

# St. Mary's Primary School

Year 3 - 6

## 1:1 Laptop Program



### ***Our eLearning Vision***

*Our eLearning vision for St. Mary's Primary School is to become a vibrant learning community where students are challenged and empowered to strive for and celebrate personal excellence and continuous growth.*

*Students will use engaging technologies in collaborative, inquiry-based learning environments with teachers who are willing and able to use the power of technology to assist the transformation of knowledge and skills into products, solutions and new information.*

*Staff and students will become positive, compassionate, creative, confident thinkers and lifelong socially responsible learners equipped to thrive in and shape the future of our evolving global community.*

# 1:1 LEARNING

St. Mary's is committed to providing learning environments that will engage our students and give them independence and flexibility in their learning. We believe that students learn best in a variety of contexts and purposes.

We believe that students should be given the opportunity to share learning experiences with their classmates and the wider community. Our use of technology in teaching and learning aims to expand the learning environment beyond the walls of the classroom. We aim to give students the capability to collaborate, share information and experiences, and take control of their learning in ways not previously possible.

The Year 3 - 6 1:1 Laptop Program provides every student with access to a computing device for each student in a wireless environment. The program ensures equitable access to powerful learning tools, and allows students to learn at their own pace and ability level.

Learning initiatives involving technology have gained momentum worldwide, and are increasingly seen as a key in transforming education and better preparing students to succeed in a global world.

The success of the program is reliant on co-operative practices involving parents, students and teachers. This document outlines the guidelines for all participants to understand and implement, so that everyone can become fully engaged in an exciting journey of exploring new frontiers in teaching and learning. We look forward to the participation and commitment of students, teachers and parents.




## What will St. Mary's and the teachers do to support the program?

### Teaching & Learning


- Provide students with learning opportunities that will allow them to engage in technologically rich learning tasks, access digital learning resources, educational applications and collaborative work spaces with their devices.
- Support students to complete the **Digital Citizenship** program, ensuring that students have a solid understanding of their responsibilities to their school, family, friends and the wider community when using technologies at school and at home.
- Provide ongoing support and professional development opportunities to staff ensuring that current teaching and learning practice continues to be an important educational focus.
- Communicate with parents about any issues that may arise through the use of the digital technologies.

### Operational

- Provide a high speed wireless network which will allow students to have access to all digital resources in all areas of the school.
- Provide access to applications that meet the educational needs of the students.
- Provide systems for the management of e-mail, data storage, printers, online resources, and secure access to the Internet.
- Update software and programs as deemed necessary.
- Monitor and supervise the use of digital devices ensuring that they are being used according to the **ICT Acceptable User Agreement**.



*St. Mary's and its teachers welcome discussion from parents who require more information about the 1:1 program, or have individual concerns that may arise at home or school through the use of digital technologies.*



## Maintaining a Safe Environment

St. Mary's Primary School shares responsibility with parents, government and the community to protect our children from the impact of inappropriate material or misuse of the Internet. This protection at St. Mary's comes in the form of a number of mechanisms to block inappropriate content. St. Mary's is part of the **Melbourne Archdiocese Catholic Schools (MACS)** online network which has web and e-mail filters.

St. Mary's has the ability to block & unblock sites within the MACS filter to allow additional levels of security. The school has the provision to unblock sites that may be filtered based on educational needs. St Mary's staff strongly recommend and encourage active supervision of your child at home, as the Internet is a valuable learning tool which enables access to information and resources that supports all curriculum areas.

The school suggests the following guidelines be followed when your child is using their digital devices at home:

- Supervise your child in a public room, such as a lounge room or kitchen.
- Avoid having your child accessing devices in bedrooms or rooms that can be closed off to other members of the family.
- Ensure you establish expectations and rules for Internet use at home. As a parent you have the right to know passwords of accounts and to visit websites that your child may be using.
- Use the 'history' menu to visit websites your child has previously accessed.
- Never allow personal information to be posted on the web, or for your child to identify themselves or others in photos.



*Further information evenings will be offered to parents during the year to educate parents on the issues around cyber-safety and cyber-bullying, wireless Internet access, and social media.*



St. Mary's will endeavour to provide parents with support and information for the appropriate and safe use of ICT tools, including online environments. It is sensible to be proactive and take measures to monitor the activity of young children in online spaces, and the sites that may be accessed from the devices. It is important that each parent or guardian takes steps to educate themselves and their children about potential dangers online and how to make the right choices about online behaviour. A valuable website to support this can be found at <https://esafety.gov.au/>.

St. Mary's has policies and procedures around all types of bullying, which includes texting and cyber-bullying. The school views all forms of bullying as unacceptable. This is reinforced on an annual basis through the **Positive Behaviour for Learning (PBL)** program and regular classroom discussion and activities related to the use of ICT tools, including online environments. Disciplinary action will be enacted for any student who engages in any form of bullying including instances of cyber-bullying.

