

St Michael's Primary School Years 3-6

1:1 Chromebook Program

Information and Policy Booklet

ST MICHAEL'S PRIMARY SCHOOL VISION

School Vision Statement: A safe community of animated learner enlightened by faith in God

1:1 VISION

1:1 Chromebooks will be used as a tool to support our learners, raise engagement and encourage effective collaboration in a contemporary learning environment.

Anywhere Anytime Collaborative Engaging

Created January 2024 by Jordan Lo Ricco

Overview

St Michael's is committed to providing a technology rich environment to support our students as contemporary learners in the 21st Century. Technology is viewed as a tool which is integrated across all curriculum areas allowing our students to both develop their technology skills and experience learning in a genuine, contemporary manner.

What is St Michael's Primary School's 1:1 Chromebook Program?

St Michael's already provides students with a solid Digital Technology/eLearning environment through the use of laptops, iPads and a team of staff integrating the Digital Technology curriculum within the learning program.

In 2024 we expanded our fleet of Chromebooks to support our 1:1 take home program to students in years 3-6. This allows our middle and senior students to have access to technological tools throughout all subjects, both at school and at home.

What is included?

St Michael's will arrange for a Lenovo 500e Gen 3 Chromebook or ASUS Chromebook Flip C214, charger and carry bag to be allocated to every student in years 3, 4, 5 & 6. Chromebooks use the Chrome operating system (not Windows, iOS or MacOS).

The chromebook is available for each student's exclusive use during school time and will be taken home each night and during term breaks to allow students to complete any home practice tasks, complete unfinished work or for other additional learning.

Why have a 1:1 device program?

Today's students think, connect and communicate differently from those who were at school even only a few years ago. Department of Education and Training 1:1 laptop trial research showed that students with 1:1 access are:

- More motivated and engaged in learning
- Better organised which improved literacy and numeracy outcomes
- Better able to collaborate and think analytically

How can chromebooks improve learning?

- Greater access to real-time information and digital learning resources
- Ease of access to class work both at school and at home
- Independant, self-initiated learning (students can easily find answers to many of

their own questions which also improves their own problem solving skills in the process)

Frequently Asked Questions

Who owns the Chromebook?

The Chromebook is the property of St Michael's. The school covers the cost of the Chromebook, Google licence and Chromebook bag and charger.

All students are expected to adhere to the Digital Technology User Agreement. Students who breach the policies and signed agreement will have their Chromebook confiscated for a length of time as deemed appropriate by the Principal or the Digital Technology Leader.

Can students take Chromebooks home for school holidays?

Students will take their allocated Chromebook home each night and return it to school each day. It will need to be charged nightly at home. They will take the Chromebook home for use during the breaks between terms throughout the year.

What technical support is there?

Students experiencing technical difficulties are encouraged to troubleshoot the problem as best as possible. General troubleshooting steps include:

- 1. Check Internet Connection:
 - Ensure the Chromebook is connected to the internet.
 - Verify that Wi-Fi is turned on and connected to the correct network.
 - Try accessing different websites to confirm the internet connection.
- 2. Restart the Chromebook:
 - Sometimes, a simple restart can resolve various issues.
 - Click on the system tray in the bottom right, then click on the power icon, and select "Restart."
- 3. Update Chrome OS:
 - Make sure the Chromebook is running the latest version of Chrome OS.

 Click on the system tray, go to Settings > About Chrome OS > Check for updates.

If general troubleshooting is not successful, you are required to bring your Chromebook to school and submit it to the Digital Technology Department run by Jordan Lo Ricco. Troubleshooting will then occur on-site with your device.

For minor technical issues that do not impede the educational use of the device, the Chromebook can be kept by the student and returned to the Digital Technology Department on Friday. On Fridays, our IT Technician will be onsite to support more advanced technological challenges.

If the device is not usable, the Digital Technology Department has a small fleet of Chromebooks that can be used as substitutes while your device is being repaired.

Any physical damage to a device requiring repair will be met with on-site support up to three business days after the online ticket has been issued.

What is the difference between warranty and insurance?

Warranty – A manufacturer warranty covers device defects such as faulty parts within the warranty period.

