



All Saints Anglican School
GROWING THROUGH GRACE; LEARNING THROUGH LOVE

The Senior School's One-to-One Programme

Year 10 in 2017

Years 10 and 11 in 2018

Years 10,11 and 12 from 2019





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The latest version of this document can be found on the School's website at:

<https://www.asas.qld.edu.au/academic/senior-school>

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The ASAS One-to-One Programme

Overview

From 2017, All Saints will begin to rollout a one-to-one technology programme (one device for each student) for all students in Year 10, and eventually all Senior School students by 2019. Students will receive a **School-owned** device (Surface Book) in Year 10 and retain this device throughout the three years of their Senior schooling. **Ownership of the device will transfer to the student at the completion of Year 12** assuming all financial commitments have been met.

The One-to-One Programme will ensure an appropriate tool is provided to allow students to be the best they can be, and support teachers in this endeavour. The One-to-One Programme will be constantly reviewed to ensure that the tools selected are the most appropriate to support a modern teaching and learning environment.

These devices will be equipped with all the software that teachers require their students to use in class and at home. A classroom of standardised School-provided devices offers teachers a predictable platform to work with in class, giving them the confidence to utilise the myriad of off and online learning objects during their lessons.

Surface Book Information

After significant research for a suitable device, the School selected **Microsoft's Surface Book**, which is a revolution in laptop design. The detachable 13.5" PixelSense Display is optimised for a digital pen and touch, and has higher resolution than MacBook Pro 13". With the full power of a high performance laptop and the versatility of a tablet, Surface Book will give our students and teachers everything they need to work with professional-grade software, anywhere they want.

All students entering Year 10 in 2017 will be allocated a Surface Book. **A fee of \$200 per semester** will enable the School to provide this new device to students. The fee covers the device and accessories, a comprehensive three-year warranty, the accidental damage protection insurance premium, operating system and productivity software licences. This provides a significant saving for families (see page 6) and ensures we can provide the latest industry standard and educational software on each student's device. Full details of the Surface Book can be found at:

https://www.microsoftstore.com/store/msaus/en_AU/pdp/productID.326556100

All Saints considers a device such as the Surface Book, which can be used as a tablet with a digital stylus and as a traditional laptop, is the best device to enhance a student's ability to think, communicate and learn. The precise on-screen digital pen increases a student's ability to produce appropriate ideas, solve problems correctly, communicate and build on complex ideas.

The Surface Books will be delivered directly to the School. At this time, our IT staff will image all machines to ensure software is consistent. The devices will be connected to the School's wireless network, and serial numbers for the device and power supply will also be recorded for security purposes.

Students will then be issued with their Surface Book when classes commence in the new academic year. It is expected that this will happen as part of orientation on the first day.

Microsoft Surface Book



Costs

The total cost to parents will be \$1200 (six \$200 per semester payments over three years)

The retail purchase price of the Surface Book is \$2299 (including GST) at Nov 2016.

The package value is approx. \$4600 (includes device, case, warranty, insurance and software*)

Specifications

- Intel Core i5 Processor
- 8 GB Memory
- 128 GB Storage
- 13.5" Pixel Sense Widescreen 3000 x 2000 display (10 point multi touch)
- Windows 10 Education operating system
- Up to 12 hours of battery life (video playback)
- 2 Cameras 5 MP(front) and 8 MP(back)
- 2 full-size USB 3.0 ports

Full technical specifications can be found on the Microsoft web-link on page 5.

Other Inclusions

- Extended three-year warranty
- All software* required for Senior School subjects (in excess of \$1500)
- Ongoing IT software and hardware support for the duration of the device's three-year warranty period
- Accidental damage insurance (\$100 excess: maximum of two claims)
- Asset tagging
- Image deployment
- Protective Case (UAG): use is mandatory (refer page 8)

* All software listed on the following page **will be provided free of charge** by the School under our existing licensing agreements. All software must be installed by the School as part of an image on all devices, and will only be installed on this make and exact model. Software is not transferable and cannot be made available for families to install on any other device to be compliant with our licensing agreements.

