

middle school

# 1:1 LAPTOP LEARNING





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# section 1:

# INTRODUCTION

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## WHY THE FOCUS ON 1:1 MACBOOKS AT TATACHILLA LUTHERAN COLLEGE?

The new Australian Curriculum requires students to develop a sound ICT capability in order to appropriately access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school as ethical global citizens.

The Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA, 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

One of the primary reasons for changing to a 1:1 Macbook in Year 9 is the increased volumes of typing required to access the Senior School curriculum. They allow teachers to modify and differentiate the curriculum for individual students. This means that a child's learning can become far more personalised to their specific needs. The College Strategic Directions encompasses the roll out of the 1:1 Program and from 2017 the Commonwealth Government will be implementing NAPLAN (the national testing program) in an online environment.

MacBooks as a tool, are fast and intuitive, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They give students the opportunity to transform the ways that they think and learn and give them greater control over how, where and when they learn.



## section 2:

# PROGRAM INFORMATION

In the 2017 academic year the 1:1 laptop that has been chosen to best support student learning is the MacBook Air 13". This has an Intel Dual-Core 1.6 GHZ i5/8GB Ram and 256GB. For the purpose of this document the term MacBook is used to refer to this device.

### OWNERSHIP

The ownership model that has been determined for this program ensures the student has access to the MacBook at home and at school. While the College will remain the 'owner' of the MacBook for the duration of the program, students will exit the College with full ownership at the end of Year 12.

The College restricts the use of privately owned devices on the school network. This allows for:

- Ability to provide continuous service through swap out/ loan devices, provision of spare parts and technical expertise;
- standardisation of the platform;

Students entering the 1:1 Program in 2017 who own a MacBook, which is compatible with the College network, may be permitted to continue with their device. This will be determined on a case by case basis and the Licensing Levy will be adjusted accordingly. All servicing of devices not associated with the program will be the responsibility of the student/parent.

### INFRASTRUCTURE

A 1:1 Program is only as effective as the network that supports it. To this end, the College has installed a wireless network solution that covers all parts of the College site including the Eco Classroom. The College network is connected to the NBN which allows us to facilitate such initiatives as virtual classrooms, video and audio streaming, high definition video conferencing and the development of eLearning resources.

### COST OF PARTICIPATION

The 1:1 acquisition fee entitles students access to the MacBook at home as well as on the College campus, and ownership on leaving the College or end of the 1:1 Program.

This guarantees that students can access a MacBook on and off the College campus, all licensing costs, Apps, insurance\* and servicing for the duration of the program. Students who leave the College before the end of the program are able to negotiate a fee to exit with the MacBook, or alternatively the MacBook is returned undamaged to the College.

# section 3: policy and process – **GUIDELINES FOR PARTICIPATION**

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## **PRIOR TO DEVICES BEING TAKEN HOME BY STUDENTS**

- Parents / Guardians must attend an information session for each student in the program, prior to this a written agreement will be signed by the student and the parent. (This is issued when students receive the MacBook.)
- Each MacBook must be prepared by the school, including loading relevant software, logging the MacBook details and registering the MacBook against a unique student identifier.
- Each student must:
  - participate in our Digital Citizenship Program
  - have their ICT@TLC Agreement signed in their diary
  - have their own unique Apple ID.

Tatachilla Lutheran College will be running Parent Information Sessions where advice will be provided about strategies to use the MacBook to support learning. We encourage all families to set-up home user agreements so that there are clear expectations.

## **ROLE OF PARENTS – TAKE MACBOOK HOME**

- Tatachilla Lutheran College will be running “Take Mac Home” sessions, where information will be provided about caring for the MacBook and how to set-up positive routines at home. Caregivers must be present at this session before students will be allowed to take the MacBook home.

## **\* INSURANCE**

- All devices will be insured through the school for warranty and replacement purposes.
- The excess is currently \$250 for the 2017 academic year.

- Should a student lose or have their MacBook stolen, there are a prescribed set of forms that will be available via the College website and need to be lodged with the IT Department.
- A maximum of two total claims (that is replacement MacBook) is possible under the insurance policy.

## **ALTERATIONS TO THE APPEARANCE OF THE DEVICE**

As the MacBook will be ‘owned’ by the College until the student exits the program, no personalisation of the external appearance (including stickers) is allowed. Students will be responsible for any necessary cleaning / maintenance required to remove such material.

## **SOFTWARE LICENSING**

Included in the program is access to all licensing. Any additional licensing will be the responsibility of the student. Software installed by the school are copyright protected and must not be distributed or transferred without written permission from the school. Any software installed by the students must comply with licensing laws, and the ICT@TLC agreement (found in the student diary).

