THE KING'S COLLEGE

1:1 Device Parent and Student Handbook

2026 Edition

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Device Program Overview

This Handbook outlines the College's structures, policies and procedures which support the implementation of the 1:1 Device Program. The College enthusiastically undertakes and supports this program in order to:

- Provide a student-centred, experience-rich education for the 21st century.
- Actively engage students in the learning process.
- Provide an effective and efficient way of supporting each student's learning journey.
- Facilitate the sense of complete student ownership of their learning device and control over their own learning environment.
- Connect education with today's 21st century technological world.
- Provide accessibility to programs that increase the development of knowledge and educational opportunities leading to increased intellectual attainment.
- Expand the methods of learning and opportunities for differentiated instruction.
- Encourage the disposition and capacity for lifelong learning.
- Provide opportunities for learning and collaboration beyond the classroom.

Opportunities are created whereby students' access, construct and publish information, utilising collaborative strategies, in real-time and virtual spaces. Students investigate how data is transformed into information, how information becomes knowledge, and how knowledge allows understanding and insight. A digital device environment supports a dynamic and interactive learning space. This program ensures that teachers and students are working in a collaborative, online, interconnected community.

Each student's digital device affords the opportunity to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning. Learning experiences are purposefully designed to develop the attributes of a lifelong learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices, and attitudes necessary to be a successful citizen of the 21st Century.

What Is a 1:1 Device Program?

1:1 learning provides every student and teacher access to his or her own device in a wireless environment, allowing students to learn at their own pace and ability levels. 1:1 initiatives have gained momentum worldwide and are increasingly seen as key to transforming education and better preparing students to succeed in a global world. In the 1:1 Program, students' access to a device and the internet enables them to be self-directed and receive highly personalised instruction. Students use their personal devices to do research, complete homework, solve problems, complete team projects, email, and work on other academic and creative tasks. At the same time, they gain valuable 21st century skills that will be beneficial throughout their lives and careers. Provision of a high level of access to computers makes it possible for students to access a wider array of resources to support their learning, to communicate with peers and their teachers, and to become fluent in their use of the technological tools of the 21st century workplace.

Device Program Development Overview

The 1:1 Device Program has been an ongoing priority of The King's College since 2013. The school's aim has been to identify best-practice models and evaluate if access to a device at school and home has an impact on academic improvement, engagement, attitudes and the development of 21st century learning skills.

Teachers have participated in significant and ongoing professional learning, establishing 1:1 environment best practice, including intensive hands-on practicum, on-site visits and research into the latest trends around personalised learning with devices.

Apple devices have been selected to be used in 2020, after consideration of the needs of the College and the students, as well as information gathered from other schools and professionals running similar programs. For

more information on the devices, go to: https://www.apple.com/au/MacBook/iPad-air/specs/ or https://www.apple.com/au/ipad-10.2/specs/

Device Packages

From 2026 the package available are:

Year 4-10	Year 10-11	Year 12
• Apple iPad WiFi	• Apple iPad Air 13 inch	• Apple MacBook Air 13 inch
• Power plug and cable	• Power plug and cable	• Power plug and cable
• Keyboard Case	• Protective Case	• Protective Case

Device Program Inclusions

The College takes on a master lease for all required devices and inclusions. This lease includes:

- Device package
- Insurance
- Warranty AppleCare
- Monitoring software
- Set up costs and software
- Staff professional development
- School infrastructure upgrades

The master lease for the devices generally runs for a period of three years over students' Years 4-6, Years 7-9 and then Years 10-12 at the College. The cost of the master lease is then passed on to the students as an additional charge to their school fee account. The benefits of taking on a master lease are:

- All students have the same device and inclusions allowing for a streamlined approach into the school system.
- All students have the same benefits including warranty, insurance, and AppleCare.
- All students use the same device and programs.
- All students' devices will be easier to service or repair when required.

Device Program Guidelines and Information

With each student having access and control of their device, excellent opportunities and learning experiences will be available to them. However, with any new opportunity comes significant responsibility. The College needs to clearly articulate to each student their responsibilities in relation to:

- Respecting each individual's privacy and dignity (i.e. cyber safety issues).
- Using their device for appropriate purposes.
- Protecting and caring for their device.
- Getting the balance correct in relation to educational and social priorities.

