

Individual Computing Program



"We can turn on the Internet and research things we want to know more about, it doesn't take that much time, it just comes on straight away"

Year 5 Student, 2011

"New ways in which students engage in their own learning"

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Contents

Introduction.....	2
Technology-rich environments	2
Technologies must serve learning.....	2
Professional competency of staff.....	2
Development of system capacity	2
Technologies – tools to enhance relationships	2
The Context for the Use of Individual Computing Devices.....	3
Rationale.....	4
Pedagogy and Individual Computing Devices.....	5
Timeline	5
Program Management.....	6
Expectations of students	7
Keeping Safe Online.....	9
Examples of Individual Computing Devices use that will be recognised and rewarded.	10
Breaches of Dominic College ICT Acceptable usage agreement and/or Laptop agreements.	10
Policies.....	11
Student Agreement.....	12
Lost/Stolen Laptop Claim Form.....	13
FAQ's.....	14
Internet Access and Restrictions.....	14
How will my child be using the individual computing device?	15

INTRODUCTION

Extraordinary advances in technology and the Internet have fundamentally changed teaching and learning and the ways we communicate at Dominic College. Our students are now 21st century learners, using Interactive White Boards (IWBs) laptops and tablets, connecting to the global community through the worldwide web. Students are designing and making movies, engaging in robotics and using Skype to chat with students they've never met in person.

Technology-rich environments

Research is highlighting that students in technology-rich environments experience positive effects on achievement in most major areas of their studies. Their attitudes to their learning and own self-concept also show consistent improvement in classrooms where current technologies are readily available. At Dominic College we are focused on this imperative – to make our learning environments technology-rich.

Technologies must serve learning

School communities need to ensure that technologies are used for the delivery of learning. Researchers, such as Dr Martha Stone Wiske, Co-Director of Harvard University's Educational Technology Centre, warn that one of the enduring difficulties of the relationship between technology and education is that "a lot of people think about the technology first and the education later."

Research indicates that we can ensure authentic learning through technology if we focus on the individual needs of the learner, the configuration of the learning environment, the professional competency of staff, system capacity, community connections, the capacity of the technologies and developing accountability in use.

Professional competency of staff

Dominic is working simultaneously on all these considerations. Late 2009, the College implemented a roll-out of laptops to teaching staff, providing teachers with the immediate means and tools to build their professional ICT competency. A computer in the hands of every teacher is essential to creating a technology-rich environment. This is the necessary forerunner to an environment where staff can effectively guide students to learn to use digital technology.

Our staff have been involved in professional learning breakfast sessions and after-school sessions to continue to develop the integration of technology in teaching and learning. We have considerable ICT expertise amongst our staff and a number of our staff have been involved in leading professional learning workshops for their colleagues.

Development of system capacity

In 2009 the e-Learning Team installed wireless infrastructure throughout the College. This was a significant step in building our technology capacity. In the same timespan we have been able to ensure data projection in all K-10 classrooms. With the conclusion of the College building projects the College is now equipped with over 36 IWBs located in a variety of teaching spaces. In addition, through the Commonwealth funded Computers in Secondary Schools program, 90 student laptops in 6 banks of 15 are now being used by our secondary students.

Technologies – tools to enhance relationships

Technologies are tools to be used to benefit relationships for teaching and learning. All contemporary research highlights that relationships are key in influencing positive educational outcomes for students. Michael Fullan, a worldwide authority on educational reform maintains, "If relationships are key, and increasingly educators are stressing that they are, the challenge is to use technology as a tool for enhancing relationships and for enhancing learning."

THE CONTEXT FOR THE USE OF INDIVIDUAL COMPUTING DEVICES

There is substantial evidence that using technology as an instructional tool enhances student learning and educational outcomes.

International research on laptop programs in schools since 1994 has demonstrated:

- Increased technology literacy
- Increased student motivation
- Increased engagement of students in their schoolwork
- A shift toward more student-centered classroom environments
- Lowered rates of absenteeism
- Decreased disciplinary problems
- Improved student achievement in all core curriculum areas
- A "sustained" level of academic achievement
- Note: these academic benefits were most significant in at-risk student populations.