## **ACCESS TO THE COLLEGE NETWORK**

As the College has wireless access across the whole site, students will be requested to log into the College network on arrival at school. This will then set up a monitored environment.

## **INTERNET USAGE**

We have an internet filtering system at the College to ensure only age appropriate material is accessible to students at each year level. As is currently the policy, all students are



given a nominal download quota per week. When a student has exceeded this amount, some investigation is carried out to monitor student use and determine its appropriateness to learning. The College is aware that the integration of ICT into the curriculum will require constant monitoring of the quota and it is amended accordingly.

### **EDUCATIONAL GAMES**

Learning is the highest priority with 1:1 devices. Students have a growing responsibility for managing this priority and maintaining a balanced use of their time on the MacBook. Teachers and parents will play an important role in building this sense of balance.

We know that there are significant educational benefits for some games. However, many games can be unproductive and distracting to student learning. Tatachilla Lutheran College staff may recommend educational games to support student learning. As a general rule, the College will use the following criteria for determining game suitability:

- Educational value of games
- Potential for distraction/disruption
- Potential software piracy issues - ethical and moral issues re intellectual property
- Social impact

### **TECHNICAL SUPPORT (INCLUDING APPLE CARE WARRANTY SERVICES)**

The College has a service agreement with Apple Australia, which has ensured a 48 hour turnaround on faulty and damaged machines and is covered under warranty. There are online resources and a helpdesk where students and parents can access support and information regarding their devices. Typically, we would expect each child to be without their MacBook for up to six days per year for servicing or repairs.

### **SECURITY/STORAGE/LOAN AND REPLACEMENTS**

During the school day when MacBooks are not being used (i.e. lunch, Physical Education etc.), students will be required to store their MacBook in their locker. We have CCTV cameras around the school with 24/7 playback to assist with security monitoring. All students will be responsible for securing their own MacBook, and should the above procedures not be followed, insurance may not cover theft, loss and/or damage. Students are instructed on how to minimise damage and appropriate ways to store their MacBook in and out of class.

### **POWER ISSUES**

All students with a 1:1 MacBook are expected to come to school with it already charged. Should a MacBook need to be charged during the school day, it can be dropped off at the IT Department. This may restrict the students access to learning experiences which require the use of their 1:1 device.



## section 4:

# CARING FOR YOUR DEVICE

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The following advice is provided for students to ensure the MacBook and associated equipment is maintained for the duration of the program.

### PACKING AWAY YOUR DEVICE

- Always store your MacBook in the front of the bag.
- Always place the MacBook gently down. The padded case provided with laptops make an excellent cushion for the laptop when in use on a desk and minimise scratches.
- Be careful when putting the MacBook in the car that no other items are on top of it, or the bag and nothing will roll onto it.
- Avoid moving the MacBook around when it is on. When using a laptop, gently place it on a stable surface and then switch it on.
- MacBooks should be switched off before being placed into the protective cover.

### OPERATING CONDITIONS

Please don't place objects on top of your MacBook.

Avoid exposing your MacBook to:

- Direct sunlight or sources of heat such as desk lamps
- Dust, dirt, rain, liquids or moisture
- Heavy shock or vibration

### LCD SCREEN

LCD screens are delicate – they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down. A common cause for damage is closing a laptop screen on a small object such as a pen.

To clean your LCD screen:

- Switch off your device.
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

### AC ADAPTER

- Connect your adapter only to your device.
- Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.
- Be aware of the power savings that come from running your device effectively from battery after being fully charged. This can amount to a significant amount per year.

### KEYBOARD (LAPTOPS ONLY)

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt
- If any key tops are missing or are in a damaged state, take your laptop to the IT Department to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.



## section 5:

# DIGITAL CITIZENSHIP

After receiving the MacBook at school students will continue on their digital citizenship journey. All students will participate in sessions, which will step them through setting up their MacBook, responsible and ethical use of the internet, and correct storage of files at home and school, including a back-up process.

Students will also be prepared for setting up their unique Home User Agreement with their caregiver(s) and recommendations from our research can be found on the College website [www.tatachilla.sa.edu.au](http://www.tatachilla.sa.edu.au). under the 1:1 Program tab.

We hope that this valuable information will guide you in setting up reasonable parameters around the use of the MacBooks at home.

The digital citizenship journey of your child will continue while they are at the College and is embedded in their core curricular areas as set out by the Australian Curriculum Learning Continuum from Reception to Year 12.

