

# Hallett Cove R-12 School

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## One-To-One Learning Program Hand Book



2014

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# **One-To-One Learning Program Handbook**

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## 1. Vision and Rationale

Hallett Cove R-12 School (HCS) has a strong focus on Information and Communication Technology (ICT) literacy that will enable students to be successful global citizens in the 21st century. ICT is a significant feature in the school's strategic plan and the school has invested heavily to support this vision.

To support this expanded use of computing technology, HCS has invested in IT infrastructure, networks, internet access and software in order to be able to make best use of the technology. A Learning Management System, DayMap, has been rolled out across HCS to better enable students and teachers to focus on the primary use of the technology - i.e. effective teaching and learning.

In 2012 Hallett Cove R-12 School established a One-To-One Learning Program, where each student in Yr 9 was able to use a laptop in all classes where appropriate, and have them for home use for a fee. The goal has been to ensure that all Year 9 to 12 students have access to unlimited opportunities to learn anytime, anywhere and that they have the tools that make this possible.

In 2011 HCS conducted a laptop trial in which students in selected areas of the school had access to a laptop computer for use in class. The success of this trial led to the phased implementation of a laptop program across Years 9 to 12, begun with Year 9 in 2012 and then progressively across the other Year Levels.

In this program, all students in Year 9 will be issued with a laptop for their use at School and at home, according to the Guidelines outlined below. Having all students in each class with the same laptop, and with identical software installed, facilitates effective teaching and learning in the classroom, and effective student learning at home.

## 2. Ownership Model

**The One-To-One Learning Program is a parent/school shared-cost model; parents can either opt for a take home 24/7 or school only.**

**Take home 24/7;** The laptop will be owned by the school and parents make a contribution to its cost (the Additional ICT Levy) in exchange for 24/7 access. The shared cost model has the following distinct benefits to parents including:

- After hours access to extensive bundled software
- Extended three year warranty
- A strong satchel style protective bag for sturdy storage
- Taking the laptop home for extended afterhours access ensures a consistent platform, which in turn facilitates curriculum delivery
- Management and support of devices
- Enables the school to retain control over how the laptops are used for the lifecycle of the device in the school

**School based option:** If a family chooses not to participate in the take home 24/7 a machine with exactly the same specifications as the take home 24/7 laptop is made available to students as a daily loan machine; it is borrowed from the beginning of the day to the end of the day. At the end of the day laptops are returned to a secure location to be charged overnight. There is no additional cost to families for their child's access to their allocated laptop.

### **3. Cost of Participation**

The cost of participation is dependent on a number of factors including the cost of the laptop, cover and support. Parents will need to sign contract and a 'Commitment to pay for Additional Levy' before the device is handed to students to take home. The total cost of the One-To-One Learning Program is based on a 4-year lifecycle for the technology. Over four years for a device that will be at school approximately 20% of the time and at home for private use 80% of the time the cost will be equivalent to the purchase price of the laptop, bag and support. This cost includes:

- Infrastructure costs
- Additional technical support costs
- Cost of devices
- Cost of carry cases
- Warranty costs
- Software costs:

The annual cost to parents is \$150 (no GST incl). This can be paid as a yearly lump sum payment or in instalments through arrangements with the Finance Officer.

### **4. Guidelines for Participation**

Prior to devices being issued to students:

- Parents will need to sign a Laptop Agreement Form agreeing to the terms and conditions of the program if they wish to participate in the laptop scheme.
- All students participating in the program are expected to attend an induction meeting where the laptops will be issued.
- Each device will be imaged with the permitted school image registered in the school assets database against the students' ID.
- Students will be given a further induction to ensure that they are familiar with their roles / responsibilities by Home Group and teachers.
- Laptops will be required to be carried in the bag provided.
- Laptop must be available for use at school each day.

### **5. Appearance / Personalisation**

As the laptops are the property of the school, they are not to be altered or personalised in any way that is not completely irreversible. Labels or stickers are OK but must be removable. The barcode and name on the device must not be altered. The protective bag may be personalized to promote easy identification. If the device is not in its original condition upon its return, and the family is not purchasing the device outright, a cost will be incurred.

### **6. Early Return Policy**

If a student leaves the school prior to the end of the laptop's 4-year lifecycle the laptop must be returned to the school. The device must be returned in the condition it was when issued and personal identifications must be removed. If the device is not returned in this condition, an additional fee will apply.

