GLENUNGA
INTERNATIONAL
HIGH SCHOOL

ONE-2-ONE LEARNING LAPTOP PROGRAM 2011

Government of South Australia
Department of Education and Children's Services

1. VISION and RATIONALE

Glenunga's focus on enhancing learning through the use of Information Communication Technologies (ICTs) is designed to support students to be global citizens in the 21st Century. Our students use a range of technologies everyday to enrich their lives. They are used to having unprecedented access to information without the barriers of distance, or time. And they are also used to having answers to questions immediately. Students want to learn in the same way and even the best schools have not kept pace with the changes in our students. We want to bridge this gap! This is why we are looking for ways of using technology to enthuse, engage and enrich student learning.

Our aim is to ensure that all students at Glenunga will have access to technology enabling them to learn effectively anywhere, anytime. Technology offers opportunities to personalise learning for students; in effect, allowing them the flexibility to work ahead of their class if they wish and choice in the work they do. Feedback from students indicates that they want better access to technology that enables them to work collaboratively by sharing ideas and supporting their learning through interaction with their peers, both at home and at school. Online forums in Moodle have been very successful in achieving this for students. Students have also indicated that this helps to personalise their learning because they can connect with their teacher one to one when they need it.

The new SACE curriculum has been designed to enable students to personalise their learning. This means that students need to have highly developed independent learning skills where they manage their own work flow effectively. Students must also have high end research skills and the ability to present their work using a range of media. The proposed Australian Curriculum demands these ICT skills in the curriculum.

At the centre of our laptop strategy is the belief that the use of technology can further develop students' learning potential. Our teachers have been working to engage students in learning using ICTs during the late start training time, so that we can be well prepared to maximise student learning. This training has been based on the belief that the One-2-One Learning Laptop Program is essential to achieve our goal .

Currently to use a computer students have to borrow one from the computer trolleys at the start of each lesson and return it at the end. These computers vary in specifications, software and availability and can be unreliable. It is not time efficient, and students are constantly working with unfamiliar machines. Having their own computer means that students can manage their work flow better, have access to all the software when they need it, and seamlessly transition between school and home with their learning. This means that technology becomes an integral part of their learning rather than a sometime supplement.

It is envisaged that all students in the future will have one to one access to technology to support their learning.

2. RESPONSIBLE USE of the LAPTOP

The One-2-One Learning Laptop Program 2011 is a partnership between the school, family and student. Both families and the school expect students to use the laptops responsibly. We understand family concerns about student access to laptops including accessing inappropriate material, cyber bullying and an excessive amount of time spent gaming and on Facebook. We suggest guidelines for use of the laptop such as:
1. Only to be used during a dedicated time frame at home
2. Only to be used in a public area of the house where parents can easily supervise
3. Regular checks of the machine by the parent.

The school will apply behavioural consequences to students who do not use the laptop responsibly. This may include removing the laptop access rights of any student who does not use machine responsibly.

The machines have been fitted with a software manager that will block any sites that are already blocked at school. As students progress through the school we will give them greater access to sites and software. Students may apply through their teachers to have access to sites that are useful for learning.

Students will only be able to print while at school. This is because the school cannot produce an image that will encompass all the printer drivers contained in the vast range of printers that students will have at home.

The school also expects students to use the machine in a way that will minimise damage, ensure that they do not access inappropriate material nor use the computer to adversely affect the well being of another person inside or outside school hours. (See Cyber Safety section).

The school's IT Services Department are able to track the sites that student's access.

3. 2011 OWNERSHIP MODEL

The computers distributed in the One-2-One Learning Laptop Program will be owned by the school for a period of up to three years from the date parents sign the Laptop Program Agreement. We opted for this model because purchase of the machines up front by parents means the parent would incur the cost of software licensing. This purchasing model means that software licensing is covered by DECS agreements. It also means that the parent does not have to pay for the manufacturer's 3 year warranty and it ensures that students have a consistent brand and model that is imaged to connect efficiently to our school's wireless network. It also means that we can purchase at Digital Education Revolution prices.

Families pay the majority of the cost of the laptop in the first twelve months of this agreement. Over the next two years small payments are required to finalise the purchase of the machine. At the end of this time the ownership of the machine is transferred to the family. This means that the DECS agreements on software no longer hold and so the software is removed from the machine and the machine is given to the family.

4. PARTICIPATION AGREEMENT

Parents will be required to sign an agreement indicating their acceptance of the terms of their student's participation in the One-2-One Learning Laptop Program 2011. The agreement that is attached to this document covers a range of areas including:

- Procurement and disposal.
- Acceptable use.
- Cyber safety.
- Parent/Caregivers responsibilities.
- Non school applications and files.
- Transfer of ownership.

The above are dealt with in detail in this Handbook for your consideration.

5. EARLY RETURN POLICY

If the student leaves the school before the end of the agreement families may purchase the computer by paying the balance of the required payments for ownership of the laptop. If the student leaves the school during the first year of the agreement and does not wish to complete the purchase, a pro rata refund will be paid to the family on the return of the computer. Please note, the laptop must be

returned in the same condition as at the time of purchase. After the first year of the agreement the school will not refund the family's contribution.