Software

Software installed on all devices

All student devices in the Senior School's One-to-One Programme will contain the following software applications free of charge. These four applications represent a total retail cost of approx. \$1500 over the three-years of the One-to-One Programme.

- Windows 10 Education Edition
- Microsoft Office Professional (2016/365)
- Adobe Creative Cloud
- Adobe Acrobat DC Pro

The following 'free software' will also be part of the image on the device:

- OneNote Class Notebook and Learning Tools Add in
- Active Inspire
- Audacity
- Image Resizer Powertoy
- Pasco Capstone
- PhotoStory
- iTunes
- Google Chrome
- Office Mix
- Pasco Spark-Vue
- VLC Media Player

Subject-specific software

In addition, the applications listed below are available for installations for students who may require it depending on their subject choice. This is to keep the storage space on the device as free as possible and to adhere to licensing constraints.

Note: Depending on licensing conditions, some of the applications below may only be installed while the student is actively enrolled in the subject and will be removed at the completion of the subject.

There is also no charge for these subject-based applications:

- Arduino Development Kit
- Autodesk 123D Circuits
- Axon2
- Cut Studio
- Food Choices
- Google Sketchup
- MuseScore
- Ni HAO 1,2,3
- Sibelius
- Autodesk
- Autodesk Fusion 360
- Band in a Box
- ESI Midi KeyControl49
- Google Earth
- Kyalie Hanyu
- MYOB
- PovRay
- UP 3D Printing

Further, a number of applications are available to students via the network and are not installed on the device. They will be available when required.

Protective Case

It is mandatory that the specially designed UAG protective surround for the Surface Book remains on the device at all times; it also incorporates a holder for the Surface Pen. The UAG surround is provided as part of the One-to-One Programme package (refer page 6).

Key Features

- With a rubberised screen surround, non-slip grips, secure screen closure and rear skid pads help the UAG tablet case offer 360-degree protection from abrasions.
- The Rugged Surface tablet case features large tactile buttons and easy access to ports, so you can protect your device without any compromise to function.
- Combining an Armor outer shell with a soft, impact-resistant core, the UAG case meets military drop-test standards (MIL STD 810G 516.6), giving your device reliable protection against scratches, drops and other incidental damage.
- Ideal for travel, outdoor work and on-the-go entertainment, the Surface Book case gives you the peace of mind to take your tablet anywhere you go.



One-to-One Programme Contract

Before a student is issued with a Surface Book, the following must occur:

- The One-to-One Programme Contract must be signed by both the student and the parent/guardian, and returned to the School; and
- The student must attend a One-to-One Programme briefing session; these will be held in the first week of the academic year. It is anticipated that these sessions will be held for all students during the Year 10 orientation day on Tuesday 27th January 2017.

Students and parents/guardians must carefully read the contract prior to signing it. Any questions should be addressed to the School for clarification before the contract is signed.

In signing the contract, you acknowledge you have read, understand, and agree to all of the terms and conditions outlined in the contract. The One-to-One Programme Contract is **available at the following link** under 'Senior School Computing Programme'.

<https://www.asas.qld.edu.au/academic/senior-school>

Additional Advice

Travel Insurance Protection

If taking the Surface Book away from home while on holidays, parents should ensure that appropriate travel insurance is in place to cover the replacement cost of the device.

Obligations of Parents and Students

Students and their parent(s)/guardian(s) are required to:

- Maintain the device in good working order and appearance.
- Ensure the software loaded on the device is licensed and does not breach copyright.
- Parents/guardians are required to ensure that the device is included in their household contents insurance as this will be the first point of call for a claim arising from loss or theft.
- Advise the School and arrange appropriate supplementary insurance to cover the device if it is to be taken out of Australia.

Students and/or their parent(s)/guardian(s) should **not**:

- Copy, delete or transfer any software.
- Remove or alter any identifying marks or labels (barcodes, serial numbers).
- Add/change/remove the hardware as this will void the manufacturer's warranty.
- Use personal network connecting devices in order to bypass the School's secure gateway or to create networks within the School. Any student who attempts to do this will face disciplinary action, which may include termination of network access and/or removal of the device and any other disciplinary action deemed necessary.

