What if you could connect with teachers and students across Victoria, get feedback on your learning, use the latest online tools and find amazing resources… all in one online space? What if you could log into this space at school or at home?

Well guess what? You can, it’s here, and it’s called the Ultranet!
Welcome to the Ultranet!

The Ultranet is your own online space for learning.
Follow me for a guided tour…

In the Ultranet you can:

- Store all the things you’ve ever created for your learning – in one place, for the whole time you are at school.
- Use Web 2.0 tools to collaborate with teachers and students.
- Access your learning tasks online.
- Search for great resources that you can use in learning tasks.
- Submit tasks online and get feedback from your teachers.
- Share all of this with your parents so they can help you with your learning.
- Set up your Learning Goals and a Learning Portfolio.
- Join online learning communities around interesting topics.
- See the latest on what’s happening just for you at school – like your timetable, attendance, learning tasks and progress.
So you want a whirlwind tour of the Ultranet?

Ok, here it is: the Ultranet is made up of **spaces**, **icons** and **applications**.

It’s really simple: **spaces** are like mini-websites that you or your teachers create, **icons** help you get to your **spaces**, and **applications** are how you bring your spaces to life. Take a closer look by clicking on the buttons beside me.
Getting Started

1. Getting your username and password
You will get a Welcome Letter from your school. This letter gives you a web address where you can set up your username and password for the Ultranet.

Did you know...
- If you forget your password you can reset it? You just need to know your ‘secret questions and answers’. You set these up when you register.
- You can change or reset your password at any time? Just click on the link at the bottom of the login page, Students & Parents Forgot/Change Password.

2. Understanding the Ultranet Terms of Service
Every time you log into the Ultranet, there’s a box to tick to say that you agree to the Ultranet Terms of Service. This means you agree to use the Ultranet in a safe and responsible way.

3. Where and how to login
1. Go to: http://www.ultranet.vic.edu.au
2. Enter your username and password.
3. Tick the box that says you ‘comply with the Ultranet Terms of Service’.
4. Click ‘login’ and you will be taken into the Ultranet.

The Ultranet is for your learning. To keep it safe and secure for everyone:

1. Don’t search for, use, store or send any material that is not related to your learning and harmful to yourself or others.
2. Don’t share your username and password with others. If you find out that someone else has your login details, change your password and tell a teacher straight away.

So what exactly are the Terms of Service? Here’s a quick summary:

The Ultranet is for your learning. To keep it safe and secure for everyone:

1. Don’t log into the Ultranet as someone else (using their username and password)
2. Follow your school’s Acceptable Use Agreement – this tells you the behaviours expected of you for the safe and responsible use of both the Ultranet and the internet.

Following these rules will keep the Ultranet safe for everyone.
When you use any online space, it's really important to first think about who else can see it. Even though the Ultranet isn't the same as the internet, it's still a shared space – it's just limited to people in the Victorian government school community.

Is it a Me, We or See space?

Me Space
- Me spaces are private and can only be seen by the person that created them.
- In a Me space, you are free to reflect, record your thoughts and try new things.
- Examples: your personal netbook or mobile phone. The Ultranet Home page and My Content are Me spaces.

We Space
- We spaces are shared spaces and can only be seen by people with permission to be in that space.
- In a We space, you can share your work with other students and teachers who are members of that space – you know exactly who can see it.
- Examples: SuperclubsPlus or your school intranet site. The Ultranet eXpress Space, Collaborative Learning and Community spaces are We spaces. The Ultranet itself is a We space.

See Space
- See spaces are public spaces the whole world can see – you can never be sure exactly who can see what you publish.

There are no See spaces on the Ultranet – only Me and We spaces. Never take information out of the Ultranet and publish it in a See space.

Want to know more?

Who can see my information in the Ultranet?

How to be safe and respect others on the Ultranet
### Safety – Who can see my information in the Ultranet?