6.   APPEARANCE and PERSONALISATION

As the computer remains the property of the school during the term of the agreement, any changes made to the computer must be reversible. If the laptop cannot be returned to its original condition then an additional fee will apply.

7.   DEVICE SPECIFICATIONS

It is important that all the laptops in this program are the same specifications to ensure that the machine will connect with our network and will not cause problems when it does connect. The terms of the warranty expressly forbid these alterations and it is likely that it would void the warranty. Consequently, students must not upgrade the laptop, modify or change the specifications in any way. Modifying the specifications of the machine would result in the student having to return the computer and a fee being charged to return the machine to its original specifications. Modifying the specifications also contravenes our school behaviour code and would result in the school applying a behavioural consequence. The modified computer would be re imaged by the school's technical staff and a fee will be charged for this service.

8.   LOSS, DAMAGE and THEFT POLICY

The machine has a three year warranty that covers hardware failure. It does not cover damage caused by dropping a laptop such as a broken screen, removal of key board keys or water damage.

The school does not have the funding to cover the insurance of these laptops. Parents are encouraged to seek advice from their insurance providers regarding insurance cover. If the laptop is lost, stolen, wilfully damaged or damaged through student negligence then the family will be asked to pay to replace or repair the laptop.

Outside of school students will need to keep their laptop in their back packs in a laptop bag and to never leave their bags unattended. Students must not remove their laptops from their bags in public environments that may be insecure (eg in the city or a shopping centre).

Any damage to a laptop must be reported immediately to the IT Technicians in the IT Support Office. If a lost laptop is found, students take it to the Resource Centre immediately for identification and return to the student.

9.   POWERING the LAPTOPS

The laptops have been fitted with 6 to 8 hour batteries at additional expense to the school to ensure that students can run the machine for the school day. Students are required to re charge their batteries at home each night so that the machine is ready when they come to school each morning. Parents may wish to purchase a spare battery as a matter of convenience, but this is not compulsory. The life of a battery is usually about 2 to 3 years. Families will be liable for the purchase of a new battery if during the time of the agreement the battery fails.

Students will not be permitted to re charge batteries at school. The school does not have the electrical fittings to be able to support the re charging of batteries for students.

CONDITIONING the BATTERY

The battery needs to be conditioned to ensure a long life. This means that the battery will need to be charged before the machine is used. The machine must not be turned on until the battery has been completely charged. It may take six to eight hours to fully charge. To do this plug the power pack into the AC plug and charge the machine. The laptop battery should then be completely powered down before re charging again overnight. This needs to be repeated **three** times before you run the laptop from the power outlet.

10. SOFTWARE, COPYRIGHT and INTELLECTUAL PROPERTY

Each computer will have the approved school software image configured for use on the school network. The image will contain operating software, antivirus software, Microsoft software and many other applications that students will use in their various subjects. The laptops will run Windows 7 and Microsoft Office 2007 and 2010 software package together with other applications for use in their various subjects. This software is covered by licensing agreements and must not be distributed or deleted without express permission from the school. Families will need to sign a Software Users Agreement when the student is issued with a laptop.

Students are not permitted to add their own software(please see point 7 Device Specifications in this document). Any student found to have breached this will have to return the laptop and may not have it re issued. The school would also apply an appropriate behaviour consequence.

Families can apply for permission to load software onto the laptop. Approval will only be given if the software will interface with our network at school and the student has met appropriate software licensing requirements. If approval is given, families will be responsible for loading the software onto the computer.

11. RESPONSIBLE DIGITAL CITIZENSHIP and CYBER SAFETY

Cyber bullying uses technology as a means of victimising others. It is the use of an internet service or mobile technologies such as: emails, chat room discussion groups, social networking sites, instant messaging, web pages or SMS to make another person feel uncomfortable or in a way that is inappropriate.

The school aims to develop in students an understanding of what it means to be a responsible citizen in the digital age. We believe in educating students about the positive aspects of digital technology and how to use it effectively. Students will undertake a school program designed to support them to understand the responsible use of technology and how to stay safe when using technology. We will also inform students of how to proceed if they are on the receiving end of cyber bullying or receive overtures from unwanted persons over the internet. At the same time we will make students aware of their ethical, social and legal responsibilities.

If a student behaves online in a manner that threatens the well being of a member of the school community, even if this occurs offsite and/or out of school hours, the Principal has the authority to suspend or exclude the student. If there is reasonable suspicion that a crime has been committed, the device will be confiscated and it will be reported to the South Australian Police. Obviously, students would also lose access to their school laptop.

11.1 Appropriate Use

These guidelines must be followed to ensure appropriate use of the computer:

- Do not deliberately access sites containing violent, racist, sexist, pornographic or where offensive language is used or where there is culturally offensive material. If you find yourself in such a site then report it immediately to a teacher or IT Services.