Comparative, longitudinal analysis based research suggests that students in classrooms that provide all **students with their own laptops**, compared to students without individual laptops

- Spend more time involved in collaborative work
- Participate in more project-based instruction
- Produce writing of higher quality and greater length
- Gain increased access to information
- Improve research analysis skills
- Spend more time doing homework on computers.
- Direct their own learning
- Report a greater reliance on active learning strategies
- Readily engage in problem solving and critical thinking
- Consistently show deeper and more flexible uses of technology

Studies of laptop programs in schools report that they increase students' engagement in school, improve technology skills, and have positive effects on students' writing.Research in many nations suggests that laptop programs will be most successful as part of balanced, comprehensive initiatives that address changes in education goals, curricula, teacher training, and assessment.

[Zucker & Light 2009]

RATIONALE



Individual computing devices are an integral part of the toolkit for thinkers. They enable students to push the boundaries of their knowledge and learning. The nature of digital technology makes it a really good fit with the general principles of quality teaching practice.

Recent OECD studies have shown that there are benefits of ICT on learners and learning in terms of the development of characteristics such as motivation, concentration, cognitive processing, independent learning, critical thinking and collaborative learning.

A major strategy of a quality teaching approach is student-centred learning which emphasises higher order thinking skills and the nurture of creativity, collaborative learning and critical literacy. These skills will develop a generation of Smart Learners.

Recent Horizon report stated these beliefs;

- Technology is increasingly a means for empowering students, a method for
- Communication and socializing, and a ubiquitous, transparent part of their lives.
- Technology continues to profoundly affect the way we work, collaborate, communicate, and succeed.
- There is increasing interest in just-in-time, alternate, or non-formal avenues of education, such as online learning, mentoring, and independent study.
- The way we think of learning environments is changing.

PEDAGOGY AND INDIVIDUAL COMPUTING DEVICES

Access to individual computing devices in the classroom opens an amazing array of opportunities for learning. Students will have access to an unimaginable range of resources using the world wide web.

Students gaining access to laptops at a 1 to 1 ratio opens up a wide variety of learning opportunities, this allows at times for students to be working at their own pace on their own laptop, according to students individualised learning plans.

Alternatively students can also be working cooperatively; this may involve students sharing a laptop or may involve students working as a group on their own laptops. One student may be researching and the other taking notes, one recording the conversation and another using the laptop as a prompt for the conversation taking place.

When used in combination with the IWB in the classroom individual computing devices make the introduction of new software much more efficient, allowing the focus to be put back on the learning taking place with the software without getting caught up in the detail of operations.

TIMELINE

Individual Computing Devices were introduced over a 5 year period to all students in year 5 – 10 at Dominic College.

- 2011 saw the introduction of laptops into year 5 classes at Dominic College.
- 2012 saw the introduction of laptops to year 6 and 7 students.
- 2013 saw laptops introduced to year 8
- 2014 saw laptops introduced to year 9
- 2015 saw laptops introduced to year 10 students.

PROGRAM MANAGEMENT

Students will be presented with their laptop in the first few weeks of the year. This is particularly important in year 5 where the students are new to the program. At this early stage of the year students will be introduced to the expectations of them with regard to care and usage of the laptops. Students will be reminded very early that the laptop provided by the college is a tool for learning, and appropriate respect must be paid to the device.

Year 5 students will be guided through their first few weeks of laptop usage, students will be gradually introduced to the laptops and will be shown together how to manage files, ensure care is taken for the laptop, safe use of the Internet, securing their laptop, and other day to day usage tips.

Year 5 and 6 classrooms where laptops are used will be equipped with purpose built laptop storage cupboards, allowing easy charging and ensuring laptops are able to be stored in a secure way.

Dominic College is covered by an extensive wireless network which was installed late 2009. This solution offers fantastic scalability, giving the college the ability to add to the networks capacity at a reasonable cost when the need arises. Currently each pair of primary classrooms operates with a shared access point, distribution of access points will be reviewed as the Laptop program rolls out over time.

Students will be presented with their laptops early in the year, this will be 'their' laptop for that year. Students will be expected to care for the laptop as if were their own property, to look after it and to use it in an appropriate manner. Between terms year 5 and 6 students will be asked to leave the laptop in the classroom and at the end of the year the laptop may need to be returned to the e-learning department for cleaning, re-imaging and preparation for the following year.

Students will be asked to maintain their own document storage on the laptop, they will also be provided with a networked space to allow for backup of important files. Students will be introduced to good backup procedures and supported in their use of this facility.