<table>
<thead>
<tr>
<th>Who can see my...</th>
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<tbody>
<tr>
<td>Me, Me or See?</td>
<td>Home page</td>
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<td>Me</td>
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<td>Students in my school</td>
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<td>Teachers in my school</td>
<td>X</td>
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<tr>
<td>Teachers and students in other schools</td>
<td>X</td>
</tr>
<tr>
<td>My parents</td>
<td>X</td>
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</tbody>
</table>

**TIP:** You can see who your Portfolio Viewers are by adding the 'My Portfolio Viewers' application to your eXpress Space or Home page.

**TIP:** Another person can log into the Ultranet as you if they find out your password, or if you haven’t logged out properly. This means they can pretend to be you on the Ultranet.

### How the Ultranet keeps your information safe:
- You need a password to login.
- Only people with permission to see your information can see it.
- You can always find out who has seen your information.
- None of your contact details, health or welfare information are stored in the Ultranet.
- You and your parents can choose not to have your photo in the Ultranet.

### How to protect your information in the Ultranet:
- **Your password belongs to you** – don’t share it with anyone.
- **Don’t post personal information** about yourself in the Ultranet, such as your address or phone number.
- **Always log out** of the Ultranet when you have finished (to log out, go to the orange Utilities icon and select Log Out from the pop-up menu).

Turn the page to find out how to be safe and respect others on the Ultranet.
Everyone has a responsibility to make the Ultranet a safe learning space
- In everything you do on the Ultranet, always keep in mind that it is a shared place for learning.
- Remember too that everything in the Ultranet can be tracked to the person who posted it – no one can post anything anonymously.

How you can help make the Ultranet a safe learning space
- Think before you post something in a shared space: once it’s up, it’s up – you can’t take it down.
- Be respectful in the way you communicate with others on the Ultranet. Don’t post hurtful or offensive comments or pass them onto others.
- Don’t take any information or other people’s work from the Ultranet into a public ‘See’ space (e.g. anywhere on the internet).
- Report any comments or postings in the Ultranet that concern you by:
  - Telling your teacher or parent.
  - Flagging inappropriate content at any time (go to the Actions menu and select Report Inappropriate Content from the pop-up menu).

Using other people’s work
You can use other people’s work for your learning, such as their pictures, documents and videos. But there are some rules you need to follow:
- Always make sure you have permission to use other people’s work.
- You can link to material on the internet.
- There is approved material in the Ultranet that you can use (this is called ‘endorsed’ content)
  But if you want to modify any of this material, check with your teacher first.
- You can only use part of a song or video. These can really animate your work – just don’t use the whole song or video (this protects the music and film industries and supports young and up-and-coming artists).
- You can use a small amount (around 10%) of all other material.
- Always reference when you have used another person’s work. Your teacher can show you how to do this.

What is copyright?
- Copyright means the ‘right’ to ‘copy’.
- Copyright law protects authors or creators of work by giving them rights over their work and how it is used.

Want to know more?
www.smartcopying.edu.au/scw/go/pid/1016
www.cybersmart.gov.au

The Ultranet is a shared place for learning. This means there are expected behaviours for all members. It’s not hard, just common sense.

For example, if you there’s something you wouldn’t say to someone face-to-face or in the classroom, then why would you say it on the Ultranet?

TIP: Have you read and signed your school’s acceptable use agreement? Can you remember what you agreed to?
On your Home page you can
• see Notices posted by your school community
• choose from a range of themes – Jungle, Space or Blue (more themes are coming soon)
• add and remove applications
• change the layout of the page – arrange your applications or ‘portlets’ in different ways on the page.

Things to try
• Add some photos using the Image Gallery and Slide Show applications.
• Link to your favourite website using the iFrame application.
• Set up an RSS feed from your favourite website.
• Record your thoughts using the Blog application.
• Play around with the layout – change the number of columns or try ‘Freeform’, where you can move your portlets around anywhere on the page.

What’s an application?
An application is an online tool, like a blog or a wiki, that you can add to any space in the Ultranet. They can be interactive – this means that you can change and add content to them. In a ‘We’ space, you can invite other users to do the same.

