintenance, insurance, software licensing and supply of a notebook bag.

Please note that up to a $200 excess perinsurance claim may also be payable.

Notebook Incident Report
A Notebook Incident Form must be completed by the student and / or her family should theft or damage occur to the machine. This form is included on the next page and there is a link to it on the Loreto College website.

Procedure Chart
If a problem is encountered with the notebook that the student or teacher cannot fix, contact must be made with the College IT Department.

The IT Department is staffed from 8 am – 5pm most days of the week. The Chart appears on the following page.
Procedure for Reporting Notebook Problems

At Home?

Inform your parents and gather any information that can assist in fixing the problem

- Report to IT Office the next school day and / or
  - Send an email to techsupport@loresto.sa.edu.au

Possible solutions:
- hot swap with another notebook
- hot swap with another battery
- ensure all data is backed up to portable storage and/or the H:\ drive

In Class?

Teacher manages the issue. Only with permission may students be permitted to leave the class to report to IT during lesson time

- Report to IT Office at the next available time and / or
  - Send an email to techsupport@loresto.sa.edu.au

Possible solutions:
- hot swap with another notebook
- hot swap with another battery
- ensure all data is backed up to portable storage and/or the H:\ drive

Notebook Programme

1:1 Support
Office support:
Mon – Fri 8 am – 4 pm
Phone support:
Mon – Thurs 8 am – 5 pm
Email support:
Mon – Fri 8 am – 5 pm
Notebook Incident Report Form

Student Name: __________________________

Date: ______ Home Room: _____ Home Room Teacher: _________________________

Notebook Serial Number (if known): __________________ Machine Name: ________________

Information relating to the specific that led to the damage/theft.

Date and time of incident:

Location of the incident:

Description of the problem:

Witnesses/Supervising Teacher:

Account of events (include all information regardless of whether you think it might be trivial). Please append extra pages if required.

Student
I declare that the above is a full and truthful account of the events and/or circumstances that led to the damage/theft of the notebook computer.

Student signature: __________________________ Date: ________________

Parent / Caregiver
I have read the incident summary my daughter has given and believe it to be a truthful account of events. I agree that, unless advised otherwise by the school, I will pay the excess required.

Parent Name: ______________ Parent / Caregiver signature: ______________ Date: _____

Notebook Service Technician:
Date of Receipt of Form: ______ / ______ / ______ Time: __________________________
Claim Approved: Yes / No
Comments:

Loreto College
Cyber Awareness

Technology is not just a resource or tool; it is integrated into daily life. Access to the internet and the use of mobile phones are part of youth culture. Our students are often referred to as the 24/7 or ‘always-on’ generation. The peer group is always connected in the ‘virtual playground’. Just as we teach protective behaviours to our students when young, it is essential that we emphasise safety in an online environment. Mary Ward’s values of truth, sincerity and justice underpin our encouragement that Loreto girls ‘be such as you appear and appear such as you are’.

The Loreto school community promotes positive cyber behaviour by:

PROMOTING RESPONSIBILITY
- Development of personal responsibility
- Use of age appropriate content filtering
- Placement of computers / notebooks in public spaces in the home
- Discussion of safe online behaviour

FOSTERING POSITIVE RELATIONSHIPS
- Awareness of appropriate responses when using instant messaging, message boards, texting, blogging
- Contact the pastoral care teacher / class teacher / coordinator if something is discovered that is inappropriate
- As adults, we have a duty of care to keep our girls safe

FACILITATING OPEN COMMUNICATION
- The difference between private vs public information must be made clear
- Web-enabled mobile phones and wireless USB connections provide immediate access anywhere
- Appropriateness of a profile / handle
- Once sent, messages cannot be retrieved but the evidence remains

DEVELOPING APPROPRIATE USE CONTRACTS
- House rules should be established
- Online behaviour should be respectful of self and others

If you are concerned by the online activity of your daughter and are unsure how to proceed, please contact her Pastoral Care teacher, Counsellor or Learning Technologies Coordinator.

The following websites may also provide advice:

- www.cybersmart.gov.au
- www.bullyingnoway.com.au
- www.staysmartonline.gov.au
- www.chatdanger.com
- www.antibullying.net/cyberbullying5.htm
Copyright implications

Plagiarism is using another person’s ideas/text as your own without making precise source references. Plagiarism is considered a very serious offence because it is theft of another person’s work which is being submitted as your own for assessment.

Plagiarism is avoided by always making a precise source reference when other people’s work is used – this applies to quotations, reproductions, interpretations, translations, figures, illustrations, etc. When text is produced, it must be clear that which is the result of your own ideas and which are a result of the processing of other people’s knowledge. Accurate referencing demonstrates respect for the intellectual rights of others.

Achieving good results for assignments depends on many things; one of them is accurate referencing of all sources that have been consulted. It is not hard – all you need to do is keep accurate notes of your sources and follow an accepted academic referencing system.

The author-date or ‘Harvard’ method of referencing is the standard used at Loreto College. Although the Harvard system was originally developed in the United States, it has become the most common system in use internationally. Harvard has the advantages of flexibility, simplicity, clarity and ease of use, both for author and reader. Sources are cited in the body of the text and listed alphabetically in the bibliography or list of references.

Students can readily access the Harvard Online Referencing Generator as a link on the Gateway.

Contact Details

Technical Support: techsupport@loreto.sa.edu.au
Learning Technologies Coordinator R-12: ann-maree.tippins@loreto.sa.edu.au
IT Manager: hugh.tippins@loreto.sa.edu.au
Business Manager: paul.noon@loreto.sa.edu.au
Year Level Coordinator Yr 9: lydia.baccanello@loreto.sa.edu.au
Year Level Coordinator Yr 10: nicola.swiderski@loreto.sa.edu.au