Insurance – An insurance policy can be added which covers accidental damage such as broken screens, keys, etc. Please read the PDS relevant to your device for coverage details.

What about breakages, damage or wear and tear?

The Chromebooks are required to be kept in good condition, meaning the Chromebook must remain in a suitable condition for resale without diminishing the value below the normal fair market for an asset of similar age or make. Examples of normal wear include, and are not limited to;

• light scratches on the casing

- light wear on palm rests
- faded lettering on keys
- removable stickers/labels
- slight plastic colour fading.

To assist in protecting the Chromebook from damage, students are provided with a padded carry bag. It is expected that Chromebooks are kept inside the bag when not in use or being charged.

Any student experiencing any problems with their Chromebook is to follow the instructions in the section of the document "What technical support is there?"

Students will be able to borrow from a small bank of school stored devices while their device is being fixed.

Parents are responsible for the cost of fixing non-warranty or non-normal wear breakages.

Examples of what is NOT included in the warranty include, but are not limited to

- missing keys
- cracked casing, frame or lid
- broken hinges or latches
- non-removable stickers/labels
- etching, excessive scratching and abnormal markings
- pressure patches, burns and scratches on screens
- major equipment discoloration
- paint (including liquid paper), blood or radioactive substances requiring more than a light cleaning for safe handling and process for resale
- system does not boot up
- removal of serial number identification/product tag.

Chromebooks are provided with accidental damage cover for the length of the device with up to 3 claims equalling the total price of the device. Each claim will incur a \$100 deposit by families.

Parents need to discuss with their child:

- the importance of carrying the Chromebook correctly (ie: with two hands firmly holding the base and not by any part of the screen);
- the importance of not having food or drink near the Chromebook as spills can happen but are not covered by warranties; and
- the importance of being vigilant in storing their Chromebooks securely, both in terms of the bag provided and not leaving it in cars or lying around.

Any of these damages are not classified as standard wear and tear and are to be paid by parents.

Approximate costs as at January 2024:

Charger: approx. \$47

Stylus Pen approx \$52

New bag: approx. \$25

Damages that are covered but not exclusively under accidental damage insurance. (Claims require a \$100 excess from families. Only 3 claims are available for the life of the device. Sum of claims are only covered for the cost of the device):

Replacement Keyboard (required for broken keys) approx. \$85 + labour Replacement screen approx. \$193 + labour Replacement Chromebook approx. \$400

Can students personalise their Chromebook?

<u>Students do not own the Chromebook</u>. They are not permitted to put stickers on it. They are, however, encouraged to add their own 'bag tag' to clearly identify their Chromebook bag. It is imperative that students refrain from altering their backgrounds and Google profile images to prevent potential viruses.

How will students charge their Chromebook? Can they charge it at school?

Students will be allocated a charger with their Chromebook. These chargers will be taken home so students can charge their Chromebook at home and bring them to school each day fully charged. There will only be a limited number of chargers available at school for <u>rare emergencies only</u>.

Is the device password-protected?

Yes, the device is password protected. Students can only login to the Chromebook using their school allocated email address and password. Passwords are not to be shared with any other users or siblings.

When will the Chromebook arrive?

Students will be allocated Chromebooks in Term 1 of 2024. Chromebooks will not be sent home until Technology User Agreements have been signed by parents and students and when parents have attended the 'Raising Kids in a Digital World' hosted by Inform & Empower or completed the 'Raising Kids in a Digital World' online module.

Where do the devices go when not in use?

All Chromebooks are to be brought to school each day and will be stored either on the student's desk or in their allocated classroom storage area when not in use. No drink bottles or food will be allowed near the Chromebook.

Will students use Chromebooks "too much" for schoolwork?

Our 1:1 Chromebook program will be used to enhance our existing curriculum by providing ease of access to digital resources in an organic and contemporary manner. Students will not be "on" the Chromebooks all day, every day, instead they will have easy access to them when they are the best tool for the task.

What about handwriting?

Students will continue to write with paper and pen/pencil and work to improve their handwriting as well as using a keyboard. We see Chromebooks as one of the many tools that our students use.