Obligations of the School

For its part the School undertakes to:

- Issue each student with a Surface Book as outlined on page 6.
- Recall the device for upgrading software, performance check and audits.
- Provide a safe and secure network environment.
- Provide repairs as required in keeping with the conditions outlined in this document.
- Determine a warranty repair from a malicious damage repair.
- Provide an appropriate teaching and learning programme.
- Enforce the policies and procedures in this document.

FAQ: Purchasing the Device

Q: Does my son/daughter have to have the School device?

A: Yes, from 2017 all students in Year 10 (Year 10-11 in 2018, Year 10-12 from 2019) are required to have a School device.

Q: What am I required to buy and how much will it cost?

A: The School provides support for families through its competitive purchasing and procurement processes. Devices are purchased on behalf of parents, enabling devices to be imaged and loaded with extensive educational software ready for your son/daughter for Term 1, 2017 (Year 10). Families will make six lease payments over three years of \$200 per semester to the School in January and July. **The total cost to parents will be \$1200 over the three years of Senior schooling.**

Note: Students who leave All Saints prior to Year 12 have the opportunity to make the balance of the payments and can then take the Surface Book with them provided all outstanding school fees have been finalised and they have participated in the Senior School One-to-One Programme for no less than two years.

At the conclusion of the programme, the device must be returned to the ICT Department where it will be re-imaged back to factory settings, meaning that all School software will be removed and **the student will receive the device to keep** with only the original Windows 10 operating system on it. Parents will be responsible for purchasing any additional software.

Q: When can my son/daughter collect their device from All Saints?

A: The devices will be delivered to the School by the vendor so that our IT staff can be imaging the devices prior to the new academic year. Devices will not be available for collection before the start of Term 1, 2017. They will be distributed to students in the first week with an introductory session regarding use and guidelines.

Note: Devices will only be distributed to students that have paid their device invoice in full.

Q: Does the School receive any commission from the preferred supplier?

A: No, the School has negotiated a competitive price for our families but we receive no commission on the devices.

Q: Do I need to take out my own insurance?

A: Yes, for theft or loss. It is recommended that you speak to your insurance company about this.

Q: What happens if my device is lost or stolen?

A: Fill out a police report and if possible make a claim with your home and contents insurer to replace the Surface Book as listed on page 8. Ultimately, parents are responsible for replacing the device. A replacement can be purchased from the School.

Q: How often will I have to buy a new device?

A: We consider the Surface Book, purchased in Year 10, to be a three-year device.

Q: We already have a laptop, can that be used instead of purchasing a new one?

A: No, the Surface Book will be imaged with the All Saints software image, and is the only authorised model.

Q: Do I need to purchase a protective sleeve for my the device?

A: No, a specially designed UAG protective surround will be provided as part of the device package (refer page 8).

FAQ: Responsible Use

Q: How secure is it? Will my son/daughter have access to inappropriate content?

A: While using the School wireless network, online content will be filtered to prevent students accessing inappropriate content. Provision of internet security and appropriate use at home will continue to be the responsibility of families. The School encourages parents to discuss expectations with their child regarding appropriate use of the device.

Many parents already require students to 'surrender' their mobile phones during homework and at bedtime, and a similar approach with the device is recommended at bedtime. Further, the School will advise parents of software that can assist with the monitoring and filtering of content.

Q: Will potential issues regarding cyber-relationships be addressed?

A: Yes, this is an ongoing responsibility for schools and families. All students and parents will sign an Acceptable Use Agreement, and students will have an information session prior to taking ownership of the device. The School's personal development programmes together with our Social Media Policy, will continue to focus on the appropriate use of technology, supporting our students in the development of their digital citizenship skills.

Q: Will extended use of the device be harmful to the eyes?

A: Your child will not be using the device in every class so there will be ample downtime in which your child's eyes will be able to rest. In order to avoid eye strain, the School will include instruction in proper use of the device including the proper distance to best view the screen and the setting up of the proper screen resolution and viewing angle.