The following guidelines and directions look to ensure students and teachers can maximise the teaching and learning opportunities available in a classroom environment free from interruptions, and secure both the safety and privacy of all members of the College community (see Appendix 1 for the Student-Parent Participation Agreement):

1. Students are required to bring their devices to the College each day. The device is to be stored in the student's locker (which must have a functioning lock and key) while not in use, including all recess and lunch times. Laptops are required to be stored in the student's locker during any sports activities. Students involved in a sporting fixture at or away from the College must store their laptop in their locker and return to the College following the fixture if they wish to collect their device and use it over the weekend. Students can leave their laptop at home if they will be at a sporting event off campus for the whole day. Insurance provisions may not cover the loss or damage of a device from a school bag left at the side of an oval during a sporting fixture.

2. Students must take their device home each night. Under no circumstances are devices to remain in lockers overnight.

3. Students must bring their devices to school fully charged every day.

4. Each device will be supplied with easy-to-use backup software. It is the student's responsibility to undertake the backup of their files daily. The College will take no responsibility for lost data.

5. During the school day, laptops are to be taken to every class unless students are instructed to leave them in their lockers by the teacher.

6. Unless students are completing work as requested by their teachers, they must leave their laptops in their lockers during recess and lunch times to ensure they actively involve themselves socially with others and to experience some break time from their computers.

7. Whilst at school, students must use the College's Internet Service Provider (ISP) only. Students may not use any other method or device to access the internet while at school.

8. Whilst on the school premises, a device must only be used for school purposes.

9. While the College takes measures to filter content, it is the responsibility of the student to ensure that sites accessed via the internet abide by guidelines and all work constructed on the device is appropriate.

10. Due to the software embedded in the devices, devices have the capacity to take digital images, both still and video. Unless appropriate permissions are sought, the taking of digital images, sound recordings and videos is an invasion of personal rights. Under no circumstances can the device be used to take or distribute any recordings of others without both the expressed permission of the person who is being recorded and the supervising teacher.

11. Students and parents are responsible for all downloaded material present on a student's device. They must ensure that copyright laws are adhered to.

Breaches of Device Program Guidelines

The 1:1 Device Program at the College is an initiative that presents exciting and engaging educational opportunities to students. The guidelines included in this document are designed to ensure all students and the community can benefit from this technology. Any breach of these guidelines will result in the student receiving consequences according to the IRS Behaviour Management System as outlined in the Student Diary, including referral to the Dean of Students-Secondary or Head of Primary.

IT Support

IT Support (ITS) refers to the support centre for the College's 1:1 Device Program and the school's information technology infrastructure. It is staffed with ICT professionals to assist with any technical problems including those associated with the 1:1 Device Program.

IT Support Services Procedures

The first point of service for students is their teacher. If the solution cannot be solved at that point, they will be directed to either IT Support Services, AppleCare using the school phones, or external consultants through IT Support.

IT Support Services Contact Details

ITS is the central point of contact for all IT enquiries and service requests at the College.

Email: helpdesk@thekingscollege.wa.edu.au

Lost and Unattended Devices

Any lost/stolen devices must be reported to IT Support as soon as possible. Any device found unattended on school grounds will be passed on to the form teacher to be returned to the student.

Loan Device Policy

IT Support will endeavour to provide every student with a loan device if their machine is not available for an extended period of time due to repair or if the device has been lost or stolen. This will depend on availability of loan machines in stock at that time. A loan device will not be provided to a student if their device has been forgotten and left at home.

Service During Class Time

No student will be served in class time at IT Support without permission from their class teacher communicated by a note in the Student Diary.

Use of Internet Service Providers (ISPs)

The College ISP must be the only ISP used when at the College. Students are encouraged to connect to their own ISP on their device for use at home. If you should need any assistance in installing your home ISP please contact your ISP. Broadband connection sharing at homes is sometimes a complex task and we recommend that independent technical advice be sought.

Internet Usage

Internet access is provided by the College through a high-speed NBN connection to our server and wireless networks. Students can connect to this network when using the internet as requested by their teacher.