It is expected that students will use their devices on average for 40 - 50% of class times during the school day. Teachers will ensure that the students receive a balanced program that is appropriate to their level of learning, including times when devices are switched off.

### What will parents of students at St. Mary's do to support this program?

- Attend meetings that communicate the responsibilities of parents in the program.
- Understand that parents have full authority to restrict technology usage at home. Parents will decide which locations inside the home the devices will be used; examine the contents on devices; ensure that devices are not taken to other houses or when traveling (except to and from school); and make rules at their discretion.
- Understand that parents have the right and responsibility to consistently check their child's use of the device (by checking Internet history, downloaded files or applications) and the use of social networking sites (regardless of whether they are designed for children under or over the age of 13).
- Support their child to complete the **Digital Citizenship** program.
- Ensure that devices are used according to St. Mary's **ICT Acceptable Use Agreement** when at home.
- Inform St. Mary's immediately of any damage or theft of school owned devices. Theft of the device will require the parents to obtain a police report.
- Monitor usage at home to ensure that children are using the devices according to the guidelines set out in this document and the **ICT Acceptable Use Policy**.
- Support their child in organising and transporting their device to school on the days required, and ensuring that the device has adequate charge for each school day (as chargers are not permitted at the school).

Parents and students will be required to read, understand and sign the **ICT Acceptable Use Agreement** at the start of each school year.

## What will the students at St. Mary's do to support this program?

Students will complete a series of tasks in order to gain their **Digital Citizenship**. The program covers the responsibilities and the skills that the students will need to understand in order to maximise the effectiveness of the 1:1 program, as well demonstrate other related digital capabilities.

The **Digital Citizenship** program is closely aligned with St. Mary's Student Engagement/Wellbeing Policy, which outlines the values of the school and expected behaviours when students use the Internet and digital technologies at school. This is modelled by our school Norms:



**Be Safe, Be Respectful, Be Responsible.**

Students are responsible for:

- Looking after their devices (see **ICT Acceptable Use Agreement**).
- Making sure that system preferences, settings and software are not modified or deleted, unless instructed by teachers.
- Ensuring that their devices are used as learning tools at school and at home.
- Not sharing their user account information with siblings or friends.
- Abiding by the guidelines and responsibilities set out in this document, the **ICT Acceptable Use Agreement**, and completing set tasks to enable students to gain their **Digital Citizenship**.

When at home, students could be asked to use their devices to:

- Access online collaborative websites, such as class blogs and portals.
- Use school e-mail.
- Access online resources for school projects and homework tasks.
- Create multimedia objects that form part of school projects.
- Create documents, spreadsheets and presentations for school projects and homework tasks.

## What is the Digital Citizenship program?

Students will complete a series of tasks in order to earn their **Digital Citizenship** status. The program is required for all students in Years 3 to 6 and is recognition that students have demonstrated the ability to be a **responsible** learner; as well as a **respectful** and **safe** user of technology.

Examples of the tasks that students will be asked to complete include:

- Management and organisation of their digital portfolios, files and folders.
- Cyber-bullying.
- Cyber-safety.
- Effective searching of the Internet for research purposes.
- Copyright and referencing information.
- Being a respectful digital citizen when we connect with others online.
- When, how and where to use digital devices at school and at home.
- Rules and responsibilities for maintaining and caring for devices.

Some of these tasks will require discussions between family members about the use of digital devices. These tasks will encourage family members to talk to each other about the rules and responsibilities that they would like to set for technology use at home. St. Mary's will give advice about devices used at home based on the understanding that devices brought to school are used as a learning tool both at school and at home.

## Which device is used for the 1:1 Program?

The recommended device in 2024, and for the foreseeable future, is a Chromebook; a lightweight, portable and cost-effective laptop computer suitable for accessing content through a web-browser called Google Chrome. The Chromebook effectively leverages the entire range of the Google Apps for Education suite which students and teachers will use on a daily basis.



Purchasing the Chromebook is a one off cost for families, and the device can be taken with students from year to year.

The Chromebook, whilst reliant on Internet connectivity, still works in an offline capacity. This means that students can still access and edit documents when disconnected, or when there is no WiFi

access. Changes made in offline mode automatically sync when the Chromebook detects reconnection.

All Chromebooks purchased through the school also include extended warranty service and support from the school for up to 4 years or for the duration of the student's enrolment period (whichever ends first). This service protects the device in the case of a repair required from a mechanical or software fault, and also includes a device-loan program for students whilst their allocated Chromebook is being assessed and repaired. Please note that intentional damage, accidental damage, or neglect / misuse of the device which results in mechanical or software faults are not included in this warranty service and support. Expenses for parts or labour could be incurred by families in these circumstances.

