



# 1:1 Computer Program 2019

Updated October 2018

## Important Calendar Dates

- **Parent Information evening at Mount Erin College**

Year 7 (2019) Wednesday, 10<sup>th</sup> October @ 6:00pm (Gym)

- **Ordering Notebooks**

The portal to order online opens on Wednesday, 10<sup>th</sup> October @ 7pm

- **Ordering Portal closes 14<sup>th</sup> Dec 2018 until 11<sup>th</sup> Jan 2019**

New prices may apply after 11<sup>th</sup> Jan

Orders placed before 31<sup>st</sup> October 2018 will be available on  
Year 7 Orientation Day – Tuesday, 11<sup>th</sup> December 2018

Orders placed after 31<sup>st</sup> October 2018 will be available early Term 1 in 2019

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# 1. Background of the 1-1 computer program

Mount Erin College is committed to providing students with rich and engaging learning experiences that harness the power of learning technologies. Advances in technology have provided new opportunities to connect, to show understanding, to think creatively, to problem solve and to work collaboratively. We believe that students accessing technology through a 1:1 program positively engages them in these learning opportunities and support improved learning outcomes.

After extensive research a managed device program was approved by school council in for use in the college. The devices chosen are the Lenovo 11E (non-touch)(**20LRS04R00**), Lenovo Yoga 11E (**20LNS09W00**) & Lenovo L380 Yoga (**20M8000JAU**)

Mount Erin has used Lenovo Yoga 11E's for the last four years and have found them superior for student use. Compared to prior models, maintenance issues have been severely reduced.

# 2. Goals of the 1-to-1 Computer Program

## Improve student learning

The goal is not to solely get a device into the hands of each student, but rather, create an environment that will lead to improved student learning for all students, regardless of age and academic ability.

A major goal of our 1:1 laptop program is to enable teachers to provide individualised feedback to students and help make their learning visible.

With the implementation of tools like Google Apps for Education, cloud technologies & other web-based resources, teachers are able to easily check in to see how each student is progressing and provide feedback to guide their improvement.

Using software tools like Google Apps students have access to a powerful 21<sup>st</sup> Century digital exercise book where students and teachers can add rich multimedia such as video, other digital resources and PDF's to enhance their learning. All content is searchable including audio, handwriting and text within images, which enables students to organise their thoughts, knowledge and resources.

Another key aspect of the program is to encourage students to become more independent, self- directed learners.

Computers will be used to facilitate learning by allowing students to:

- Access, use, create and publish digital and online information
- Develop knowledge, understanding and skills through creativity, critical thinking and problem-solving
- Collaborate with others
- Communicate, in a variety of ways, their knowledge and learning experiences

## Support anywhere, anytime personalized learning

Enable personalized learning: the ability for students to personalise the way they make notes, summarise, store and retrieve information.

Students will be supported with a robust and reliable network to enable them to maximise their learning.

## Develop responsible behaviour

Students will develop age-appropriate ICT skills and understandings, including the responsibilities of on-line and global citizenship.

Students will accept responsibility for:

- their personal actions when using ICT
- the care and functionality of their computer
- their data and information on the computer

## 3. Who will have access to the 1-1 program?

All students are eligible at any stage to sign up to the 1-1 program, but it is strongly recommended that **Year 7 (2019)** sign up to the program as this will cover the student's learning for years to come.

**Year 7 students (2019)** will commence their 1:1 program and use the device for 3 years (or longer if the machine is treated well).

## 4. Computer Program 2019

**Each student in Year 7 (2019) is encouraged to purchase one of the three computer options.**

Details and specifications are outlined later in this booklet. These computers will be used across all curriculum areas and it is expected that students have them fully charged for each day at school.

### Placing an order

Parents can place an order by visiting the Edunet portal from 7pm on 10<sup>th</sup> October 2018.

**To access the portal – please go to: <http://mec.technologyportal.com.au> and use the password “MEC2019” (case sensitive and without quotation marks).**

- Orders placed before 31<sup>st</sup> October 2018: Computers will be available on Year 7 Orientation Day, 11<sup>th</sup> December 2018.
- Orders placed after 31<sup>st</sup> October 2018: Computers will be available early term 1 in 2019.
- Orders are closed from 14<sup>th</sup> December 2018 to 11<sup>th</sup> January 2019 after which there will be updated prices.

If parents do not have internet access at home they will be able to place an order over the phone by contacting Edunet on 1300 338 638.

Select the payment option that best suits your personal circumstances through the Edunet portal at checkout:

- Credit cards – Visa/Mastercard (1.5% surcharge)
- Cash payable to Edunet (not to Mount Erin): by phone arrangement with Edunet only
- EFT/Direct Debit transfer
- Finance - Zip Money

**Payment by Cheque will not be accepted by Edunet.**

## **Families experiencing Financial Hardship**

We acknowledge that this is a significant cost for parents and school council has kept this in mind when approving the 1:1 program device options. There are two pay-as-you-go options available through the Edunet Portal.