FAQ: Maintenance and Care

Q: Is the device covered by warranty?

A: The purchase price of the Surface Book includes:

1. An extended three-year hardware warranty;
2. Ongoing IT software and hardware support for the duration of the device's three-year warranty period;
3. Free software updates during the three-year period
4. Accidental damage insurance (\$100 excess – maximum of two claims over the three-year period).

Note 1: Any additional claim beyond the first two included in the accidental damage protection insurance will incur an approximate fee \$865. The Surface Book is regarded as single unit and cannot be repaired component by component.

Note 2: Replacement due to theft and/or loss is not included. It is recommended that you speak to your insurance company about this.

The ICT department will manage the warranty claims and have the Surface Book serviced and/or picked up from All Saints. If the device is required to be sent off-site for a non-warranty claim, a courier fee of \$10 each way may be charged.

Q: During what hours can my child access the IT Helpdesk?

A: Students can visit the Helpdesk at the following times:

- Before School from 8.00am
- Morning Tea
- Lunch at any time
- After school until 4.00pm

In the case of an exam or similar, students may visit the Helpdesk at any time with the written permission of the teacher. We hope to have two Helpdesks; one below the Library with the ICT Department staff and one in T-Block in the Senior School with Mr Tomassen.

Q: Will the ICT Department assist my son/daughter in connecting the home printer and home wireless to the device?

A: No. Please contact an IT professional for assistance.

Q: What happens if my son/daughter's device malfunctions overnight?

A: Your child should arrive early to school to seek assistance from the staff at the IT Helpdesk, where the device will be diagnosed. If your child's device requires a re-image your child will be allocated a spare laptop for the day and return to collect their own device in the afternoon. Should the device require a hardware repair then your child will be allocated a spare laptop until their device is retuned by the technicians at Microsoft.

Q: Will my son/daughter's device be audited on a regular basis?

A: Yes, from time to time, the IT Department will conduct audits, including an inventory of accessories.

Q: What happens if the device is accidentally damaged?

A: Your child should seek assistance from the staff at the IT desk, where the device will be diagnosed. Should the device require a hardware repair or be replaced, then your child will be allocated a hot swap spare until their device is retuned by the technicians at Microsoft.

Note: Your child's device is covered for only two accidental damage claims for the life of the device (3 years). Any further repairs required due to an accident will incur full parts and labour or replacement cost.

Q: Will I be required to replace the device if it was stolen or lost?

A: Yes, please check with your home and contents insurance for coverage.

Q: Where will the Surface Book be stored during the school day and after school?

A: When the Surface Book is not in use, it is the student's responsibility to keep their device securely locked in their lockers while at school. Students should keep their devices in a safe and secure place, as determined by their parents while at home.

Q: What level of IT support will All Saints provide?

A: The Helpdesk personnel will be available to support device users via the IT Support Desks, located in M-block (Library) and T-block (Senior School). We will provide assistance with technical issues, such as ensuring that the student's device connects to the All Saints wireless network and all available services such as network, folder and file access, email and printing to School printers. While our ICT Department will not undertake mechanical repairs, all devices will be under warranty, so any technical faults will be addressed under this.

Q: When my son/daughter's device is re-imaged will he/she lose all of their School and personal files?

A: Yes, all files stored on the device will be deleted through the imaging process. Students are encouraged to use their All Saints' OneDrive to store all of their files. Files on OneDrive can be reopened after imaging or opened on the replacement device.

Q: Are my son/daughter's files backed up on the School server?

A: No, all files are stored locally on the device. Students are encouraged to save all files onto their All Saints' OneDrive.

Q: Will my son/daughter be able to use the Outlook desktop application to access their School emails?

A: Yes, students are no longer required to login to the school portal to gain access to their email.

Q: Can my son/daughter personalise the software on their device?

A: Yes, students can alter backgrounds, energy settings, screen brightness, icons and cursors

Note: These custom settings will be lost after a re-image.

FAQ: Practical Matters

Q: What if my son/daughter leaves their device at home?