Users and Security

ITS recommends that students have a password only known by ITS, their form teacher and their parents. It must always be known by these three supervisors. ITS will, if required, change the password for an account in order to service the computer or diagnose user-specific issues. Students will be asked for any passwords they may have on their device.

Passwords must meet the following minimum requirements:

- Not contain the user's account name or parts of the user's full name.
- Be at least eight characters in length.
- Contain characters from all of the following categories: uppercase, lowercase, and digits or special characters.

Computer Games and Music Files

Games may not be played and music may not be listened to at school without approval from the teacher. Students not following this requirement will receive consequences according to the IRS behaviour management system as outlined in the Student Diary, including referral to the Head of Students. Students must ensure that downloaded games or music do not hinder or compromise any educational role of the machine.

Students are allowed to store either music and/or games under the iTunes folder and are requested to create an accompanying folder for the installation of games. Please note that these files will not be backed up or saved during any repair undertaken by ITS.

Students must always be mindful of copyright laws and ensure they are not violated. The College takes no responsibility for any unauthorised downloads undertaken by the student. Students are not permitted to download music, movies or games while at school, unless permitted by a teacher.

Illegally acquired commercial footage from films or television shows is prohibited. Inappropriate downloading and sharing of copyrighted content is unacceptable and is illegal. Students found in possession

of such content will receive consequences according to the IRS Behaviour Management System as outlined in the Student Diary, including referral to the Dean of Students-Secondary/Head of Primary.

Material on computers must be age appropriate as per the government classification for movies and games. Guidelines for classification are available from the Australian Government, Office of Film and Literature Classification website: http://www.oflc.gov.au/

Warranty and Servicing

Servicing and repair of the device are vital components underpinning the 1:1 Device Program. Within the industry, it is typical that computer repairs can take several days to complete and return. The College, in partnership with their nominated repairers, will endeavour to achieve a quick turnaround. If machines are required to be re-imaged by the ITS staff, the College's standard operating environment will be reloaded. Personal material will be lost in this process, so it is essential that students consistently back up their devices.

Each device in the Program is covered by an extended manufacturer's warranty for the life of the loan. The device's battery and carry bag are covered by a 12-month warranty. There is no charge to the user for repairs that are completed under warranty.

Insurance Cover

- Insurance cover is included under the agreement with the College's nominated insurer.
- There are several things you can do to maximise the reliability of your device and to avoid incurring repair charges during its life. Any repairs/insurance claims required will be organised with the parent, IT Support and the nominated repairer directly.
- Insurance limits may apply, for example devices are not covered if taken overseas.

Device Care

Handling Your Device

- Try to avoid moving your device around when it's on. Before switching on, gently place your device on a stable surface and then switch on.

- You still need to be careful with your device while it is in the bag. Do not drop the bag from your shoulder. Always place the device bag down gently.

- Be careful when putting the device bag in another bag or in the car so that no other items are on top of it, and nothing will roll onto the device bag.

- Take care when closing your device so that there is nothing on the keyboard or screen that could cause damage when closing it (sweep and sleep).

Packing Away Your Device

- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of Your Device Bag

- The bag should be fully zipped up before being carried.

- The bag must be fully unzipped before removing the device to avoid non-warranty bag damage.

Operating Conditions

Please do not place objects on top of your device and never carry it around while it is turned on. Avoid exposing your device to:

- Direct sunlight or sources of heat (e.g., desk lamps, heaters, cars).

- 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 device by its screen, don't slam the screen closed and always be gentle when putting your device down. To clean your LCD screen:

- Shut down your device.

- Use a soft lint-free cloth, with no moisture.

- Gently wipe the screen from one side to the other, not in a circular motion.

- Do not directly apply water or cleaner to the screen.

- Avoid applying pressure to the screen.

AC Power Adapter

- Connect your power adapter only to your device.

- Do not step on your power cord or place heavy objects on top of it.

- 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 power adapter box.

Keyboard

- Gently brush your keyboard with a clean, soft-bristled paintbrush or similar to remove dirt.

Case Cleaning

- Take a non-abrasive cloth and moisten with spray Windex or a similar cleaner.

- Gently rub your device casing with the moistened cloth to remove any dirty marks.

Use of Device at Home

How can students' complete schoolwork outside of school?

