

Portarlinton Primary School



## LAPTOPS for LEARNING

Bring Your Own Laptop Program

# PARENT INFORMATION

## **PORTARLINGTON PRIMARY SCHOOL E-LEARNING VISION**

At Portarlington Primary School digital technology will be used to enhance our school community's lifelong inquiry learning, through engaging, collaborative and morally responsible resources and methods. Using best practice and evidence based approaches involving the use of technology we will enhance our students' multiple learning styles through discovery as both independent and collaborative learners who view the real and digital world with an open, but discerning mind. Our school community will also develop adept technological skills and a digital moral compass, to ensure their digital tattoo underpins our life long values of Responsible, Respectful, Safe and Kind.

### **LAPTOPS FOR LEARNING: WHY THE LAPTOP?**

Laptops and associated technologies transform teaching and learning through activities such as: word processing, graphing, coding, digital presentations, making short films, researching the latest information and connecting your child to students around Victoria, Australia and abroad via online learning communities. The use of technology at Portarlington Primary School complements the school curriculum by providing digital learning tools that both engage students more actively in their learning and deepen their learning experience. Technology enables our students to be part of this exciting education revolution, allowing students to further their learning through technology at school and at home, fostering collaboration and teamwork and encourages shared learning experiences.

### **WHAT WILL THE CLASSROOM LOOK LIKE?**

Students will be continuing to learn more about the Windows operating system:

- using Compass as a means of recording their learning journey
- Accessing the wireless network
- Managing their work - saving and storing
- Collaborating with others
- Creating and publishing their learning

They will also be learning about responsible care and use:

- Caring for the laptop and ensuring it is charged and ready to use each day
- Accessing the internet and apps in a responsible and timely manner

We see the classroom as a blended environment. The 1 to 1 access to technology will enable students and teachers to choose from a wider variety of tools at any given time. Together decisions will be made about the most effective way that students can craft their work and create, showcase and share their learning with others. At different times this will include the use of books and pencils, posters and PowerPoint presentations and Movie Maker opportunities - other tools we will discover together.

Our classrooms will be more connected to students' lives and the digital world in which we live. Learning will become more student driven and personalised. The 1 to 1 Laptop program will give teachers the opportunity to plan experiences for their students to apply and broaden the skills and knowledge they have developed in the early years of primary school. Students will have at their fingertips access to one of the most effective tools to bring the real world into the classroom.

## **BRING YOUR OWN LAPTOP**

In 2019 families of students in Year 4 are asked to provide a full-sized HP, ACER or LENOVO laptop for use at school and at home. The laptop will allow students to access the Internet, email, electronic books and a wealth of online tools and resources. It will support a range of learning activities where students collaborate, create knowledge, problem solve and think critically. Students will be able to produce movies, animations, podcasts and other multimedia products. The portability, long battery life, ease-of-use, its instant-on make the laptop an ideal device to support teaching and learning.

## **WHAT TYPE OF DEVICE IS NEEDED?**

A Windows laptop and NOT an APPLE laptop. No iPads or tablets.

We are recommending parents to purchase HP, ACER or LENOVO laptop no smaller than 11.6 inches.

## **RECOMMENDATION:**

### **Minimum specifications-**

- a) A laptop selected from one of the following specifications. It must be robust.
  - I. Windows laptop NOT an Apple Laptop NOT an iPad or any other form of tablet device.
  - II. Brand- HP, ACER or Lenovo
  - III. Windows 10 capable.
  - IV. 4GB
  - V. 128GB Solid State Drive (SSD) 500MB HDD or better
  - VI. I3 CPU
  - VII. Screen Size 11.6 inches –NO smaller
  - VIII. 802 IN wireless or above
  - IX. Bluetooth 4.0
  - X. Ethernet port (RJ45) for imaging (optional)
  - XI. Battery Life - Up to 6.5 Hours or better
  - XII. Integrated 720p HD webcam
  - XIII. Dolby Advanced Audio v2
  - XIV. HDMI 1.4, USB 3.0, USB 2.0, RJ-45
  - XV. (1366x768), glare, 270 nits, IPS
  - XVI. Protective cover and carry case
  - XVII. Volume control earphones or headphones to prevent damage to hearing.
  - XVIII. Must be able to hold charge for the entire day (we will not support reliance on charging during school)
  - XIX. Warranty, repairs and insurance will be solely your own responsibility and carried out outside of school
- b) These specifications are important as we will be putting the Department of Education Edustar platform on to your child's laptop. If you purchase a different laptop, the data will be removed as a function of the Edustar platform-this is unavoidable and occurs automatically.
- c) We do not accept any other type of laptop provided by parents (only what is specified), as it is too difficult for teachers to manage and plan learning. We need to be able to guarantee that our learning platforms are available on all laptops.

- d) Wi Fi:- Your child will be able to connect to our school's Wi-Fi system whilst they are in class involved in learning.
- e) **Software-** There is no need to purchase software. The Edustar Platform and Windows 10 will be imaged and updated via our school systems.