What’s a portlet?
A portlet is a small window on a page that displays your content or chosen application.
Collaborative Learning is a place to share ideas and learn with others. You, your teacher or other students can set up Collaborative Learning spaces.

When would you use a Collaborative Learning space?
- Small group tasks
- A whole class project
- A cross-class project
- Planning a school event
- Preparing class expectations

A Collaborative Learning space is moderated by one of your teachers. This means that they will keep an eye on your space to make sure that it is safe for everyone to use. You can also flag any content that is inappropriate.

How do I flag inappropriate content?

A Collaborative Learning space can be:
- **Private** – you have to be invited into the space by the person who owns it (the Space Owner)
- **Restricted** – you can see that the space is there, but you need to ask permission before you can join it
- **Open** – anyone can see and join the space – you don’t need to ask permission first.

This is where you collaborate with others in the Ultranet. You'll use wikis, blogs, polls and message boards to collaborate, communicate and create with students in your class, school, or even other schools. Your teachers will set up spaces around interesting topics for you to explore online.

Remember: these are **We** spaces that other students and teachers can see.
Your eXpress Space is a place for you to think about your learning and collect evidence to show your progress. It's also a place where you can try new ideas.

Your eXpress Space is made up of:
1. A landing page to link you to your Learning Goals, Learning Portfolio and Profile pages.
2. A Learning Goals page
3. A Learning Portfolio page
4. A Profile page, where you can write information about yourself alongside your name and photo.

Like your Home page, you can also change the background theme of your eXpress Space.

Remember – even though it’s all about you, your eXpress Space is a We space:
• Before you put anything on your eXpress landing, Learning Goals and Learning Portfolio pages, remember that your teachers and parents can see them.
• Before you write anything about yourself on your eXpress Profile page, remember that everyone in your school can see it.

Turn the page for more about the eXpress Learning Goals and Learning Portfolio.
Your eXpress Learning Goals page is a great place to record what you want to be better at, in one place, for your teachers and parents to see? **What if** you could use a wiki to explore your goals, and a blog to share how you are going to achieve them?

**What if you could record all the things you want to learn or get better at, in one place, for your teachers and parents to see?**

**What** if you could use a wiki to explore your goals, and a blog to share how you are going to achieve them?

**Learning goals help you to:**

- Focus on your learning
- Become a better learner.

**On your Learning Goals page you can:**

- Set your goals – you could use a blog or a wiki
- Make a plan – work with your teacher to work out steps to achieve your learning goals
- Keep track of your goals – you can use a blog to record your progress and thoughts.

**Why have an online Learning Portfolio?**

Collecting evidence of your learning in one online space is really useful. It means you can review and add to your portfolio whenever and wherever you are up to at school.

It keeps building up as you move to the next year level, or even when you change schools.

All the teachers in your school can request to be your ‘Portfolio Viewer’. This means that they can look at and comment on your Learning Portfolio.

**On your Learning Portfolio page you can:**

- Reflect on your learning – you could use a blog or a wiki
- Link your Learning Tasks to your Learning Goals and comment on your progress
- Upload your work and make comments on it
- Upload images, photos and videos that show your learning.

**Ideas for setting your Learning Goals**

- My biggest wish for my learning this year is…
- My personal learning goals are…
- I need to improve…
- My biggest wish for my learning this year is…
- I feel confident in… but I need to work more on…
- I would like to be better at… because…
- My biggest wish for my learning this year is…
- My personal learning goals are…
- I need to improve…
Community is where groups of people in your school, or even across schools, can get together to share common interests and participate in projects. What kinds of Community spaces do you think your school could create?

Here are some ideas:
• School Athletics Team
• Music, Dance or Drama Group
• Student Representative Council / Second Strike
• Chess or Debating Club.

Things to try in a Community space:
• Put up information or updates for members
• Show photos or videos
• Set up a blog or message board for discussion
• Put in a calendar of your group’s events.

Any Community space you create or join needs to be moderated by one of your teachers. This means that they will keep an eye on your space to make sure that it is safe for everyone to use.