## section 6:

# ERGONOMICAL USE OF MACBOOKS

Laptops have become the mobile I.T. device of choice for students in many secondary and primary schools. They are convenient, powerful and very cost effective. However, laptops just do not encourage ideal working postures.

Greg Campbell's experience as a parent of school-aged children and as a physiotherapist working in schools and in many workplaces, says various positions are adopted by people of all ages when using laptops. These include sitting at a desk, sitting slumped on the floor, hunched over the kitchen table, laying on the bed and many other locations.

These positions are not ideal for our body and laptops being used without any external devices for extended periods of time. They do not encourage the best body postures. Having the keyboard attached to the screen means using a laptop on a desk/table or placed on the user's lap (i.e. when they are sitting on the couch or bed) means the screen will be too low. Using a laptop in this position will cause the user to look down which will in turn lead to a head down position, rounded shoulders and slumping through the trunk. This

posture, especially if held for prolonged or repeated periods of time, is commonly associated with the development of neck pain, upper back pain, shoulder pain and head aches.

### RECOMMENDATIONS

- Always ensure correct ergonomic set up.
- Use a laptop riser. We recommend that that the top third of the screen is at eye level.
- Always use an external keyboard and external mouse set to the proper ergonomic height and position.
- Alternate using the laptop, between sitting and standing positions.
- Take regular breaks from being sedentary. Try to stretch and move at least every 30min.

All students that will be using a laptop regularly should participate in ergonomic training which is part of the Digital Citizenship Program in Term 1.

## section 7:

# FREQUENTLY ASKED QUESTIONS

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## General

### 1. WHAT IS THE CURRENT SITUATION AT THE COLLEGE?

- Students in Years 1 to 8 are part of the 1:1 iPad Program.
- Students in Year 9 join the 1:1 MacBook program.

It is cost prohibitive for schools to be able to fund a device for each student, which is why parent funded programs are now being rolled out in primary schools and Colleges in Australia and across the world. To ensure that the learning tools that we provide students with are up to date and functioning efficiently to support learning we ask that devices are renewed by our families every four years.

### 2. WHY 1:1 WITH STUDENTS?

We implement the 1:1 MacBook Program in Year 9 after an introductory to 1:1 learning using an iPad in Years 5-8. There are many similarities between the devices, but the College has chosen a laptop device in the senior years due to the increased work load demands which require larger quantities of typing.

Having access to their own individual MacBook gives students opportunities to maximise learning opportunities by having access anytime, anywhere.

### 3. WHY MACBOOKS?

Staff and students are generally very familiar and confident in using MacBooks. In many senior curriculum areas there are advantages of a larger screen and more powerful operating system.

## Teaching and Learning

### 1. HOW WILL WE KNOW HOW THE MACBOOKS ARE BEING USED IN THE CLASSROOM?

By implementing a 1:1 MacBook Program your child will be bringing their laptop between home and school on a daily basis. Students are welcome to bring their iPad to school, but **parents will need to insure this separately as the 1:1 insurance only covers the current device on the program.**

### 2. HAVE TEACHERS BEEN TRAINED ON HOW TO USE THE MACBOOKS IN THE CLASSROOM?

Teachers at Tatachilla Lutheran College have had, and will continue to have, access to rich and ongoing professional learning opportunities and support from many internal and external sources.

We consider teacher knowledge, understanding, skill, vision and openness to being a life-long learner vital to the success of our 1:1 MacBook Program.

The College staff readily share their ICT wisdom with colleagues. We have a partnership with Apple Education that involves a professional development stream. We work with educational specialists, colleagues in other schools, both locally and nationally, and our staff attend regular professional development opportunities presented by a range of organisations.

### 3. WHAT SOFTWARE WILL BE REQUIRED AND WHO WILL PAY FOR IT?

The College has identified the required software and it will be loaded onto each MacBook prior to it coming home. The cost of this is included in the payment of the MacBook or the BYOD fee.

#### **4. WILL MY CHILD BE ABLE TO INSTALL OTHER PROGRAMS AND GAMES WHEN THEY HAVE THE DEVICE?**

The purchase and installation of all games, music etc. must be made comply with current legislation and students are asked to store this on the 1TB hard drive which is provided as part of the program. This frees up space on the MacBook hard drive. If the content of software or other material is deemed inappropriate then students will be asked to remove it, and appropriate consequences may apply.

If software is required by a class for academic purposes, the school will purchase licences and make arrangements for the installation of this for use at school.

