

1. Rationale:

Greenvale Primary School considers eLearning as a key element of our Teaching and Learning program. The implementation of the Australian Curriculum, with eLearning embedded into daily classroom practice, confirms the validity of our program in providing students with 21st century tools to support their learning. 1-1 learning approaches are supported by successful case studies across Australia and internationally. We will work in partnership with our students and their parents to encourage “anywhere anytime learning” at Greenvale Primary School

2. Aims:

- To operate a 1-1 Digital Technology Program in Years 4-6
- To provide students with affordable access to a personal digital technology device.
- To support teachers with the implementation of a 1-1 digital technology program across all areas of the curriculum

3. Implementation:

3.1 Participation

- Year 3 year parents invited to an information session which will outline the 1-1 program, school expectations, approximate costing and the process for leasing a netbook.
- They will be provided with information on how to access the school portal which will allow them to sign up to the program by paying their deposit.

3.2 Cost of Participation

Payment options:

- Payment of full price of the device
- Payment of monthly direct debit amounts

3.3 Disposal

- At the end of Year 6 or when a student leaves the school and has paid out the amount owing the device will be collected and the Edustar image removed and replaced with a basic Windows operating system.
- The device is then returned to the student for them to take home.

3.4 Laptop Details

- Each year in consultation with our school technician the eLearning coordinator will select an appropriate digital technology device from an approved DET supplier.

3.5 Software / Copyright

- Each device will be loaded with the Edustar image and configured for use on the school network. Throughout a school year updates may be scheduled to allow for the inclusion of new applications on the device.
- The school 1-to-1 devices comprise a variety of software packages as part of our Standard Operating Environment (SOE). These include operating system software, anti-virus software, standard Microsoft software and curriculum specific software licensed to our school.
- Software installed by the school is copyright and must not be distributed or deleted.

3.4 Access to computers

- Students who do not take part in the 1-1 Digital Technology Program will not be disadvantaged. They will have access to school computers at the DET recommended ratio of 1:5.
- Personal computing devices will not be allowed to be used in the classroom as they are not configured with the Edustar image and do not have access to our school network or the DET Internet service.

3.5 Additional Software – Multimedia, games and programs

- Students may install privately owned games or programs as long as they meet licence and copyright regulations, however only games or programs rated G will be approved for installation.
- Should the installation of other programs interfere with the operation of the device or should the program be deemed inappropriate for primary children the school technician will reimagine the device.
- Playing of sound, audio files or video files during class time is acceptable **only** when permission is obtained from the teacher, and when such use is in relation to educational activities.
- Personal MP3 and other music files may be stored on the device.
- Any personal MP3/MP4 music files stored on the device must meet licence and copyright regulations.
- Movies must **not** be stored on the device itself due to the size of the files.
- Should students wish to watch movies on their device in their own time, they should store these movies on an external hard drive.

3.6 Appearance / personalization

- Devices will have a skin on the casing (top outside cover) with the school logo and student name on it.
- Any personalization of the appearance of the devices such as stickers must be readily removed and not of a permanent nature.
- Under no circumstances should the skin or any factory stickers be removed from the device.

3.7 Backup / Recovery

- Student data will be stored on the school server in the student's file.
- Any data transferred to the device hard drive to be worked on at home is the responsibility of the student.
- Students will need to transfer this data to the school server on return to school.
- Back up of any data stored on the device hard drive is the responsibility of the student.

3.8 Battery

- It is the student's responsibility to bring the device to school with their battery fully charged in preparation for the school day.

3.9 Carry Cases / School bags

- The device comes with a clamshell cover for protection during transportation. This bag will fit readily into the student's personal school bag.
- Water bottles will need to be carried outside the bag to reduce the possibility of leakage and water damage to the device in transit.

3.10 Deleting Files

- Students are not to delete any files that they did not create themselves. Deletion of certain files on the device's hard drive can affect the performance of the device.

3.11 Insurance

- The device is insured against theft, theft by intimidation and accidental damage.
- Each claim will incur an excess fee (set out in the contract) to be paid before the device is repaired or replaced.
- If the damage caused to the device is less than the contract excess amount the school will contact the parent and provide them with a verbal quotation.
- Any claim for theft must be accompanied by a police report.

3.12 Internet Usage

- The school, as part of DET network, makes use of internationally implemented products to filter access to web pages while at the school. Although it cannot block 100% of undesirable sites due to the frequency of new site publishing and time taken for detection, it does greatly reduce the likelihood of students accidentally stumbling across such sites.
- All students are required to sign a Digital Technology Acceptable Use Contract which outlines their responsibilities when using digital technology.

3.13 Device Handover

- When the devices are ready for distribution parents will be notified of the collection date.
- An adult must collect the device and the agreement signed before it will be handed over.
- Before receiving their device students will be instructed in its care and use including charging their device, transporting the device to and from school and storage at school.

3.14 Device left at Home

- If a student leaves their device at home, the student will operate without access to a device for that day.

3.15 Loan / replacement devices

- A small number of loan devices are available to cater for breakdowns, loss or theft, where the repairs will take an extended period of time.

3.16 Lost and found policy

- Any device found at school must be immediately returned to the office. The teacher and student will be informed as soon as possible after the device is handed in to the office.
- If a student has lost their device at school, they must report the loss immediately to the office. The student may be required to complete a written statement.
- If a device is lost or stolen outside of the school, parents / carers must report the loss to the school principal immediately, either by telephone or email.
- If the laptop has been stolen, the theft must be reported to the police immediately and a crime number and the name of the investigating officer recorded and conveyed to the principal.

3.17 Connecting to home devices and internet

- Users will be given restricted local administration rights to enable the device to be connected to home hardware such as printers or scanners and to home wireless Internet.
- It is the parent's responsibility to connect the device to these peripherals our school does not offer any service or advice in this regard.

3.18 Printing

- Students may use printers as required, and at the teacher's direction while at school.
- Students are encouraged to print only when necessary in order to conserve paper and toner supplies and reduce our impact on our environment.

3.19 Role of parents

- Parents / carers will be offered information sessions based on needs identified as part of the program, or as identified by parents / carers so that they may support their child in the program.

3.20 Security / Storage / Loan & replacements

- During the school day when the devices are not being used (lunch, physical education, etc) the devices will be securely stored in the classroom.

3.21 Screensavers

- Inappropriate media may not be used as a screensaver.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures may not be used and the student will be requested to remove them.

3.22 Technical Support

- In the first instance all technical or software problems must be reported to the class teacher.
- If the classroom teacher cannot resolve the issue they will contact the school technician and organise delivery of the device to the technician, clearly labelled with the issue being experienced.
- The school technician will determine what action needs to be taken, and if required seek external technical support through our arrangement with our supplier.
- All issues must be dealt with using on-site technical support. Any third party efforts to repair faults will result in warranty being voided.

- In the event that a breakdown or problem occurs over a holiday or weekend period, the laptop will be checked on the next available school day.

4. Evaluation:

This policy will be reviewed as part of the school's ongoing policy and process review cycle.

References and Related Documents:

- www.esmartschools.org.au
- eSmart® Smart. Schools Framework
- The Alannah and Madeline Foundation
- Greenvale Primary School's Acceptable Use Contract
- Greenvale Primary School's Cyber Citizenship Policy
- Greenvale Primary School Student Engagement and Inclusion Policy
- Office of the Children's eSafety Commissioner - <https://esafety.gov.au/>

This policy was ratified by School Council in August 2015