1:1 Computer Program 2021

Updated October 2020

Important Calendar Dates

Ordering Notebooks
The portal to order online is **open all-year** around with the exception of Aug-Sep as we review and select models for the coming year.

The Portal will be closed from Mid-Late December to Mid January 2021.

New prices may apply after 1st Jan 2021

- Orders that are placed by the end of October (**Friday, 30th October 2020**)
  Are expected to be delivered in December for a Pre-Christmas delivery.*

- Orders that are placed by the end of November (**Friday, 27th November 2020**)
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Please Note: EduNet has let us know that lead times may be subject to change due to slowing of the supply chain. While we can expect delivery pre-christmas - EduNet is unable to guarantee this delivery window once stock runs out.

Contents

1.   Important Changes to the Program

2020 has been a very challenging year for everyone. COVID has had a large impact on how we've had to operate as a school and has really revolutionised the way we've had to deliver content to students.

We've had to make changes to the program to ensure that it can proceed in a safe, but efficient manner.

In previous years, the devices would be delivered directly to the school - The school technicians would setup/image each device then we would arrange for collection on Orientation Day in December. (or directly to the student if they are currently at school.)

This year we've had to make other arrangements as we cannot host a collection day for the students. To facilitate this we have changed our procedure to have EduNet image the devices and arrange delivery via AusPost directly to you.

While this process will be new to us, EduNet has had several schools operate this way in previous years and can ensure a smooth delivery.

The machines will come pre-imaged but not connected to the college domain. This connection will take place during the first day/week at the College. As early as we can organise - We will work with the Year 7 team to make sure this happens as priority but not being disruptive to the students learning.

This connection will set up a new login profile for your student, that will use their MEC username and password to access.* (These details will be provided at the time)

You will be given access to the device via a temporary local profile so you can use the machine, once the connection to the MEC domain takes place this profile will be disabled.

2.   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 engage 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 5th Gen (non-touch)(**20LRS0NC00)**, Lenovo Yoga 11E 5th Gen (**20LNS1BP00)**, Lenovo Yoga 11E Active 6th Gen (**20SE06400)**, Lenovo L13 Yoga (**20R6S1MG00)** & Lenovo L14 (**20U2S0PJ00)**
Mount Erin has used Lenovo Yoga 11E's for the last six years and have found them superior for student use. Compared to prior models, maintenance issues have been severely reduced.

3.   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 Suite 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 21st 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

4.   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 (2021)** sign up to the program as this will cover the student's learning for years to come.

Year 7 students (2021) will commence their 1:1 program and use the device for 3 years (or longer if the machine is treated well).

5.   Computer Program 2021

Each student in Year 7 (2021) is encouraged to purchase one of the offered 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.

To access the portal – please go to: http://mec.technologyportal.com.au **and use the password "MEC2021" (case sensitive and without quotation marks).**

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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.

6. Edunet – our partner and supplier for devices for the 1-1 program

Mount Erin College has partnered with Edunet (www.edunet.com.au) in 2021 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.

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 onsite at the school usually with a 24 hour turnaround period.

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[3]	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 - Via Aust Post

When the order is placed in the parent portal it will be delivered to your home address via Australia Post.

Please make sure that you enter your address correctly when ordering to ensure smooth delivery.

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. Local Administrator Access

The student's account will be by default a non-administrator account. This is done to stop the students from making changes, installing additional software & reduce the chance of accidentally infecting their device with malicious software. The computers will be set up with all the software that the student needs by default (or additionally available via Software Centre). This means the student should not require administrative access to complete school work.

Any software installations can be done by the school ICT Department on request with a note provided by parents or guardians. (Such has installing home printers etc)

If you as a parent would like your student to have Local Administrator rights on their computer - This can be arranged by request. We will provide a permission form to be filled in.

Additionally we've had some parents want administrative access for themselves (so they can authorise installations) but not given to the student account. This can be done on request as well - please contact the IT department.

11.   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 $75 excess / $125 for L13 Yoga & L14
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.

12.   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

13.   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.

14.   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 freebee 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/