### **7. End of Lifecycle Process**

The laptop remains the school's property for the life of the device. The device will need to be returned to the school at the end of the device's 4-year lifecycle. There will be a buy out option after four years.

## 8. Device Specifications

It is expected that all devices will be of the same specification to assist in management and curriculum development. Students are not permitted to change the device specifications, make modifications or add upgrades. Please note. The device warranty is void if attempts are made to change the hardware.

## 9. Private Devices

The use of private devices on the school's network is not permitted as it has consequences on security, management and maintenance costs. The school is not licensed to put software on private devices.

## 10. Warranty

HCS does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the laptop as this is covered by the Manufacturer.

Please note this warranty does not cover any loss, theft or damage at home or travel to and from home. Adding the allocated laptop to your household content insurance is **highly recommended** including advising your insurer of the travel to and from school.

The laptop may not be used for any commercial purposes.

This agreement is only valid in Australia. The laptop cannot be taken on holiday overseas.

## 11. Loss and Damage Policy

If a laptop is lost or found, it must be reported and/or returned immediately to the Resource Centre. If a laptop is damaged in any way it should be reported to Resource Centre immediately. Conditions of this policy are as follows:

- The school must be notified immediately if a school owned laptop is lost, missing or damaged. Please note careless damage will be viewed seriously.
- Parents will be liable to pay the replacement cost in instances including vandalism or wilful damage to the laptop.
- It is the user's responsibility to report lost or stolen laptops to the nearest police station and provide the school with a crime report number.
- Loss or damage of the AC Adapter (Power Pack) will incur a cost for replacement to the Parent\Caregiver  
***A \$100 (GST incl) excess will be charged for repairs (e.g. broken screen) or full cost of replacement may be sought for extensive damage.***

## 12. Faulty Devices

If a laptop is faulty, technical support is available through the Resource Centre. This should be done before or after school or at break times, not during lesson time. A "hot swap" replacement will be provided while the machine is being repaired where possible.

## 13. Technical Support

Students experiencing technical and/or software faults should proceed according to the following steps:

- If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the ICT Service Centre in room 926 where the vendor will be contacted for support.
- If the laptop has any other issues a re-image must be performed. Be warned: a re-image process will completely reset a laptop to original settings.
- **IMPORTANT FILES MUST BE BACKED UP BEFORE RE-IMAGING.** Please refer to backup and data storage section 25. Installing programs or changing settings is not advisable as making changes will impact on the performance of the machine. Students do so at their own risk. Peer to peer software i.e. 'Limewire, uTorrent' should not be used. Viruses and changed computer settings

are the issue.

## **14. Software, Copyright and Intellectual Property**

Each device will be loaded with a Hallett Cove R-12 School approved software image configured for use on the school network. The image will contain operating system software, anti-virus software, standard Microsoft software and Adobe CS6 Master Suite. Software installed by the school is copyright and must not be distributed or deleted without written permission from the school. A Parent/Caregiver will need to sign a software use agreement when issued with the laptop. Students may add their own private software as required. This software must be legally purchased with a user licence. The software must not be malicious or offensive or breach copyright laws.

Games, Music, Non-school Applications

Hallett Cove R-12 School does not object to the installation of non-school applications and files on the school laptops provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
- Are ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings and privacy issues)
- Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use)
- Do not affect the school's wireless network
- Do not interfere with the learning program (i.e. they may only be used in class under specific teacher direction).

Given the allocated machine is for school use all installed games need to be PG rating and playing games, video during school time will impact on battery performance negatively. It is the student's responsibility for proper battery management. In particular, while some games have significant educational benefits, other games have little educational merit and may affect network function. As a result:

- The use of network games is banned
- No ad-hoc networks are to be formed

## **15. Internet usage/ Printing Charges**

### **Cost**

Using the Internet and downloading data incur no cost when used at school. A printing allocation is topped at the start of each year and must be maintained, in credit, by students. If a student runs out of credit for printing, credits should be purchased via the Finance Office in the Admin Block. Students should ensure they have sufficient credit for curriculum use by using the link supplied on the student intranet that logs use and credit. Access to the school network when accessed from home will incur a cost through your home ISP.

## **16. Users and Security**

Each student will be required to have an individual password for logging in to the school network. This password cannot be divulged to any other party under any circumstance. Sanctions will be taken against any sharing of passwords. Any attempt to break into a government computer system is an offence carrying strict penalties which are also applicable to minors. Our network audit logs contain information on the user logging in and the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage. Outside access will be monitored. Breaches will be referred to the police.