A Community space can be:
• Private – you have to be invited into the space by the person who owns it (the Space Owner)
• Restricted – you can see that the space is there, but you need to ask permission before you can join it
• Open – anyone can see and join the space – you don’t need to ask permission first.
The Ultranet is a one-stop-shop for content. You can go to:

- **My Content** to choose from thousands of documents, images, video and audio clips
- **Connect** to find some of the best learning sites and online activities from across the world wide web.

You can also do a quick search for content from the search bar in the top right-hand corner of the screen.

**How to search My Content**

When you do a search in **My Content**, you can choose from one of four libraries:

1. **Endorsed**
   Content that has been approved by ‘experts’: this means you can trust that this type of content will be really good quality and that you are free to use it for your learning. But check with your teacher first if you want to modify it.

2. **Personal**
   Your personal work and resources which only you can access.

3. **School**
   Content that your teachers have put up for you to find. It can only be seen by teachers and students in your school.

4. **Spaces**
   Content that has been added to your:
   - eXpress Space
   - Collaborative Learning spaces
   - Community spaces.

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Did you know you can keep **all your documents, pictures and videos in one place** on the Ultranet? Even better, you can search a big bank of resources to add to your collection – whenever you want. It’s so easy, and a great way to bring your school work to life.

You have a limit to how much content you can upload. You will get a graph on your My Content page to show how much you have used.
Actions & Utilities

**Actions**
You can use Actions to change your spaces in the Ultranet. You can:

- change the background theme of your eXpress Space or home page (Manage Pages)
- change the layout of a page so that your portlets sit differently on the screen (Change Layout)
- choose from more than 30 applications to add to a page (Add Applications)
- hide or show the buttons that let you edit your portlets (Edit Controls)
- flag any content that you don’t like to a space moderator (Report Inappropriate Content).

**Utilities**
This is where you can access lots of useful tools. You can:

- access your email (Email)
- set up a poll or a publication to appear in one of your spaces (Control Panel)
- search for students and teachers in your school (Find People)
- get help (Support Site)
- logout of the Ultranet (Logout).

Did you know that you can change your spaces in the Ultranet to look just the way you want? Or that you can access your personal email in the Ultranet? Or that you can search for anyone in your school and see their eXpress Profile?

TIP: Can you see the little control buttons on the top right-hand side of your portlets? These let you change the look or contents of your portlets – you can make them big, small, with a border or background or just plain white.

TIP: The Ultranet support site has lots of great tips and resources to help you get the most out of the Ultranet. Don’t forget to take a look!

Turn the page for a list of applications you can add to your spaces in the Ultranet.
Applications

These are just some of the applications you can use in the Ultranet:

**Calendar**
Keep track of important dates in your calendar, like after-school or lunchtime activities, sporting events and excursions. Your calendar can send you an email reminder so you don’t forget.

**iFrame**
Lets you drop a ‘live’ website into your space. The site then shows up beside your other portlets. You can interact with it the way you would any site on the World Wide Web – without having to leave the Ultranet!

**Blogs**
Blog is short for ‘web log’. In a We space, you can set up a blog to share ideas and opinions with others. In a Me space, you can use a blog to keep a private journal.

**Quick Note**
Colourful notes you can add to a page to remind you of something. You can quickly jot something down that pops into your head. Colour code your notes – choose from purple, green pink or yellow.

**Polls Display**
Invite members of a space to vote on a topic or issue using the Polis Display. Before you add a poll to a space, set up your poll question and answers in the Control Panel (this is found in the Utilities menu).

**Wikis**
A simple way for people to explore a topic together. As a group, you can quickly and easily create pages, edit them and link them together.

**Image Gallery & Slide Show**
Two separate applications that work together. First you set up an image gallery to select your photos. To see these photos as a slide show, just drop in the slide show application and link it to your image gallery.

**My Portfolio Viewers**
A list of teachers in your school who can see your eXpress Learning Portfolio.

**RSS**
Do you have a favourite website you like to get news and updates from? RSS feeds are an easy way to see these updates without having to visit the site all the time.

**Discovery News and National Geographic Kids are set as your default RSS sites.**