

---

# **St Joseph's Catholic Primary School Corinda Student 1:1 Device Program**

---



---

## **Policy and Guidelines Booklet**

---

## WHAT IS A 1:1 DEVICE PROGRAM?

The 1:1 Mobile Device initiative is an exciting opportunity to provide "anywhere-anytime learning" for our students and to develop the ICT capabilities that are required for students to be confident and competent digital citizens. Students will be engaged in learning activities which enable them to construct knowledge, collaborate and communicate, problem-solve in a real world context, be innovative and self-regulate their learning. At the same time, they gain valuable 21st century skills that will be beneficial throughout their lives and careers.

## 1:1 DEVICE PROGRAM – AN EDUCATIONAL AND CATHOLIC IMPERATIVE

*As a Catholic Christian community, we educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world.*

(BCE Learning and Teaching Framework 2012)

The Australian Curriculum reflects the Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) that young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, "*The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God*".

(Pope Francis: 2014)

21<sup>st</sup> century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities."

MCEETYA –  
Contemporary Learning: Learning in an Online World (2005)

Learning and living are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

## Educational Opportunities for a 1:1 Laptop Learning Program

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies (e.g. iPads or laptops). The Brisbane Catholic Education approach is developed out of the following emerging issues, related to the 1-1 program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

### **Learning and Teaching:**

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others' worlds.
- Teachers use contemporary resources in a balanced approach to deliver the Australian Curriculum.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content.

### ***This is underpinned by the following assumptions:***

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organization leaders create the conditions that enable the vision to be realized.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process.

## St Joseph's vision for learning

The St Joseph's vision for learning is that all students understand what it is to be an effective learner in order to achieve success. St Joseph's provides opportunities for students to be collaborative, creative, capable, reflective, active and informed learners in accordance with the Australian curriculum.



## 1:1 Laptop Learning Program at St Joseph's Catholic Primary School, Corinda

Students at St Joseph's participate in a 1:1 Laptop Learning Program from Year 4. Each Year 4 student will be issued with a laptop for their educational use whilst enrolled at the school from Year 4 until the end of Year 6. The laptop will remain the property of the school. Please note, this is a role out process: Year 4 in 2019; Year 4 and 5 in 2020; Year 4,5 & 6 in 2021.

### The roles of the school, students and parents

The roles of the school, students and parents in St Joseph's Corinda 1:1 Laptop Learning Program are outlined below, with the associated actions and responsibilities listed in the following section.

#### The role of the School

The school provides leadership (vision, planning and management) to ensure that the 1:1 Laptop Learning Program is driven by an educational imperative, focusing on successful learning outcomes and supporting the school's vision for learning. School leadership continue to work with teachers to create contemporary learning environments that allow students to learn. This will include engaging teachers in continuous learning to enhance their professional practice. The school plans for and manages the technical environment and functional aspects including security, to ensure the program's success.

#### The role of the Students

Students understand that the primary purpose of the 1:1 Laptop Learning Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship.

#### The role of Parents/Caregivers

As with all aspects of learning, the school values parent and community engagement and the important role this plays in achieving successful outcomes. Parents/Caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the 1:1 Laptop Learning Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parent/Caregivers support the school by maintaining an active interest in their child's learning, including understanding how technology is being used to support learning in the classroom and at home. Parents also have a role in meeting financial obligations associated with the school's technology levy.

# School, Student and Parent/Caregiver Responsibilities and Actions

## School Responsibilities and Actions

The school is responsible for providing leadership for the 1:1 Laptop Learning Program and school leaders play an integral role in this leadership. Effective leadership plans for and manages considerations related to successful learning; professional practice; parent and community engagement; as well as technical environment and functional aspects. Responsibilities and actions for the school in relation to the 1:1 Laptop Learning Program include:

- **Successful Learning**
  - Creating the conditions that enable the school's vision for learning to be realised.
  - Ensuring that the 1:1 Laptop Learning Program is driven by an educational imperative, focusing on successful learning outcomes.
  - Creating learning environments that enable connected, real life learning, within which technology is used flexibly and innovatively to improve learning.
  - Ensuring alignment with other school policies including behaviour, in particular ensuring that students are supported to use technology safely and responsibly.
- **Professional Practice**
  - Ensuring that teachers engage in continuous learning (through professional learning and sharing) to enhance their professional practice and the practices of their students.
  - Ensuring decisions are informed by evidence of impact on learning, including how technology supports students to develop the dispositions necessary for a successful future.
- **Parent and Community Engagement**
  - Providing parents/caregivers with information that enables them to be involved as key partners in learning, including through the 1:1 Laptop Learning Program.
  - Providing parents with information about the logistics of the 1:1 Laptop Learning Program, including costs, parent and student responsibilities and related policies and procedures.
- **Technical Environment and Functional Aspects**
  - Driving responsible stewardship by ensuring decision making processes are collaborative, transparent and accountable.
  - Planning for and managing safe and connected learning environments. Elements include ensuring:
    - Appropriate device selection and support, network infrastructure and system access;
    - Access to software that will support learning and data management/storage, which adhere to safety and privacy principles;
    - Technical support to assist students to manage the laptop and keep it operational;
    - Clear operational procedures which support the teacher to manage technology in the classroom. This include the right to inspect students' laptop.



## Student Responsibilities and Actions

Student responsibilities and actions in relation to the 1:1 Laptop Learning Program include:

- **Educational Purpose**
  - Being active participants in their learning and their use of laptops for educational purposes. This extends to the use of the school network, including the internet and all associated infrastructure as well as ensuring that non educational software (where permitted) or data, does not inhibit the use of the laptop as a learning tool.
  
- **Using Technology Safely and Responsibly**
  - Complying with all elements of the school's Acceptable Use of Computer and Internet Resources policy and the School's Behaviour policy to ensure the safe and responsible use of technology including:
    - Applying personal safety practices by keeping personal information private and securing digital information;
    - Reporting unsafe behaviours to the school;
    - Using technology ethically (e.g. not accessing or sending content to bully or defame others or that is illegal, dangerous or offensive);
    - Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g. downloads) on the laptop.
  
- **Laptop Management & Security**
  - Complying with all elements of the school's *Acceptable Use of Computer and Internet Resources Policy*.
  - Bringing the laptop to school each day ready for learning:
    - Fully charged and operational. Students seek support to resolve technical problems according to school procedures;
    - Clean and clearly labelled with authorised identification.
  - Keeping the laptop safe and secure at all times, including:
    - Following school and classroom rules for the use, transport and storage of the laptop;
    - Transporting the laptop in the designated bags whilst travelling to and from school;
    - Reporting to the school instances of loss, damage or theft of the laptop as soon as possible (police report may be required).
  - Managing the laptop in alignment with school behaviour policy, including:
    - Accessing the Internet only through the wireless network when at school;
    - Maintaining the network setting required to connect to the school network without alteration, unless directed to do so by the school;
    - Backing up data and updating software as recommended/directed by the school. Students will be responsible for storing work on the One Drive supplied for them.

## Parent/Caregiver Responsibilities and Actions

Responsibilities and actions for parents in relation to the 1:1 Laptop Learning Program include:

- Maintaining an active interest in their child's education by understanding how technology is being used to support learning.
- Supporting the care and responsible use of technology by:
  - Working alongside the school to educate their child about safe and responsible use of technology.
  - Monitoring the use of the laptop outside of school including internet access.
  - Supporting and reinforcing school policies and procedures including:
    - Acceptable Use of Computer and Internet Resources Policy;
    - School Behaviour Policy;
    - Operational procedures and responsibilities in relation to the 1:1 Laptop Learning Program including ensuring safe and secure storage of the laptop;
    - Acknowledging the schools right to inspect the laptop.
    - Reporting to the school instances of loss, damage or theft of the laptop as soon as possible (police report may be required).
- Ensuring the return/transfer of the laptop at the end of the program of Year 6 or in the event of the student leaving the school prior.
- Meeting financial obligations related to the school's technology levy.