A range of technical aids will be implemented to assist in the daily use of the student laptops, it is important for students to be able to quickly share documents with each other, and to quickly and easily share documents with their teacher. Collaborative work plays a large role in the successful use of the student laptops, infrastructure has been developed to ensure this is an easy and fluent process.

Students will be able to take the laptop home when required to complete set homework tasks or when students may be required to undertake personal research. In year 5 and 6 there is not an implied right for the students to take the laptop home each night. At times when students are permitted to take the laptop home they are required to ensure the laptop is charged overnight ready for the next day's use in the classroom.

While laptops are at home it is possible for students to connect the individual computing devices to the internet by contacting your service provider or via the use of a 3G modem.

Parents are advised that they will be responsible for any expense involved and for the supervision of the use.

EXPECTATIONS OF STUDENTS

Look after your computer

- Always carry your device in its case, inside your school backpack, away from your drink bottle and sharp objects.
- Be careful not to drop, bump, or knock your laptop or to leave it where it may be damaged by others.
- Be careful with your school bag when you have your laptop in it. Do not throw your bag or swing it around you.
- Do not write on or put stickers on your laptop.
- Keep your computer clean, use clean hands when using your laptop.
- LCD screens are delicate – they do not like being poked, prodded, pushed or slammed.
- Report any damage or problems to your classroom teacher immediately.

Be aware of security

- At school, make sure your laptop is in a secure place, it should be either on your desk in use or in its storage cupboard, or in your locker with a lock!
- Do not take your laptop to afterschool sport, or to places where it may not be secure.
- Always 'hide' your laptop in your school bag on the way to and from school.
- Never use your laptop on the trip home, waiting at the bus stop etc.

Copyright and the law

- There will be no need to install your own software on the device, everything will be provided for you.
- Do not illegally download, distribute, create or keep copies of copyright protected files that you do not own on your computers, ie: mp3's or videos.
- Be safe with your password, never share your password with another student, or use another student's password on your laptop.

Be Considerate of others and the environment

- Avoid disturbing the learning of other students using your laptop.
- Only print when you really need to, do not waste paper.
- Use the network and the internet appropriately.

Look after yourself

- Take a break at regular intervals to stretch or stand.
- Sit comfortably so that the screen is at arm's length and slightly below eye level.
- Learn to touch type, it will reduce strain and make you a more efficient user of technology.

Using the Internet

- Internet access is provided by Dominic College as an educational tool; do not use the internet for non-classroom related purposes.



- Internet quotas must be prioritised for learning, do not waste your quota on non-educational websites.
- All Internet access from within Dominic College is filtered, monitored and recorded.

Use of e-mail

- Students should limit their school e-mail account use to school-related communication.
- Harassment and bullying guidelines should be respected when using email and other communication technologies.
- Avoid sending large attachments via email.
- Do not sign up for newsletters, subscriptions, chain letters, e-magazines using your college email account.
- Do not send large group emails.

These expectations are not intended to cover all circumstances. If you are unsure of any aspect of your laptop use please see your classroom teacher, homeroom teacher or the e-learning staff.

Failure to follow these guidelines will result in appropriate consequences being implemented.

KEEPING SAFE ONLINE

Personal Information

Protect yourself when using the internet by following a few simple guidelines:

- 'Profiles' you create on the internet should project an appropriate image of yourself.
- Use an appropriate screen name, do not use a name that others could find offensive, or confronting.
- Do not post an image of yourself with your real name. If you do post images of yourself on the internet ensure that they are appropriate.
- Remember, once you have posted something on the internet you cannot take it back, when you post anything, text, images, music think of how it could be viewed in the future in a differing context.
- Seek permission before posting information, images or videos of other people.
- Reference all information that is not yours and acknowledge where it came from.

Communicate in an appropriate manner

- Ensure that all communication is respectful.
- Be ready to react in an appropriate way should you come across anything offensive while using the internet.

Cyberbullying

Cyberbullying is not OK, and is not accepted at Dominic College, breaches of the Dominic College bullying policy will be followed by appropriate consequences

- If you experience cyberbullying, tell someone that you trust about what you are experiencing.
- Keep passwords secret and mobile numbers private.
- Do not reply to nasty/offensive messages and/or block the sender from your contact list.