This is one of the biggest advantages of the 1:1 Device Program initiative. As students are not required to share their device, each individual has a personalised device for their own use. For all intents and purposes, it is their own portable personal computer. A student will complete and save work directly onto their device without needing to connect to the internet. However, if they can connect to the internet, they will be able to backup to college provided cloud storage and they will be able to access the full range of digital learning content and opportunities for collaboration. Parents are encouraged to appropriately monitor student internet usage in the home environment.

What if students don't have access to the internet at home?

Having access to the internet will certainly enhance opportunities to communicate, collaborate and access a range of resources. However, some families will not have access to the internet at home and, in these cases, students will still be able to use the software on their computer to complete their work. They will also be able to download and save some of the resources (for example PDFs, Word documents, web archives etc.) to ensure that they can continue to work on them at home. This requires a little more forward planning, but this is a useful skill to learn.

Are there health and safety issues associated with student device use?

Students are advised to consider the following advice when using their MacBook/iPad:
- Taking regular breaks.
- Not using the device for more than two hours in any session.
- Working in an environment free from glare.
- Using the device on a desk rather than on the lap.
- Angling the screen to minimise the need to bend the neck.
- Using a chair that supports good posture.
- Reducing the need to carry the device where possible.

Potential Hazards

The main concern when using a mobile device is the lack of ergonomic adjustment, which can promote poor posture. If the screen is at the optimal height for the user, then the keyboard is too high; and if the keyboard is at the optimal height, then the screen is too low. Both scenarios may contribute to varying degrees of muscle discomfort and strain.

Potential injuries that can occur through using devices include:
- Occupational Overuse Syndrome (OOS), which is also known as Repetitive Strain Injury (RSI). This is due to sustained unnatural postures and/or prolonged tension on muscles, tendons and other soft tissues.
- Eye straining through MacBook/iPad use in environments where there is poor lighting, glare or reflection, and as a result of straining to view details on small screens.
- Straining through carrying the MacBook/iPad for extended periods and/or lifting it out of awkward spaces. This may aggravate an existing injury.
- Tripping hazards can also exist where the MacBook/iPad has external cables attached such as mains power cords, network cables or external hard drive connectors.

Minimising the Risk of Strain or Injury

- Where possible, place the device on a desk.
- Where possible, sit in a chair at a desk.
- Take frequent rest breaks at least every 20 minutes but more often if the setup is not optimal in order to allow eyes and muscles to recuperate.
- Avoid using the device for extended periods (maximum of 2 hours in any session).
- Use an external mouse, keyboard and monitor where possible (not included).
- Set the screen at an angle to minimise reflection and to reduce, as far as possible, the need to bend the neck.

Preventing Eye Strain

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position and glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- Work in an environment free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the monitor for comfortable viewing distance.
- Take frequent rest breaks.
- An old but valid idea is the 20/20 rule which states "every 20 minutes look at something 20 feet away (approximately 6 metres away) for 20 seconds".
- Regularly blink to lubricate eyes.
- Adjust the monitor colours and/or contrasts and alter the touchpad or mouse settings.

There are many websites which provide information on device use. The following site is useful to view correct posture and placement of device:
http://www.det.wa.edu.au/education/hr/POD%20Layers/Occsafety/Policies/Laptops.htm

(FAQs)

Can I use files from a Windows computer?

The most common files that people use are Word, Excel, and PowerPoint. These programs run on both the Apple and Windows platforms. Microsoft develop compatible programs for both platforms. There are also some widely used open-source programs that run on the Apple and Windows platforms (Open Office/Neo Office) that allow you to open, edit and save files created in Microsoft Office. The iWork Suite that is standard on the MacBook/iPad also allows you to do the same.

Can a student do anything they want with their device?

No. All device use, whether at home or school, must be within the terms of the policies, procedures, and guidelines of the College. This means that students need to be aware of copyright requirements for the storage of music and videos, and the community standards for the access and storage of inappropriate material. In the event of inappropriate use of a device in the home environment, the College, in consultation with the parents, can restrict the functionality of the device.

What impact will using the device have on handwriting and writing skills?