## Further information

### Maintenance

- The laptops will remain at school until the designated day where parents will have signed the relevant documentation.
- The laptops will, thereafter, be taken home each night with students, and returned each day and after each holiday break. This is except for the Christmas period where the laptops will remain at school for maintenance.

### Educational Software

- The staff reserves the right to review the appropriateness of software installed and sites visited on student laptops.



## **Use of the School Wireless Network and Internet Access**

- The School Wireless Network and all associated infrastructure are for educational use of student devices.
- The Internet is only to be accessed through the School Wireless Network while at school (i.e. no mobile network access from student devices).
- Students may access cloud based contemporary resources only under the supervision and guidance of St Joseph's staff.

## **Loss, Theft and Damage**

- All laptops will be covered by ADP 3 year warranty for up to 3 parts per year. St Joseph's staff will organize the warranty claim from school.
- If the laptop is stolen from school (during school hours), provided that the student has met all their security obligations under this agreement, then the school will organize an insurance claim.
- The school will cover accidental damage at the discretion of the principal.
- Willful damage or continuous damage replacement costs will be covered by the parents.
- It will be the responsibility of the parents to insure for loss, theft and/or damage outside of school hours.
- If computers are lost outside of school hours, it is the responsibility of parents to report this loss by phone or at the school office as soon as it is known to be missing, in compliance with privacy policies.

## **Repairs and replacements**

- Should a student's laptop ever require repair or replacement, the school will provide a replacement "hot swap" device so the student will not miss ongoing learning opportunities. This laptop is only to be used for the duration of the child's laptop being repaired and the usual acceptable use protocols apply. Parents will be required to sign a separate agreement for the loan of a "hot swap" replacement device.



## St Joseph's Catholic Primary School Corinda 1:1 Laptop Learning Program Consent and registration Form

This Consent Form must be signed by a parent/ caregiver and returned prior to students taking home the laptop as part of the 1:1 Laptop Learning Program.

I confirm that I/we have read and understood the school's:

- Acceptable Use of Computer and Internet Resources policy
- 1:1 policy and guidelines booklet
- 1:1 device Learning Program Student Contract

I confirm that I/we have received the following:

- HP Probook 11EE x360 G6
- Laptop charger
- Protective case
- Laptop bag
- Stylus pen

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/caregiver Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff member name: \_\_\_\_\_ Staff member signature: \_\_\_\_\_



# St Joseph's Catholic Primary School Corinda

## 1:1 Laptop Learning Program Student Contract

I agree to the following guidelines while using my laptop.

(Please tick)

- I will only use my laptop at school with a teacher's permission.
- I will only use my laptop at home with a parent's permission.
- When I am at school, I will only use the software, websites and tools a teacher asks me to use.
- When I am at school, I will only use the laptop for learning activities unless otherwise instructed by staff.
- I will only download software that school staff approve. I will not install software at home.
- I will only access school related photos and videos while I am at school.
- I will only use my school email account for school purposes.
- If I receive an email that is not for a school activity, I will not reply and I will tell my teacher.
- If I ever see something on my laptop that is inappropriate at school, I will tell my teacher immediately.
- If I ever see something on my laptop that is inappropriate at home, I will tell my parents immediately.
- I will look after my laptop carefully and responsibly.
- I will not clear the history on any Internet browsers. I understand that staff may review my laptop history and general usage at any time.
- I understand that staff reserve the right to review the appropriateness of software installed on student laptops and remove if required.
- I will only take photos, videos and recordings of others (including students and teachers) with their permission and under the guidance of staff.
- Staff and parents may request access to passwords at any time but no others, including siblings, may be given passwords or ID's

If I do not follow these guidelines, I understand that consequences will be put in place. Some consequences may include being unable to use the laptop at home or at school for a certain amount of time, withdrawal of privileges such as personalized settings and meetings with parents and staff to discuss other appropriate measures. Misuse will be addressed in accordance with the Positive Behavior for Learning Policy.

**Name of Student:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Parent/caregiver:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff member name:** \_\_\_\_\_ **Staff member signature:** \_\_\_\_\_