A: As with any tool or textbook, if students leave their Surface Book at home they are responsible for getting the work completed. A loan or rental device may be available, but can't be guaranteed.

Q: Can students install their own software, or will this be restricted/disabled?

A: Yes, students will be able to install their own software, providing that software has been legally purchased and does not impact any software that has been installed by the School. Any software that facilitates illegal sharing and download of music and videos using peer to peer networking (eg LimeWire), will not be allowed. If there are any problems with the operation of the device as a result of software that has been personally installed, the device will be re-imaged to its original state and any student installed software will be lost. Students are required to back up all files regularly in the event of the device needing re-imaging.

Q: If the software is licensed to All Saints, and provided free of charge to families, is it the School's intention to remove the software from the device when the student leaves?

A: Yes, legally the School must remove the software once ownership is switched to the family. The ICT Department will remove all software from the device and only provide the original Windows 10 Operating System.

Note: It is the student's responsibility to backup any personal files that are on the device prior the re-imaging of the device when the student leaves All Saints.

Q: What if the device runs out of battery charge?

A: Surface Books must be brought to school each day fully charged. (Students will not be permitted to bring electrical cords to class due WPH&S issues. Students therefore need to charge their devices each evening, and we ask that your son/daughter take responsibility for placing their device on charge overnight. A loan or rental device may be available, but can't be guaranteed.

Q: Will my son/daughter be required to bring the digital stylus to every lesson?

A: Yes. It can be attached to the protective case as shown on page 8.

Q: What happens if my son/daughter loses the Surface Pen (stylus)?

A: A new one must be purchased from the School or a retail supplier (\$95 at Nov 2016).

Q: Do I need wireless internet at home?

A: The Surface Book is a wireless device that is most effective when connected to the internet. We have wireless access for all students across the School. If you already have wireless internet at home, the device will easily connect to this. Wireless routers are not overly expensive; you might consider talking to your internet service provider about options. Teachers will be encouraged to add all class materials to their class notebook which is accessible to students when offline.

Q: What sort of internet plan do I need at home?

A: It is very important to check what type of internet plan you are on. Some plans charge you if you go over your monthly download allowance, others give unlimited downloads and slow your connection down if you go over your monthly limit. The unlimited plans are the safest and best value. We suggest you check with your ISP (Internet Service Provider).

Q: How often will the device be used at school and what will it be used for?

A: The devices are intended for use at school on a daily basis, although it will not replace the use of all the tools we currently use in class.

Q: Can other members of the family use the device?

A: We advise against any other members of your family using your son/daughter's device. We believe that ownership of the device is an important aspect of any One-to-One Programme. As part of their growing responsibility as a 'digital citizen', it is important that each student is aware of the fact that they are responsible for the device and for the contents of that device.

Q: Will all textbooks and novels be available electronically for Year 10 in 2017?

A: Our ultimate goal is that the device will replace the need for students to carry textbooks and the Student Diary. However, while many e-textbooks will be available for the Surface Book, textbook publishers are still working hard to catch up with technology.

Q: Will the Surface Book come with a mouse?

A: No, the device will be equipped with a 'touch pad' and the 'Surface pen', which should be sufficient. If your son/daughter prefers to use a mouse, you will need to purchase one for their use. Students will be encouraged to utilise the stylus to interact with the device where ever possible.

What if my question wasn't answered here?

Please ask! We understand that there may be some concerns and questions not included in this document. We welcome input from parents and will add parents' questions to this document. If you have any further general questions or concerns about the One-to-One Programme please contact:

- Mr Anton Tomassen, IT Consultant to ASAS and One-to One Programme specialist
atomassen@asas.qld.edu.au or 5587 0300
- Mr Steve Wright, Head of Senior School
swright@asas.qld.edu.au or 5587 0316

or if your questions or concerns are of a **technical nature**, please contact:

- Mr Mohsen Farahi, ICT Projects and Service Team Leader
mfarahi@asas.qld.edu.au or 5587 0369
- IT Support Department
helpdesk@asas.qld.edu.au 5587 0331