Our Lady of Good Counsel

1 to 1 Laptop Program

Parent Handbook
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Program Overview

One-to-one learning provides every student and teacher access to his or her own laptop computer in a wireless environment allowing students to learn at their own pace and ability levels. One-to-one initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students to succeed in a global world. In the 1:1 Program, students’ access to a technological device and the internet enables them to be self-directed and receive highly personalised instruction. Teachers will create Personal Learning Plans for each student, addressing their unique needs. Students use their personal devices to do research, homework, solve problems critically and creatively, complete team projects, email and academic course work. At the same time, they gain valuable 21st Century skills that will be beneficial throughout their lives and careers.

Provision of 24/7 access to computers makes it possible for students to access a wider array of resources to support their learning, to communicate with peers and their teachers, and to become fluent in their use of the technological tools of the 21st Century workplace.

Educational Outcomes

Our Lady of Good Counsel Catholic Primary School endeavours to:

- provide a student-centred, experience-rich education for the 21st Century
- employ the most current teaching practices, tools and technologies necessary in order to deliver the competencies, knowledge, values and attitudes contained within the Australian Curriculum
- connect education at Our Lady of Good Counsel Primary School with today’s technological world
- provide accessibility to programs that increase the development of knowledge and educational opportunities leading to increased intellectual attainment
- expand the methods of learning and opportunities for differentiated instruction
- encourage the disposition and capacity to be life-long learners

Opportunities are created whereby students access, construct and publish information, utilising collaborative strategies, in real-time and virtual spaces. Students investigate how data is transformed into information, how information becomes knowledge, and how knowledge allows understanding and insight. A one to one laptop environment supports a dynamic and interactive learning space. This enables teachers and students to work in a collaborative, online, interconnected community.

Each student having their own personal laptop affords the opportunity to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning. Learning experiences are purposefully designed to develop the attributes of a life-long learner.
In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be a successful citizen of the 21st Century.

**Acceptable Student Use**

Each child will be asked to read, understand, sign and adhere to the Acceptable Student Use Policy for Years 4-6 at the beginning of each year.

**Program Guidelines and Information**

With each student having access and control of their device, excellent opportunities and learning experiences will be available to them. However, with any new opportunity comes significant responsibility. The school needs to clearly articulate to each student their responsibilities in relation to:

- Respecting each individual’s privacy and dignity (i.e. cybersafety issues),
- Using the device for appropriate purposes,
- Protecting and caring for their device,
- Getting the balance correct in relation to educational and social priorities.

The following directives and instructions look to ensure students and teachers can maximise the teaching and learning opportunities available in a classroom environment free from interruptions, and secure both the safety and privacy of all members of the School community.

1. Students are required to bring their device to school, fully charged and recently backed-up each day. While not in use during lessons, the device is required to be stored in the student’s class.
2. Students must take their device home each day.
3. Students must bring their laptops to school fully charged.
4. Each laptop is supplied with easy to use backup software. It is the student and parent’s responsibility to undertake the backup of their files daily. The school will take no responsibility for data or files lost.
5. Student identification must remain permanently present on both a student’s device, and their protective bag/case.
6. Students must travel with their laptops in their protective case at all times. A laptop should only be out of its protective bag in the classroom.
7. The device must only be used for school educational related purposes.
8. Due to the software embedded in these machines, laptops have the capacity to take digital images, both still and video. Unless appropriate permissions are sought, the taking of digital images is an invasion of personal rights. Under no circumstances can computers be used to take or distribute digital images without both the expressed permission of the person whose image is being taken and the supervising teacher.
9. Students and parents are responsible for all download material present on a student’s device. They must ensure that copyright laws are adhered to.

10. Students will abide by usage directions and restrictions outlined by the class teacher at the beginning of the year.

**Device**

MacBook Air 11.6” 128GB Solid State Hard Drive, 1.6GHz dual-core Intel Core i5 (Turbo Boost up to 2.7GHz) with 3MB shared L3 cache, 4GB RAM, Backlit Keyboard, Battery up to 9 hours wireless web.

**Size and Weight**

- Height: 0.3–1.7 cm (0.11–0.68 inch)
- Width: 30 cm (11.8 inches)
- Depth: 19.2 cm (7.56 inches)
- Weight: 1.08 kg (2.38 pounds)

**Connections and Expansion**

- Two USB 3 ports (up to 5Gb/s)
- Thunderbolt 2 port (up to 20Gb/s)
- MagSafe 2 power port

**Warranty**

All devices come with 3 year education warranty on hardware. Warranty jobs and repairs to be carried out by PRA Imaging. The school will take responsibility for dealing with any warranty issues. Any warranty concerns should be directed to classroom teacher.