Won't students be able to 'cheat' by using the spell checker?

Spell checker is a tool used to assist spelling when students are working on a digital device. It won't replace our existing spelling lessons.

What if my child forgets his/her Chromebook at home?

There will be a limited number of devices to which the student will have shared access if they forget their Chromebook for a day.

The school monitors usage at school, but who monitors it at home?

Students' language and the content of their saved work is stored on the Google platform which is housed and controlled by St Michael's. Students' Chromebook and internet usage are monitored through Linewize, the school's web filtering software. Students using the internet outside of the school's network, (ie: at home or at a wifi hotspot) are still covered by the school's filtering system while using their St Michael's account. Although safe searching is turned on, students do not have permission to browse incognito and they cannot clear their browsing history.

Students must be monitored by a responsible adult when using the internet and it is recommended that home networks also use a home filtering system. To support this, parents will be provided the service of Qustodio, a device and web filtering app which provides you with the ability to set filters and limitations on your child's device usage.

How can students access the internet from home?

Students can connect to their home wifi network to allow them to access the internet at home.

How can devices be used at home?

Chromebooks do not need to be connected to the internet for students to access their Google Drive documents at home. Accounts are set to 'Sync files to be available offline' in their settings. The Chromebook will save the files onto the Chromebook for use at home and will then sync back with Google Drive once the Chromebook has internet access again.

The device can also be used for all internet based activities for students who have access to a wifi network using the Chrome browser.

How heavy are these devices going to be?

Chromebooks in their cases weigh approximately 1.9kg.

Will the student files on the device be private?

Student files used on a Chromebook are housed on Google Drive under the "Smashburton" umbrella. The files are as secure as they would be if a student used a

device at school.

How will the program be evaluated?

Staff continually reflect on their teaching practices and the use of the Chromebooks will form part of that reflection. At the end of the school year staff and students will be consulted about their use.

USBs

USB drives are not permitted for use with Chromebooks. While ChromeOS provides robust protection against software viruses, St Michael's prioritises security by preventing the transfer of unknown or unsecure viruses onto Chromebooks.

- 1. I will always use language and behaviour that I know is appropriate, polite and respectful to others when using the school's technology and online learning spaces.
- 2. I will follow instructions from teachers about the Internet and use of school digital devices, including my allocated Chromebook.
- 3. When accessing the internet, I will only use websites, searches or applications that the teacher has recommended. If I come across any inappropriate material, I will turn the screen off and tell the teacher.
- 4. I will not attempt to access any social networking sites (Facebook, Instagram, TikTok etc) while at school from any digital device.
- 5. I will not access any websites or programs that are not age appropriate.
- 6. I will not attempt to access any online streaming service (such as YouTube or other television show or movie streaming services) without the express consent of my teacher if I am at school, or the express consent of my parents if I am at home.
- 7. I will keep my password private and log off at the end of each session as I know that anything that happens on a digital device when I am logged on is my responsibility.
- 8. I understand that privacy is important when working online. I will not give out my personal information or information about another person such as their name, address, email address or telephone numbers. I will always let the teacher or my parent know if someone is asking for these.
- 9. I will only use the school email for school work purposes. I will not subscribe to any websites (such as YouTube) using my school email and I will not open any emails, attachments or links in an email from anyone that I do not know.
- 10. I will care for and respect the school's technology resources at all times. This means that I will also not attempt to change settings unless asked to do so and I make sure that my device is at school and charged each day.
- 11. I understand that my teachers may gain access to my emails, search history (even when searching in private and at home) along with all revisions, edits and unsaved versions of my documents both on the school server and those stored online (such as Google Docs).
- 12. I understand that if my Chromebook is damaged that my parents will be responsible for the cost of fixing that damage.
- 13. I understand and take full responsibility for any damage to the Chromebook or the potential loss of school work as a result of installing unauthorised chrome extensions or software.
- 14. I understand that my teacher will sometimes sign me up for age appropriate educational programs and sites. This will not use my personal details. I understand that if I do not follow this Code of Practice I may have my Chromebook and/or school accounts suspended or restricted resulting in me losing the privilege of access to the School's Network, Email, Internet and Chromebooks.