In the case of extreme financial hardship, parents should contact the school and speak with Wendy Eames (Business Manager) to access information on available agency programs. Please be aware that eligibility is not decided by the College and qualification for these programs is likely to require a Health Care Card.

## **5. Edunet – our partner and supplier for devices for the 1-1 program**

Mount Erin College has partnered with Edunet ([www.edunet.com.au](http://www.edunet.com.au)) in 2019 to support the rollout of the 1-1 computer program. Edunet is an Australian owned business based in Victoria. They have supplied computers and IT equipment to over 600 schools in their 15 years of operation and helped many government schools like Mount Erin to establish a 1-1 computer program.

Please note the college receives no financial benefits from this arrangement. It is simply to assist families to purchase at the best possible price and receive high quality service and support. Edunet will be the port of call for all technical problems around insurance and warranty. This partnership provides a quick turn-around time for repairs.

## **6. Software for 2019**

All computers will be supplied with a customised suite of 80+ educational software titles (at no additional cost to parents) plus other school licensed software that will support students with:

Microsoft Office 2016  
Adobe Creative Cloud (Photoshop, Acrobat, InDesign, Lightroom etc)  
Mathematica  
Yenka  
ClickView  
Adobe Acrobat  
And More..

## 7. Optional Extras

### Three Year On-Site Warranty

All devices can be covered by a three-year on-site warranty (**highly recommended**). Any manufacturers faults will be repaired by Lenovo trained technicians at the school usually with a 24 hour turnaround period.

### Optional Insurance

**Warranty does not cover accidental damage, loss or theft.** The insurance option has been invaluable for students and families in terms of peace of mind.

- Having insurance through our partner allows for a more streamlined service, quicker repair and delivery.
- Waiting for other insurers to assess and authorise a repair means a greater delay and less use of your machine.

Please note: Should you decide not to take up the insurance option please be aware of the costs that you could incur.

Component To Be Repaired	Typical Repair Cost
System Board	Up to \$500
Hard Disk Drive	\$200
Minor Damage to Notebook	\$250
Replacement of multiple parts <sup>3</sup>	Up to \$600
LCD Display	\$400

\* The iBroker insurance is *underwritten by QBE Insurance (Australia) Pty Ltd, our insurance policy provides Accidental Loss or Damage and Theft cover on a World Wide or Australia Wide basis.* More information can be found at: <http://www.ibroker.net.au/education-insurance.html>

## 8. Delivery - School Pick up

When the order is placed in the parent portal before 31st October – 5pm your order will be available for collection on Orientation Day (11<sup>th</sup> December 2018)

For Year 8 - 12 (2019) students you will be contacted via PA or email when your student's laptop is ready to be collected from the school. Please collect from the IT Office.

## 9. Technical Support

Any issue with a machine must be presented to the IT helpdesk for preliminary assessment and triage. If it can be fixed immediately (software problem), it will be. Usually machines are reimaged & rectified as a first port of call. Students are strongly encouraged to backup their data to either a USB drive or cloud storage (Google Drive, OneDrive, Dropbox etc) if the device needs to be reimaged.

Backups should be completed at least weekly to minimise data loss and this is the students' responsibility, not the IT helpdesk staff.

If the machine appears to have a manufacturers defect, then the repair job will need to be logged for an onsite repair via the Edunet parent portal. This will be rectified at no cost, however, the Lenovo Warranty does not cover accidental damage, only manufacturer defects.

## 10. Accidental Computer Damage

If it is determined that the Computer has sustained accidental damage, students will collect a form from the IT helpdesk outlining the process to be followed. Generally the process is as follows:

1. Students will report the damage to our IT help desk where they will be given an iBroker insurance form and lodge details. No action can be taken until this form is returned signed by the parent.
2. A representative from Edunet will collect the Computer from school, evaluate the repairs that are required and then provide a quote for repairs to parents. A loan Computer will be supplied for student use upon return of the required iBroker forms.
3. In the case of non-insured computers, parents will be required to pay the required costs to Edunet to authorise repairs before the machine will be repaired or make their own arrangements with an Authorised Lenovo Repairer. Unauthorised Lenovo Repairers will automatically void your warranty.
4. For insured computers, insurance claims incur a \$50 excess / \$100 for L380
5. Once this fee is paid to Edunet parents will be issued with a receipt number that students will bring to the IT Office with their Computer.
6. The repaired Computer will be returned to school and students notified that their Computer is ready for collection and the loan computer is returned without damage.