Safe Social Networking

Although social networking websites are blocked while individual computing devices are in use within the College, it may be possible for students to access social networking websites using home internet connections. Following a few simple guidelines will assist students in keeping safe while using these social networking tools.

- Set profiles to private.
- Do not accept 'friends' who are not real friends, if you would not talk to this person in real life, do they really deserve to be your friend on the internet?
- Avoid using flirty or suggestive names.
- Do not post images that may be suggestive or may be used against you into the future.
- Do not allow strangers into your private network.

Legal Responsibility

Many social networking sites, including Facebook, do not allow members who are under the age of 13. It is important to follow these guidelines to ensure the safety and security of all.

Examples of Individual Computing Devices use that will be recognised and rewarded.

Use of the devices in the classroom offers the student many opportunities to lead by example and demonstrate care, initiative, higher order thinking, and good personal organisational skills.

Some examples of this type of behaviour follow; these will be recognised and rewarded in the classroom.

- Well organised personal filing system
- Maintaining a clean laptop
- Efficient use of daily internet quota
- Efficient use of printing
- Consistently charging the laptop battery
- Innovative and creative work
- A high standard and presentation of work
- Working collaboratively
- Maintaining a well organised email account
- Appropriate use of electronic communication

Breaches of Dominic College ICT Acceptable usage agreement and/or Laptop agreements.

The following lists a collection of possible choices made by a student that will substantially reduce the effectiveness of the laptops as a learning tool in the College.

- Unauthorised use of laptops
- Unauthorised use of email
- Unauthorised use of social networking sites.
- Sharing of passwords.
- Failure to bring laptop to class / school.
- Failure to ensure laptop is charged overnight.
- Use of the laptop to disrupt the learning of others.
- Use of the laptop to harass another student.
- Playing games in class when not instructed to do so.
- Deliberate storage of illegal or inappropriate content (eg: copyrighted music, photos, video, adult content)
- Disregard of the ICT Acceptable Usage Agreement (eg: cyber bullying, use of school email for personal gain)
- Wilful damage of a student laptop – either own or another students.
- Disregard for the care and maintenance of the laptop.
- Disregard for the security of the laptop.
- Inappropriate use of college network (downloading music etc)

Each breach of either agreement will be handled individually by the College Pastoral Care Team and an appropriate consequence to the action would be applied.

These consequences range from a note being placed in the student's diary, a lunchtime detention, the student being referred to their Pastoral Teacher or House Co-ordinator, removal of privileges, to a meeting taking place with the student and parents/guardians.

If illegal material or activities are involved, it may be necessary for the school to inform the relevant authorities.

POLICIES

A range of policies have been developed in association with the student laptop program.

Each follows below on their own page for ease of printing.

- Student Agreement
- Lost/Stolen Laptop Claim Form



Student Agreement

By Signing below, you are indicating that you have read and understand the following:

I have signed & understood the schools ICT Acceptable Usage Agreement (printed in the student diary).

I agree that the laptop, at all times, remains property of Dominic College.

My use of the provided laptop/tablet computer will comply with the above agreement.

I will take care of the device:

- I will always use my laptop case when moving from class to class.
- I will be careful with my school bag while containing my individual computing device.
- I will not eat or drink while using my individual computing device; I will ensure I have clean hands while using the laptop.
- I will be gentle with my individual computing device; I will not slam the lid, nor handle the laptop in a rough manner.
- I will keep my individual computing device clean and will keep it free of stickers.

I will charge the individual computing device at lunchtime and overnight. If I am asked by one of my teachers to take the laptop home overnight I will ensure it is charged when I return the next day.

While traveling to and from school devices will be zipped into its case and also placed securely into my school bag.

When my device is not in use I will make sure it is being stored in a safe manner, away from objects or situations that may cause damage to the device. I will not leave it unattended in my school bag, change rooms, art rooms, and sporting areas or where there is a risk of the device being stolen or damaged.

I will not use my individual computing device to copy, download, store or transmit material which infringes copyright or the intellectual property rights of others. Such materials include music files, movies, videos of any other form of media.

I understand that any inappropriate content on my individual computing device may lead to a breach of the ICT acceptable usage agreement and also lead to loss of privileges.

While at school the internet may only be accessed through the provided Dominic College wireless service.