As families own the Chromebook, any damages to the device will be the responsibility of families to consider. We advise that parents consider their existing Home & Contents Insurance policy for protection of the device at home. The school cannot include the Chromebooks as part of the insurance policy for St. Mary's as they are not owned by the school. Repairs to the Chromebooks will be the responsibility of parents, and the school can provide a list of recommended repairers if required.

## Google Suite for Education and Chrome

Each student at St. Mary's receives a Google Suite for Education account to use on their Chromebook. The school will manage and monitor the usage of gSuite for Education and the Chrome browser for the purposes of Learning & Teaching. We strongly advocate that the device is used purely for educational purposes when at school.

Access to the web has become critical in the strategy of using ICT for Learning & Teaching at St. Mary's. Through the Google Chrome browser, students and teachers can view relevant websites, access daily lessons and learning content, view and respond on blogs and journals, use interactive media and utilise the range of gSuite tools provided by the school.

# G Suite for Education




Chrome integrates seamlessly with gSuite for Education services. From the web-browser, students and teachers can create and share documents, presentations, data sheets and websites (akin to Microsoft Word, Powerpoint and Excel). All files created in gSuite are automatically saved securely online and are available from any place and any location.




The Chrome browser also allows the installation of Web Apps and Extensions as creativity and productivity tools. Examples of this include in-built dictionaries, language assistants, image and video editors, 3D modelling software, and typing tutors.

When students use Google for Education and the Chrome browser, their data and information is stored securely in the “cloud”. This means that their content can be accessed from the Internet using multiple devices when they require it, but it also means that their data may be stored on servers which are located off-shore.



*Users must be 13 years of age or older to have a regular Google or Gmail account. The school is able to legally provide a specialised gSuite for Education account to students provided it abides by certain terms and conditions.*



### **Additional software, application, and licencing restrictions**

As part of the **Digital Citizenship** program, students will discuss the importance of copyright, especially in relation to music and games, as well as the ethical use of other people’s work.

St. Mary's don't allow individuals to add their own software or applications to the Chromebook, as this could compromise the reliability and stability of the operating system, as well as potentially encourage the use of school time and Internet connection to download and consume non-educational content.

We encourage students to create their own music, images and movies with the programs and applications available on the Chromebook. This will ensure that all files on the device are owned by the student. **Students are not to install, download, store or transfer music, videos or games onto their device.** This is due to several reasons:

- Copyright laws & restrictions.
- Liability in ensuring that school owned devices contains student-owned content only.
- The device is intended and used as a learning tool and is not for recreational use at school.

The students must also be aware that they are **not to log in with any alternative account, other than their school provided username and password.**

## The following guidelines are provided for the transport, storage and security of the Chromebook to and from St. Mary's.

### Care instructions

- Ensure that the device is on a secure, stable surface when in use.
- Ensure that the lid is closed and the device is carried with two hands when moving.
- Keep food & drink away from the device and avoid exposing the device to dirt or other liquids.
- Do not turn the device on if it has been exposed to liquid spills.
- Do not squeeze, poke, put pressure on or pick up the device by the screen.
- Use appropriate cleaning agents on the device.

### Handling and transporting

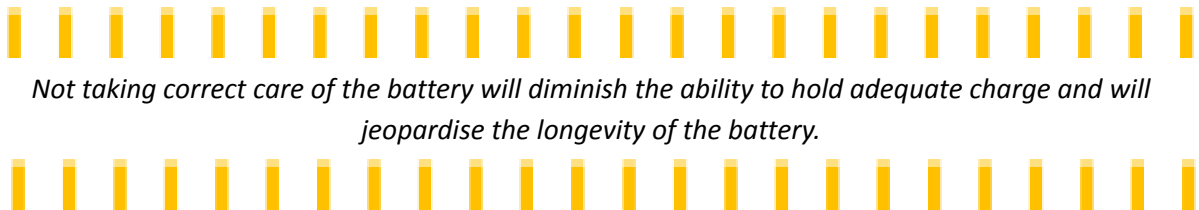
- Ensure that the device is in sleep mode or turned off when traveling to and from school.
- Use a protective case at all times, and place the device in the school bag when transporting to and from school.
- Avoid placing heavy objects on or against the laptop. Pressure on the laptop can cause damage to the device.

### Storage

- Do not leave the device in unsupervised areas during the school day. Ensure that the device is in a classroom and located in a safe and secure area.
- Never leave the device unattended or on open display in an exposed area where it can be targeted for theft.
- Devices are to be taken home after school.

## Charging

- Ensure that the device has adequate battery for the start of each school day. This can be done by checking the status of the battery indicating how many hours of use remain.
- Students should use battery saving options to ensure continued use throughout the day.
- Chargers are not permitted at school.
- It is not advisable to charge the device every night, but rather, when battery has dropped below 60% and will be required the next day.
- Only use the power adapter that has been supplied with the device.



**St. Mary's Primary School acknowledges the assistance given by the Catholic Education Office of Sandhurst for access and permission to use their 1:1 laptop program documents.**