**If the loan computer is damaged during the loan period parents will be required to also pay for any repairs to the loan computer before receiving their computer back. Loan computers are NOT covered under insurance purchased through Edunet.**

## 11. Computer Responsibility

The following expectations are aimed at ensuring the safe keeping of Computers. Students will be responsible for ensuring that:

### Students are ready to learn

- The Computer is fully charged at the start of the day and brought to each class.
- Adhering to the school's Acceptable Use of Network Agreement when using the device.

### They take care and responsibility for the device

**At School:** Make sure that your Computer is either in your possession or locked away in a secure area (locker) at all times during recess and lunchtime. Your locker must be secured with a school provided lock.

Do Not:

- Leave your Computer unattended for even a short period of time
- Share your password with anyone.
- Leave your Computer logged on when not in use.
- Leave your Computer in a vehicle, even if the Computer is out of sight and the vehicle is locked.

**At Home:** Find a safe place to store your Computer so that it is inaccessible by small children and difficult to locate in the event of a burglary. Ensure basic household security measures are followed at all times, such as locking doors and windows. Connect your power cord to a power outlet in such a manner to not cause a trip hazard.

**In Transit:** When travelling in the car or on public transport; avoid being seen when storing your Computer into the car or taking it out. Ensure the Computer is placed inside a protective case. On public transport keep your Computer in its protective case, inside your school bag and keep the school bag with you at all times.

### Students maintain their computer, data and provision for software

- Taking care of digital devices in accordance with school guideline
- Backing up data regularly and securely
- Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard
- Maintain and run the Colleges classroom monitoring software at all times during school
- Please note that students will not have administrator access to their computers to ensure that students have a standard operating system and suite of software. Additional software installations can be requested through IT support if required).

When the Computer is not on campus, **parents / carers** will need to support their children in the device's use and care.

Encourage your child to keep their Computer in its protective case. Don't put heavy books on top of the Computer when it is in the schoolbag or on a desk.

- You don't need good computer skills to help your child learn to use their Computer.
- Your interest and encouragement are more important than computer literacy.



- Assist students to establish a routine to recharge their Computer overnight to ensure it is ready for each school day.
- Supervise use at home by ensuring Computers are used in family areas rather than bedrooms.
- Supervise the use of the internet and consider setting screen time limits to avoid overuse.
- Talk to your school if any issues arise.

## **Staff**

As is the case in all facets of life at school, our staff will endeavour to support students in their development of responsible behaviour and actions. Staff will be involved in on-going professional learning and, over time, the use in class will increase and diversify. A range of resources are available for teachers to use to highlight safe and responsible use of the internet as part of their learning and teaching program, see [www.education.vic.gov.au/cybersafety](http://www.education.vic.gov.au/cybersafety)

## **12. Acceptable Use of Network Agreement**

This **Acceptable Use of Network Agreement** is a document which must be read and signed to acknowledge full understanding of appropriate use of technology at Mount Erin. **This document will need to be digitally signed when parents place the order through the Edunet portal.**

The document is directed at all Mount Erin community members with access to technology provided by the College, or using technology with reference to the College or members of its community. The document contains practical advice based on current information, DEECD policies and guidelines and experience at Mount Erin. These documents apply to all community members in the same way. This agreement lasts for the life of your involvement with Mount Erin College. In the event of changes to this agreement an updated version will be posted on our school website and noted in the school newsletter for your consideration.

### **What do you have to do?**

Please discuss this agreement with your child and help them understand the implications of the Agreement and the Guidelines.

### **Why have an Agreement?**

Our technology programs, particularly those involving computers, provide students, teachers and educational support staff with powerful tools that support and expand learning opportunities.

With these opportunities comes responsibility for all members of our community to interact with technologies in a way that is consistent with our school values. All members of the Mount Erin community are expected to show respect and sound judgment whenever they interact with technologies. Any actions which conflict with our core values – particularly those which harass, denigrate or defame other people – are a breach of this Agreement.

### **Who and what does this Agreement apply to?**

In this Agreement, the term “user” or “community member” refers to any person (including students, teachers, educational support staff and visitors) who access the College network or use technologies provided by the College. The Agreement also applies to the use of any technology in connection with the College.