## **PROTECTIVE CASE**

You will need a suitable carry bag for your laptops.

You can purchase laptop bags from most retail outlets including BigW, Target, KMart, Myers, David Jones, JB's and The Good Guys. You are expected to transport your laptop in its bag at all times.

## **LAPTOP STORAGE.**

Students may take their laptop home each day to be charged or for use at home. We have made provisions and storage so the laptops may be stored at the school if the students and parents wish.

## **INSURANCE, EXPERT SERVICE AND SUPPORT**

**Portarlington Primary does not provide financial or insurance advice to families.**

Because the laptop will belong to the family it will be the family's responsibility to insure the laptop if it is lost or damaged. It is recommended that families confirm their home and contents insurance covers the laptop. Families can find out if extra insurance from the retailer may also be an option for your child's laptop as it can provide further insurance and technical support.

## **E-SECURITY**

Appropriate use of the internet within the school network is closely monitored by a filtering system that blocks inappropriate content. Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. Random checks will occur. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program. If a student is downloading excessive amounts of data parents will be informed. Resources and information for parents is available at:

<http://www.cybersmart.gov.au>

[www.amf.org.au/eSmarthomes](http://www.amf.org.au/eSmarthomes)

[www.netalert.net.au](http://www.netalert.net.au)

## **TECHNICAL SUPPORT**

Students will seek technical support through their classroom teacher.

All warranty issues are to be addressed through individual suppliers.

## **PERSONALISATION**

Guidelines for the personalisation of the laptop will be provided by the classroom teacher.

## **INTERNET AT HOME**

At home families may decide to provide broadband internet connection. This is a family responsibility. The school will not be able to provide home set up assistance.

### **ACCESS TO APPS AND DIGITAL CONTENT**

The laptop is a personal device. It will be the student's tool to assist them in their learning. We will provide parents access to the Edu STAR package that incorporates most of the applications, such as the Microsoft office suite, that will be used in the classroom. This will be provided free of charge but will need to be installed at the school. Parents should be aware that even though this software is installed on family owned laptops, the software remains the property of the Department of Education and Training Victoria and will be made inactive and removed from the device upon leaving Portarlington Primary School.

### **IMPORTANT THINGS TO NOTE ABOUT APPS**

- The Education Department monitors the use of ICT in all schools as they are connected to department's system.
- All laptops must contain the school-required apps. (see later section)
- Any software/content added at home must be discussed with school staff and must be licensed and G Rated.
- If the laptop needs to be updated the school takes no responsibility for lost files or software. These will need to be restored at home.
- Pirated software or media will be seen as a breach of the agreement with the school and the device may be re-imaged as a result.

### **MINIMUM REQUIRED APPLICATIONS FOR YOUR LAPTOP:**

- Windows 10 operating system and associated apps
- Microsoft Office Suit Home and Student (Word, Excel, PowerPoint)

NOTE: Using the school installed Edu STAR package will provide your student's laptop many more applications to support your child's learning journey.

**The following points regarding responsibility will be followed with strict adherence.**

### **STUDENT RESPONSIBILITIES**

As part of the Portarlington Primary School's BYO Laptop Program, students will ensure that they:

- Use their laptops in a responsible and ethical manner.
- Have their laptop charged, and ensure it has enough storage space and is kept in secure casing to enable daily use.
- Obey general school rules concerning behaviour and communication in line with the school's eSmart ICT policy and Acceptable Use Agreement.
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter.
- Monitor activity on their accounts (e.g. Study Ladder) and report any behaviour that is not in line with the school's eSmart ICT policy and Acceptable Use Agreement .
- Secure their laptops into a designated area within their classroom when the devices are not in use to help protect their work and information.

- Report any damages that may occur to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances.
- Only update Windows and applications over the school wi-fi in non-peak times (e.g. recess/lunch) once given permission by the school's ICT coordinator. (The school uses a caching service to minimise the need to download multiple copies of applications and Windows updates over the internet).
- Will use the internet in a safe and appropriate manner (as set out by the school's eSmart ICT policy and Acceptable Use Agreement) and will report any inappropriate or offensive websites to their teacher so that the administration can block those sites.
- Respect and look after all laptops, including their own, other students and the school's laptops.

### **STUDENT ACTIVITIES STRICTLY PROHIBITED**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates the school's Code of Conduct or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission.
- Use of messaging services or social media within school time (E.g. What's app/Facebook/Twitter).
- Gaining access to another students' accounts, files and/or data.
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chatrooms, eBay, email, etc.
- Participation in fraudulent or other illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology.
- Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other students devices).
- Not using Portarlington Primary School's web filter to access the internet at school.

### **STUDENT GUIDELINES**

#### General Precautions

- The laptop is the student's property and should be treated with respect and care.
- Only use a clean, soft cloth (or dedicated screen cleaner) to clean the screen and do not use cleansers of any type.
- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops must never be left in a backpack, unlocked car or any unsupervised area.
- Students are responsible for keeping their laptop charged for school each day (a good tip is to pop in on the charger when you brush your teeth at night and then take it back off when you brush your teeth in the morning).