Even though they have devices, students will still be required to do handwriting. The device may be used to assist the writing process through creating, editing, and revising text. Research has shown that 1:1 device programs have a positive impact on writing skills. It is important that students are able to type effectively. A touch-typing tutor will be installed on each device and students will set and work towards targets throughout the year. It is best not to think about handwriting as a lost art, but rather to think in terms of it being supplanted by another skill and form, much like email has supplanted but not replaced regular postal mail.

Will cyber safety be an issue?

Like mobile phones, email and messaging systems can be used inappropriately. It is essential that all members of the community (students, parents, and staff) are aware of the importance of cyber safety and the College's policies in this regard. http://www.cybersmart.gov.au

Will the devices withstand rough handling by students (all devices do have covers)?

The MacBook/iPad has been designed to be light and robust. The computer, hardware and screen are protected by a tough polycarbonate enclosure. They can withstand some rough handling but there will be accidents, and some will be dropped or suffer heavy knocks. If you feel that you require additional protection for greater peace of mind, there are options. MacBooks come with a hard-protective shell (crystal case) that fits neatly onto the enclosure. The device does not have to be removed from the shell to be used.

How heavy is the MacBook to carry?

The MacBook weighs 1.29kg (excluding the bag). To help minimise the weight of materials being carried by students, the College is moving towards e-books and online resources for several subjects, minimising the need for students to carry a laptop as well as heavy textbooks.

IT Usage Guidelines

The College will provide information in relation to student access and usage of its network and reserves the right to restrict/remove the access of students who do not adhere to the school's network usage and access guidelines. The College will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g., run through processes for disregarding [or ceasing access to] information, run through the process for reporting accidental access to harmful information, and encourage the reporting of approaches from unknown persons via the internet to supervising teachers or staff members).

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use their devices and network infrastructure for: completing assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the intranet or internet, solely for educational purposes as supervised and approved by the College; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and accessing online references such as dictionaries, encyclopaedias, etc.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute, or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and internet resources; damage computers, hardware or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; send chain letters or spam email (junk mail). Students should not give their fellow students their username or password. Students must not use another student or staff member's username or password.

What awareness is expected of students and their parents?

- Students and their parents should understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email.

- The ICT facilities should be utilised appropriately and with respect as stipulated in the Student Diary and this handbook. Students breaking these rules will be subject to appropriate action by the school, also outlined in the Student Diary and College policies. This may include restricted network access for a period as deemed appropriate by the school.

- The internet gives access to information on and from a wide variety of organisations, subjects, people and places with origins from around the world. The school cannot control information accessed through the internet and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge. Teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Appendix 1: Student-Parent Participation Agreement

General Use
1. I understand that I must bring my MacBook/iPad to school each day.
2. I will ensure the MacBook/iPad is fully charged at the beginning of each school day.
3. I will leave the MacBook/iPad charger at home unless directed to bring it to school under special circumstances.
4. I will keep food and drink away from the device.
5. I will immediately report any accidents or breakages to IT support services, my teachers, and parents.
6. I will not take or distribute digital images/videos/voice recordings without both the express permission of the person who is being recorded and the supervising teacher.

Content and Security
7. I will only, whilst at school, use the device to support my school-learning program.
8. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content, and to check the websites that I visit. I understand there will be consequences for inappropriate use.
9. I am responsible to ensure that backups are made each week of all files on the internal hard drive using the College's Microsoft OneDrive.

Safety and Security
10. I will only go to websites at school that support my learning activities and will only access websites via the College Internet Service Provider (ISP).
11. I will be cyber safe and cyber smart when using the internet.
12. I will comply with all College policies, procedures, and guidelines in respect to cyber safety.
13. I will demonstrate the College moral and ethical etiquette regarding other people when using the device and other equipment.
14. I will use the device lawfully.
15. For security reasons, I will not share my account names and passwords with others unless requested by my parents, school staff, or IT support technicians.
16. I am responsible for the security and use of the device while at school. A locker will be provided for me to place my equipment in during break times. It is my responsibility to ensure that there is a working lock and key for my locker at all times.
17. I understand that if any of the above conditions are not followed, I may not retain continuing authorisation to use the Apple MacBook/iPad at The King's College.

Name of Student: _____   Name of Parent: _____

Signature: _____   Signature: _____

Date: _____