#### **5. WILL STUDENTS BE ABLE TO STORE MUSIC ON THE MACBOOKS?**

Yes, students can store their music on the MacBook. However, access to music during lesson time is at the discretion of the teacher and dependant on the task being completed.

#### **6. WHAT HAPPENS IF INAPPROPRIATE PROGRAMS OR MUSIC ARE ON THE MACBOOK?**

Each day the child's MacBook will connect to the College Wi-fi system. ICT staff are able to scan devices for inappropriate use, and staff will contact parents directly if any material is deemed inappropriate and ask for these to be removed. Parents and staff will work together to ensure that our ICT Policy and Conditions of Use Policy are respected and adhered to.

Educational software and learning tasks will be considered the priority on the MacBooks and the school reserves the right to request that any games, music or software, which interfere with learning, or with the running of the MacBook, be removed.

#### **7. WILL STUDENTS BE ABLE TO USE SOCIAL MEDIA ON THE DEVICE?**

Users of social media generally have to be 13 years of age or older, therefore we recommend that it not be used on the device. Access to popular social media, such as Facebook is blocked at the College.

#### **8. HOW MUCH TIME WILL STUDENTS USE THE MACBOOKS IN THE CLASSROOM?**

The amount of time the MacBooks will be used will vary from day to day at the discretion of the teacher and depending on the task involved. The amount of use depends on individual student needs, as well as the learning activity or project at hand.

There is the potential to use the MacBooks for all subject areas including specialist subjects such as Science, Health and Music.

Teachers will decide when and how much the MacBooks will be used within any given lesson and per week based upon individual and classroom needs. Parents can be assured that the MacBook will be used as part of a 'balanced diet' to maximise their child's educational outcomes, without compromising the development of other important learning opportunities and skillsets. The MacBook, just as iPads and previous technology have been, are considered a learning tool – one of many tools that students will use and engage with at varying times each day.

The use of MacBooks in lessons is very task-specific, some tasks lend themselves to the use of the MacBook, others do not. This means that the MacBook comes out when and if required. The MacBooks will provide additional support for student learning, and therefore students will be supervised, as they would be for any learning activity.

With Federal Government programs going online, such as NAPLAN online, student use of MacBooks during these periods will be mandated by Government requirements. As Federal and State Governments finalise details, these will be forwarded to parents for your information.

## Device Usage

### 1. WILL STUDENTS BE ABLE TO USE THE DEVICES AT RECESS AND LUNCHTIME, OR BEFORE AND AFTER SCHOOL?

Students are encouraged to be active and socialise during break times, and the potential for damage increases, therefore the use of the MacBooks will not be allowed during these times.

### 2. WILL MY CHILD'S INTERNET USAGE BE MONITORED AT SCHOOL?

The College has an internet filtering system that aims to block and filter inappropriate material reaching the students. Students can expect their MacBook to be periodically inspected and monitored for appropriate usage. College personnel may request access to the browser history and/or caches as well as any and all files belonging to the student, as well as stored on the College's server.

Students and parents need to be aware that files stored locally or on server sites are not private. Teacher vigilance and student reporting will also be important in monitoring student usage and behaviour online, and student education has and will continue to reinforce expectations and strategies for appropriate and safe behaviour online.

Students can and do occasionally come across inappropriate content. We believe that providing them with strategies to deal with such occasions in a safe and supportive environment, just as you would be at home, is preferable to them dealing with the issue in unsupported circumstances.

### 3. HOW WILL THE COLLEGE REGULATE STUDENT USE OF THE INTERNET AT HOME?

The College is unable to regulate student internet usage at home, which means that parents/caregivers need to remain vigilant and informed and have good family rules in place. We encourage parents to be aware of what their child is doing on any Internet enabled device (computer, MacBooks, iPhone, iPod) and strongly encourage the use of these devices in family areas only, and not in private areas such as bedrooms. We will discuss ways that families can regulate student use at Parent Sessions in 2017, including the parental controls on the MacBook. We also recommend charging in a common area overnight to avoid the temptation of using the MacBook late at night unsupervised.

## Payment and Purchase

### 1. DO I HAVE TO PAY FOR THE MACBOOK?

As this is a College wide program, through the 1:1 MacBook Program as part of the strategic directions for our future, parents/caregivers will need to pay for the MacBook. The MacBooks will be provided to the students at the start of the year and the costs will be included on term fees across the term of the program. If you need financial assistance, please contact our Assistant Business Manager to discuss payment options.