- Do not participate in chat lines or downloading files unless this is supervised by the teacher as part of an approved class activity.

- Passwords must remain confidential. No user should log on using another student's name.

- Sending a message over the internet using someone else's name is not permitted and contravenes the Federal Communications Act. This means that it is illegal and prosecution could follow.

- Students are required to manage their internet and printing quota responsibly and to ensure that they have adequate quota to participate in class activities. Students are advised to check the size of the file before they download it.

- Do not modify or delete files or folders that have been installed by the school on the machine's hard disk or on the network.
- Do not use inappropriate or offensive language in files, folders or class work
- Do not bring to school games or other materials that could be viewed by others as offensive.
- Do not engage in cyber bullying or e crime.
- No laptop (or mobile phones) with cameras are to be used in change rooms or toilets.
- Taking photographs of individuals and placing these images on the Internet or in the public forum without their express permission can be a form of harassment. Students should avoid this behaviour or consequences will apply. If the student is under age then images are also subject to Child Protection Legislation. This means taking and/or sharing inappropriate images of students under the age of 18 is against the law and this would be reported to the police.
- Use of computer games remains strictly forbidden at school.
- Installation of executable files will not be permitted as they are not required for school subjects.

12. REPAIR and MAINTENANCE

If the laptop is not working students should take the laptop to the IT staff in the IT office. The IT staff will diagnose the extent of the problem. The computer has a three year warranty that covers hardware failure. It does not cover damage caused by dropping a laptop such as a broken screen or removal of keyboard keys or water damage.

If the machine needs significant repairs then the machine will be packaged and sent to ACER for repair under warranty. Where possible a replacement loan machine will be allocated for a short time. If the student's laptop needs re imaging then the student will lose files or materials and software that have not been backed up.

13. SECURITY and STORAGE

We require parents to purchase an approved lock to secure the student's locker. The Lockwood 120/40 is the lock we have selected for this purpose. It is available at Bunnings for approximately $17.00 at the time of publication of this document.

During the school day when the computers are not being used (eg lunchtime, during PE etc), the device should be kept on their person or securely stored in their locker. The computer must be properly powered off prior to storage to preserve battery life and to prevent heat build up. The laptops have security software loaded that is designed to aid in theft recovery.

14. BACKUP and STORAGE

Students need to backup important work. Work can be stored on the laptop's C Drive or on the network H drive. It is advisable that students also back up important files on a portable USB that has their name and Home Class on it. The laptops have been configured to automatically cache the student's H drive so that when they go home their files will be available. Similarly, when they return to school and re connect to the network their H drive will update on the network.

15. PRINTING and INTERNET

Students are required to manage their printing and internet quota responsibly. It is essential that students do not use their internet quota to download large files such as video or music files. Once the quotas have been exhausted students will have to purchase new quota from the Finance Office who will update their quota. Students are able to monitor their use of printing and internet by opening links on their desktop or in the software list. Printing will only be available at school.

16.   CARING for LAPTOPS

Laptops must be stored in the carry bag with the LCD screen facing away from the student's school bag. The bag will only provide limited protection for the laptop – be sure to always handle it gently to prevent damage. Do not place other items on top of the laptop. It is not advisable to move the laptop around when it is switched on. Switch the laptop off before putting it away in the bag. Avoid direct sunlight and heat from lamps etc. Moisture and fluids are very bad for laptops. Keep water bottles away from the laptop when it is stored in the backpack. LCD screens can break very easily – treat them gently.

17.   NETWORKS and NETWORK SECURITY

Glenunga's network policy will enable students to switch to home/private wireless networks for internet use only. Two browsers will be installed; Internet Explorer 8 and Mozilla Firefox for use outside of school. This is necessary because of the school's use of a proxy and settings.

Ad hoc networks (stand alone wireless networks between two or more laptops) are strictly forbidden at school.

Students are not allowed to connect their laptops to the cabled network unless express permission is provided by a supervising teacher or a member of the IT Staff.

Hacking (penetration of a network) is a criminal offence and will be reported to the police.

Software or hardware used to capture or view data\packets is forbidden. Tampering with the network in any way will be subject to school consequences and reported to the police.

The network is monitored and any attempts to penetrate the network will be obvious to our technical staff.

18.   VIRUS PROTECTION

Anti- virus software (McAfee) and monitoring software will be loaded onto the device through the initial imaging process. Updates of this software will be scheduled at various times.

If a student machine attempts to connect to the school network and is found to have a virus the laptop will automatically be "cleaned". If the virus scanning software is unable to clean the virus then infected file will be deleted.

Students should ensure that anti-virus software is kept up to date on their devices and regularly check for viruses. Students need to be vigilant in protecting their machine from virus attack.

19.   WEB 2.0 APPLICATIONS

There are significant benefits for student learning in the use of Web 2.0 applications. A Web 2.0 site allows its users to interact with other users. These include web based communities, hosted services, web applications, social networking sites, video sharing sites, wikis and blogs.

Students will need to use these applications responsibly and under the supervision of a teacher in classroom lessons.