**Financial Information & Insurance**

**Accessories**

School to supply a suitable case/sleeve/bag option for students. Parents to supply suitable Hard Drive (approximately $90) for backup of student data. The school recommends a minimum 500GB USB 3.0 Hard Drive. USB 2.0 will suffice, however, USB 3.0 allows for faster backup and data transfer.
IT Levy
Reduced IT Levy for students in Years 4 - 6.

Insurance - Protecsure
Protecsure is operated by Chubb. Excess for the MacBooks is $100-$150 per claim and covers twice the sum insured for any single and identifiable accident or loss including theft, breakage or stolen equipment to, from and within school grounds or any school sanctioned sporting event (i.e. swimming carnival).

Program Cost

<table>
<thead>
<tr>
<th>Payment Options</th>
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<tbody>
<tr>
<td>Yearly</td>
<td>$500</td>
</tr>
<tr>
<td>Quarterly (via direct debit)</td>
<td>$130</td>
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</tbody>
</table>

First Payment due by 27th November 2015

Please note this Program Cost is separate to school fees. Any queries regarding payment need to be made directly to the School Principal.

Inappropriate Use
It is unacceptable for students to: download, distribute, or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; send chain letters, spam e-mail (junk mail) or use the device to connect to any social network unless permission has been granted by the school in writing (no age restricted networks will be allowed).

Usernames and passwords must be kept by the student and not divulged to any other individual (other than their teacher and parents). Students can not use another student or staff member’s username or password to the internet for completing the set task or for the duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

Inappropriate use will be dealt with on a one to one basis by the school Principal. Our Lady of Good Counsel Primary School will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.
Distributing and returning the device
Parents & students must sign and return the Program Agreement before the Macbook can be issued to the student. The Program Agreement & Acceptable Use Policy outlines the appropriate way to use and protect the device.

Returning the device
If a student terminates enrollment during the school year, the device will be returned at that time. If a student fails to return the device or upon termination of enrollment at Our Lady of Good Counsel School, the student's parents/guardian will be subject to the replacement cost of the device, or, if applicable, any insurance deductible. Parents/guardians will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

Parents will be informed of the arrangements for returning the device by the end of Term 3, Year 6. Details of the available purchasing option will also be discussed at this point.

Frequently Asked Questions
How often will the laptop be used?
The nature of the 1:1 laptop environment is that students will have their laptops with them and available for use throughout the school day. This does not mean though that they will be used in every lesson. Like other learning tools, the use of laptops will depend on the particular learning activity and this is at the discretion of the teacher. Laptop activities will blend with others such as writing, reading, discussion, debate and testing and students will find that their use of laptops will vary from day to day. Other subjects will still receive the appropriate allocation of time and resources.

Will the laptop have Internet access from home?
The school will provide Internet access when at school with appropriate filtering policies. Parents are responsible for providing Internet access at home if they wish. The school insists that any Internet use is permitted in an open environment and monitored at all times. If supervision at home is unavailable for any particular reason, Internet use must not be allowed for that period of time.

Who owns the device?
The laptop is the property of the school. This provides the best cost option for the 1 to 1 Laptop Program for parents when the unit, insurance, warranty and software components are combined. All students are expected to adhere to the Acceptable Use Policy. Students who breach the policies which have been agreed to and signed by both parents and students, will not be able to take home their laptop for a length of time as deemed appropriate by the Principal. At the conclusion of Year 6 parents will be provided with an
option to purchase the device for a nominated amount. This amount will be determined by Apple Financial Services and will be provided to parents if they wish to purchase the device.

**Where will students charge their laptops?**
It is the student’s responsibility to ensure that their laptop battery is fully charged at home each night. Battery chargers are to be kept at home.

**When will my child receive their laptop?**
Students will be provided with their laptop in the first week of Term 1 2016.

**What about data loss?**
As we are all aware, devices can “lose” data. Schools often stipulate that students are responsible for ensuring their data is backed-up using the correct method. A common method is via an external backup hard drive and students are expected to carry out a backup on a daily-weekly basis. Be aware, if a device goes for repair, it may have the hard drive erased and the programs re-loaded. This means all student data will have been erased and the student is responsible for restoring their personal data from their backup drive. Students will be shown how to perform backups.

**How do I see my child’s work?**
It is recognised that it is important for parents to be involved in all aspects of their child’s work and parents are encouraged to regularly spend time with their child asking them to explain the work on the device. Parents must also have full access to both the device and their child’s work. The school demands that all students make passwords available to parents. Parents who have difficulties in accessing their child’s work for any reason should contact the classroom teacher immediately.

**Can my child install their own software?**
Students are not permitted to install or delete any additional software other than those stipulated by the school and/or classroom teacher. Students may request to install software with permission from their classroom teacher. *Parents will receive written approval by the teacher that the child has received the appropriate permission to install any new software, prior to its installation and use.*