## ***Acceptable Use of Network Agreement***

Access to the computer network at Mount Erin College is provided to support and enhance the curriculum objectives of the College. This Agreement outlines the guidelines for using the network facilities throughout the College. All students and a parent/guardian must read and sign the Agreement and return it to the College for use of the network to be permitted. **The signed Agreement will remain current for the duration of the student's time at Mount Erin College.**

### **Student Agreement**

- I am responsible for all actions taken using my user account.
- I will only use the network facilities for educational and research purposes.
- I will not use the Internet to access, download or create unacceptable material.
- I agree not to copy, print or download software, data or material protected by copyright.
- I will not damage any computers or computer systems by abusing hardware or altering programs.
- I understand that my network account (user name and password) identifies me and that all communications (both internal and external) and my network use on all devices is subject to monitoring by the school, including the installation of software for that purpose.
- I will give due consideration to the dignity, feelings, and wellbeing of others in all of my electronic communications as I understand that the transmission or possession of offensive, inappropriate or objectionable material, including material infringing racial, sexual discrimination and harassment policies is against the law and accordingly I will not transmit or possess such material.
- I will not attempt to gain Administrator access to any device that has access to the College network without express permission from the Assistant Principal or IT Administrators.
- I understand that plagiarism (presenting someone else's work as my own) is unacceptable.
- I will not reveal personal information about myself or others, including names, addresses, telephone numbers or credit card details via the College network.
- I understand that the College reserves the right to modify or erase any or all data/software that is contained on any device that accesses the College network.
- I will abide by the CyberSafety policy as it applies to technologies and I understand that all cyber-bullying (such as that involving mobile phones, PDAs, email, online chat, social networks, blogs and websites) constitute a serious breach of this agreement.

**I understand that violation of these terms may result in cancellation of network privileges, school disciplinary action and/or appropriate legal action.**

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Mount Erin College Username: \_\_\_\_\_

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

### **Parent/Guardian**

I agree to \_\_\_\_\_ using the College network facilities for educational purposes in accordance with the Student Agreement. I understand that the College will endeavour to minimise exposure to unsuitable material.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mount Erin College makes no warranties, expressed or implied, for the service provided. Mount Erin College will not be responsible for damages incurred including loss of data resulting from delays, non-deliveries or service interruptions. Use of any information obtained from the Internet is at your own risk. Mount Erin College does not assume responsibility for the accuracy or quality of information obtained through its computer network services.

## 13. Responsible and Ethical Use of Technology

Mount Erin College uses the Computer Technology as a teaching and learning tool. We see the Internet as a valuable resource and acknowledge it must be used responsibly.

Your child has been asked to agree to use the Internet and their computer responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

### At Mount Erin College we:

- Reinforce the school's ASPIRE values and behaviours when using technology and the Internet.
- Have protocols that promote safe use of the Internet
- Provide a filtered Internet service
- Provide supervision and direction in Internet activities
- Work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- Provide support to parents / carers to help them understand our agreements, policies and procedures
- Provide support to parents / carers through information evenings and other documentation for parents to refer to
- Will work with students to outline and reinforce the expected behaviours whilst using the internet

### Advice for Parents

Please keep this as a resource to use at home.

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" Issues. They are real and can harm and hurt.

### At home we recommend you:

- Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- Ask them to give you a tour of their online "space" if they are using a site which allows them to chat, publish photos, play games etc
- Always get them to set the space to "Private" if they use a social networking site like Facebook. They are then in control of who contacts them and who accesses their information. They can block out anyone at any time. Be aware of Terms and Conditions of many sites that require participants to be 13 years or over.
- Have the computer with Internet access in a shared place in the house – not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of mobile phones.
- ask questions when your child shows you what they are doing

- how does it work and how do you set it up? Can you block out people?
- who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
- why is this so enjoyable – what makes it fun?
- can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
- what are you doing to protect yourself or your friends from these potential dangers?
- when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves

Many students say they will not tell an adult they are in trouble or ask for help because:

- they might get the blame for any incident
- they don't think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
  - Admitting to a mistake or
  - Highlighting a situation that might lead a parent to ban their access. (Even to protect them)

## What has your child agreed to and why?

Protecting personal privacy rights and those of other students. Students like to publish information about themselves and their friends in spaces like Facebook, blogs etc. but in doing so they can make themselves more vulnerable to being approached or bullied online.

To avoid this we recommend they:

- Don't use their own name, but develop an online name and use avatars
- Don't share personal details including images of themselves or their friends online
- Password protect any spaces or accounts they have
- Don't allow anyone they don't know to join their chat or collaborative space
- Are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording

## Using the Internet in line with school's student code of conduct

Using appropriate language when talking to and working with others online and never write or participate in hate mail. Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it

## Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as “free” but just looking at a page on the Internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Students will still be required to maintain sufficient print credits to submit school work that requires paper submission.

## **Keeping away from rude or offensive sites**

In school settings, Internet Service Providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their Internet access reviewed and their parents will be immediately informed.

## **Following copyright procedures**

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is.

## **Evaluating and using content on the Internet carefully**

Not everything on the Internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet. Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

## **Not interfering with network security, the data of another user or attempt to log into the network with a username or password of another student**

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details.

## **Seeking teacher assistance**

The Internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. If you have any concerns about this agreement or Internet Safety in general.

Contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176 or visit <http://www.netalert.gov.au/>