E-Learning staff may require my laptop for re-imaging at times, particularly if I have content on the laptop that is not considered appropriate.

At the end of the school year if requested I will return my laptop in its original condition with all accessories enclosed.

Student Name:	Home Group:
Student Signature:	Date:

Lost/Stolen Laptop Claim Form

This form is to be completed should a Dominic College laptop be reported as lost / stolen.

Name of Student: _____

Pastoral Group / Class: _____

Parent Guardian Name: _____

Contact Number: _____

Location lost from: _____

Date of loss/Theft: __/__/____

Please describe the circumstances surrounding the loss/theft:

Police Report Reference Number: _____

Date Reported to College: __/__/____

Action taken by College: _____

Parent / Guardian Name

Signature

Date

__/__/____

FAQ's



Do I own the device?

The laptop your child has access to on a one-to-one basis remains property of Dominic College, your child is provided use of the laptop for the year.

Why can't I go to a local computer store and purchase a cheaper laptop for my child?

The laptop your child will be allocated will be supplied and maintained by the college, the laptop will be pre-loaded with education specific software. Ensuring all students use the same laptop provides a standardised environment for learning.

Warranty and repair issues will be handled by the college, spare units will be held on site should the laptop allocated to your child need to be returned to the supplier for repair.

My child already has a laptop at home, why can't he/she use that one?

The device your child will be allocated by Dominic College will be setup in a specific way to ensure learning is the focus of its use. The device will be equipped with software particular to the educational programs setup at Dominic College. The device will be installed with appropriate corporate anti-virus software and will be setup to seamlessly connect to the college wireless infrastructure.

Internet Access and Restrictions

Do we need to have the internet connected at home?

Internet accessibility at home is not required however may be beneficial at times. If internet access is available at home it is recommended that students only connect to the internet in a parent supervised space to ensure students are not accessing inappropriate content.

What support will there be for us at home to assist us with connecting to the internet?

For assistance connecting the laptop to the internet families are encouraged to contact their service provider.

Will my child have access to unsafe sites or game sites during the school day?

The College has in place a comprehensive internet filter that is regularly updated to ensure filtering lists are accurate and up to date.

Can my child access unsafe sites while connected to the internet at home?

When your child is accessing the internet at home they will be outside of the college filtered environment. It is essential for parents to take an active role in ensure safe use of the internet at home.

How will my child be using the individual computing device?

Will my child be able to take the device home?

On occasion the students will be asked / allowed to take the laptop home; this is at the discretion of the classroom teacher. As students move into higher year levels they will be expected to make more use of the device out of hours.

Will my child be doing all their work on the laptop?

No, students will continue to use a range of learning tools and technologies in the classroom. Individual computing devices are an essential part of the learning toolkit used by students. Some lessons will require sustained use of the devices, others intermittent. Laptops will be used in conjunction with text books, notebooks, calculators etc.

How will the device be charged at school?

Charging facilities will be provided in the classroom, laptops will be secured and charged during recess and lunch. Laptops will also be charged overnight, if the laptop is being used at home by the student they must ensure it is charged overnight ready for use in the classroom the follow day.

Year 7-10 students who are part of the individual laptop program will have access to charging facilities in their lockers. Devices can be returned to student lockers at recess and lunch for recharging.

Can anyone else in the family use the device when they bring it home e.g. parents, siblings, neighbours?

Parents and guardians are encouraged to be involved in their child's learning and hence are encouraged to work with and supervise the child on the device. The individual computing device provided by the college to your child is an educational tool, the device should not be used as an entertainment device while away from the College. During the school year your child is responsible for the device and its care, therefore the device should not be used by anyone other than your child.

Do the students still require a USB?

Students are encouraged to maintain use of a USB key. USB keys offer a convenient way of transferring files between student laptops as well as offering an easy and convenient backup option for students.

Can my child download software, songs etc onto the device?

Your child will not be able to install software onto the laptop that is being provided for use by the College. The laptop provided by the college will be equipped with a wide range of software and tools that will fulfil the needs of classroom and homework use. Students need to be very careful not to breach copyright by use of the laptops, if music is needed for classroom activities students will be advised to use appropriate copyright free resources.

Is my child allowed to take the laptop on holidays?

Laptops will need to be handed back at the end of each year, during term breaks students will be allowed to take the laptop home if the student has been set work to complete that will require the use of the laptop.