### 2. WHAT HAPPENS IF THE DEVICE IS DAMAGED, LOST OR STOLEN?

An insurance excess applies to each claim (\$250 per claim) which must be paid by the parent/caregiver before the device can be repaired or replaced. Where available, the College will provide access to a device in school while the MacBook is being repaired.

### 3. IS A CASE INCLUDED?

A case for the MacBook is included in the cost. To protect the MacBook it should remain in the case at all times when not being used. The case is a neoprene sleeve.

### 4. CAN I PURCHASE THE MACBOOK UPFRONT?

Yes, if the family is supplying the MacBook. If you are ordering the MacBook through the school then it is part of the 1:1 MacBook Program and is paid off over the lifetime of the program.

### 5. MY CHILD ALREADY HAS AN MACBOOK, CAN THEY USE THIS?

Yes, however the MacBook will be configured to the College network and will need to be available each day for use at school. A fee will be applicable for software licencing (\$22 per year). A family supplied device needs to be approved by the College IT staff to ensure that it can support all of the software needed for learning.

## Technical

### 1. HOW DO WE BACKUP THE DATA AND APPS ON THE DEVICE?

Data on the device can be backed up using an external hard drive. This is provided as part of the 1:1 Program as the MacBook Air has a solid state drive which means that it is not possible to remove the hard drive from one computer and place it in another in the case of accidental damage. Students will be taught how to do this as part of their Digital Citizenship Program.

### 2. HOW WILL IT BE PROTECTED FROM DAMAGE TO AND FROM SCHOOL?

Students must keep the MacBook in its neoprene case when travelling to and from locations. Care of the MacBook to minimise damage is another area that will be covered in the Digital Citizenship Program.

### 3. WILL THE BATTERY LAST ALL DAY?

It is anticipated that the MacBook has an average of a 10 hour battery life when used on Wi-fi which is more than adequate for a day's use in the classroom. It is important that the MacBooks are charged at home overnight and brought to school fully charged each day.

### 4. WHAT HAPPENS IF THE MACBOOK STOPS WORKING OR IF A STUDENT FORGETS TO BRING IT TO SCHOOL?

Although the MacBooks selected are expected to be robust and reliable, the reality is that sometime things will go wrong. All MacBooks are covered by a College based three year AppleCare warranty (this does not include screen breakages) and then insurance over the four year period. Any hardware fault is covered under the AppleCare warranty. More importantly, the College will have a small bank of MacBooks that will be swapped in and out of service when a device might require a repair.

### 5. WHAT HAPPENS IF THE MACBOOK DOESN'T WORK DURING THE SCHOOL HOLIDAYS?

College IT staff are onsite during school holiday periods apart from closure over the Christmas/New Year period. Phoning the College on (08) 8323 9588 first is best during these periods.

### 6. WHAT IF THE MACBOOK BREAKS DOWN IN TERM TIME?

If a MacBook breaks down in term time, families still bring the device to school and can attend the IT Helpdesk. From there the job will be assessed and if need be, logged for actioning. If a parent is unable to attend and you would like to send some information to the IT staff to assist with this process then please use the following email address: [ithelpdesk@tatachilla.sa.edu.au](mailto:ithelpdesk@tatachilla.sa.edu.au).

### **7. ARE THE MACBOOKS COVERED BY INSURANCE FOR DAMAGE, LOSS OR THEFT?**

Insurance will cover the MacBook from all non-warrantable damage, loss or theft at school, home or in transit. Any replacement of an MacBook will be on a like for like basis. A standard excess of \$250 applies.

### **8. WITH THE WARRANTY, IS IT OUR RESPONSIBILITY TO DELIVER THE MACBOOK TO THE SUPPLIER FOR REPAIR?**

No. The College will make arrangements for this.

### **9. WHAT HAPPENS IF A STUDENT LEAVES THE SCHOOL?**

Students who leave the College before the end of the program are able to negotiate a fee to exit with the MacBook, or alternatively the undamaged device is returned to the College.

### **10. WHAT HAPPENS WHEN THE MACBOOKS ARE FOUR YEARS OLD?**

The MacBook is owned outright by the family. Students exiting the College at the end of Year 12 will leave with the MacBook Air and software.





TATACHILLA  
LUTHERAN  
COLLEGE



211 tatachilla road  
po box 175 mclaren vale 5171 south australia  
| p 08 8323 9588 | f 08 8323 9788  
| e [tlc@tatachilla.sa.edu.au](mailto:tlc@tatachilla.sa.edu.au)

ABN 44 094 272

[tatachilla.sa.edu.au](http://tatachilla.sa.edu.au)