### **LAPTOP IDENTIFICATION**

Student laptops will be labelled by a manner specified by the school. Laptops can be identified in the following ways: A record of the laptops' serial number.

Clear labelling of the device and all accessories (Parent/Caregiver Responsibility)

### **STORING YOUR LAPTOP**

When students are not using their laptops, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. Laptops should not be stored in a vehicle as they can overheat or get stolen. Laptops are not to be stored in school bags during the day, or taken out of the classroom during lunch or recess unless permission is granted by a teacher for a specific educational purpose (not gaming).

Please do not store your laptop in a place that is experiencing extreme hot or cold conditions (E.g. car in summer or winter) as extreme heat or cold can cause severe damages.

### **TRANSPORTING YOUR DEVICE**

When students are transporting their devices in and around the school (for example to a specialist subject), they should ensure that the laptop is closed and that they are carrying it with two hands. Students should never run with these devices as this may lead to damage if the laptop is dropped. Students should avoid carrying their device in their backpack without a protective case, as other items may place unnecessary pressure on the device and damage may occur.

### **SCREEN CARE**

The laptop's screen may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device. Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the laptop's screen.

### **LAPTOPS LEFT AT HOME**

If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop present.

### **CHARGING YOUR BATTERY**

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their laptops to a power outlet in class.

### **SOUND, MUSIC, PICTURES, GAMES OR PROGRAMS**

Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable. Music with explicit language is not permitted on the laptop at school and will need to be removed from the laptop at a teacher's request.

Internet games that are not deemed as educational content are not to be downloaded or played at school. If game apps are installed, it will be with Portarlington Primary School staff approval.

Inappropriate media may not be used as a screensaver or background photo. Apps, Videos and photos must be suitable for G audience. Presence of guns, weapons, pornographic materials,

suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

### **PRINTING AND INTERNET ACCESS**

Printing will be available with the laptop on a limited basis. Printing at home will be at the discretion of the family

Students will have a small internet quota that is refreshed on a monthly basis. This will cover internet browsing for research, required app use and other downloads permitted by staff and teachers. (Windows updates are suitable at school). All large downloads including game Apps, App updates, music and video need to be completed during off-peak times (recess and lunch) and approved by the ICT Coordinator. For connection to the internet at home, you will need a wireless router, phone line and internet service provided from one of Australia's telecommunications companies.

### **SAVING TO THE LAPTOP/BACKUPS.**

Students may save work to the applications on the laptop however this can use up the storage space very quickly. If families use the Cloud (internet storage) to back up the information on their laptop or a Google Drive (a cloud-based storage platform that allows access from any signed in device) they may decide to allow their children to back up their laptops in the Cloud space. Students will hand in assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Laptop malfunctions are not an acceptable excuse for not submitting work.

### **NETWORK CONNECTIVITY**

Portarlington Primary School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data. Students will be allocated a monthly data limit to access the internet (this will not be large enough to download large applications or internet video).

### **ADDITIONAL SOFTWARE**

The laptop may only have content that is G rated at school, this includes applications. Students will be asked to delete any apps that contain violence, age specific Social Networking (Facebook), sexual content, inappropriate language etc.

### **INSPECTION**

Students may be selected at random to provide their laptop for inspection. Inappropriate content will be removed, students who refuse to remove inappropriate content will not have use of their laptop at school until it has been removed.

### **PARENT/CAREGIVER RESPONSIBILITIES**

Parents/Caregivers are an important part of Portarlington Primary School's BYO Laptop program and can assist in ensuring the safety of our students is maintained. As part of this, we ask that all parents/caregivers:

- Talk to their children and establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home. Similar to discussing what is acceptable when accessing other sources of media such as television, phones, movies and radio (The school advises that usage at home is always supervised).
- Understand that the child and parent hold full responsibility for the device and Portarlington Primary School is not liable for any mistreatment, breakages, vandalism or loss of the device. The only exception to this is where the damage or loss occurred whilst under the direct care of a staff member.
- Investigate accidental damage and theft insurance (offered by most retailers) to be covered in the unlikely case their child's device is damaged. **Portarlington Primary does not provide financial or insurance advice to families.**
- Make sure the devices is clearly labelled with their child's name and that they too, have also recorded the serial number of the device.
- Ensure that their student's device is synced/backed up and the required apps are installed on the device ready for educational use.
- Understand that students under the age of 13 may not take part in age-restricted social networking sites such as Facebook.
- Access the Cybersafety resources and information on the school's website to familiarise themselves with possible dangers

#### **PARENT/CAREGIVER GUIDELINES**

All parents/caregivers are encouraged to carefully read the school's Acceptable Use Agreement with their child(ren) and implement the terms listed in the home setting as well. Upon reading the document, the required permission needs to be sent back to school to be stored on our database.

For a downloadable copy of the acceptable use agreements, please visit:

<http://Portarlingtonps.vic.edu.au/documents/policies-and-guidelines/>