## 17. Virus Protection

- Anti-virus software and monitoring software will be loaded onto the device through the initial imaging process. Updates of this software may be scheduled at various times.
- If a student machine attempts to connect to the school network and is found to have a virus the laptop will automatically be 'cleaned'.
- Students should ensure that anti-virus software is kept up-to-date on their devices and regularly check for viruses.
- As students have the right to personally use their laptops, and connect to the Internet from home, they need to take all steps to protect the laptop from virus attacks.

Viruses can enter laptops through:

- Removable media such as CDs, DVDs and USB memory sticks
- Emails
- The Internet (including web browsing, FTP programs and chat rooms)

### TIPS

- Do not open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them
- Delete chain and junk emails. Do not forward or reply to any of these
- Never reply to Spam
- Hundreds of viruses are discovered each month. Run your virus scan regularly

## 18. Web 2.0 Applications

There are significant educational benefits for some Web 2.0 applications. Web 2.0 sites may allow its users to interact with other users. These include web-based communities, hosted services, web applications, social-networking sites, video sharing sites, wikis and blogs. However, many Web 2.0 applications can be unproductive and distracting to student learning. If accessed at home the school will not be liable for any consequences. Educational Web 2.0 technologies will be used as part of a student's study in various classes.

The use of Web 2.0 applications are based on the policy that:

- The technologies, and the use of the technologies, do not breach any ethical and moral issues
- The applications do not distract student learning
- The Web 2.0 technologies are not to be accessed in class, unless specifically directed by the teacher for educational purposes.
- Web 2.0 technologies may be accessed at recess and lunch times.

## 19. Networks and Network Security

**Ad-hoc networks:** Ad-hoc networks (the creation of a standalone wireless network between two or more laptops or other devices) are strictly forbidden while at school. The school's network security system will scan for, remove and report on any ad-hoc networks detected.

**Wired networks:** Students are forbidden to plug any device into the school's wired network. Any student caught with a device plugged into the schools wired network will receive an immediate suspension. The school's network security system will scan for and report on any non-school devices plugged into the schools wired network.

**Hacking:** Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.

**Packet Sniffing:** Any type of software or hardware device designed to capture or view network data\packets is forbidden. Any student detected capturing network traffic will be suspended. The school's network security system will scan for and report on any device capturing packets.

## 20. Inappropriate Use

The Network Managers maintain computers and networks so that they operate effectively; ensure that the resources needed are available, and that the screen interface operates in a consistent way.

The following guidelines are outlined to ensure all users are able to access the latest research with the latest technology in an acceptable and safe learning environment.

- Users will not visit sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way
- Engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
- The Federal Communications Act determines guidelines for appropriate use.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, eg sending a message over the internet using someone else's name
- Passwords should remain confidential. No user should log-on using another person's password
- It is the responsibility of students to maintain sufficient credit in their printing accounts to allow subject related tasks to be carried out.
- Do not remove files or folders that have been installed to the hard disk or network
- Do not use inappropriate or offensive names for files or folders.
- Do not bring to school, or use, games or any other materials which may be offensive to others.
- Do not engage in cyber bullying or e-crime.
- No laptop (or mobile phones) with camera capabilities are to be used in change rooms or toilets.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these on the Internet or in the public forum.

## 21. Cyber bullying

**E-technology** provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, WebPages or SMS (text messaging)—with the intention of harming another person.

**Examples** can include communications that seek to intimidate, control, manipulate, and put down or humiliate the recipient.

**Activities** can include flaming (repeated negative messages), sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

## 22. Electronic crime (E-crime)

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats. Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved. E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

### Consequences

Any form of cyber bullying or e-crime will be dealt with through the school's "Harassment Policy" and "Acceptable Use of Technology Policy". These policies are published in full in the student diary and also on our web site. Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.

## **23. Security and Storage**

During the school day when the devices are not being used (e.g. at lunchtime, during PE etc.), the devices should be kept either with the student or securely stored in their home room. If the student is unable to keep the device on their person, then the device needs to be securely stored. The device must be properly powered off prior to storage to preserve battery life and to prevent heat build-up.

## **24. Power Issues/Battery/Charging**

### **Battery Life**

New technology gives much longer life to modern batteries in computers. The school has purchased extra-long life batteries for each laptop. These should give 6 – 8 hours, sufficient for the school day.

### **Charging**

Students must bring the laptop to school each day fully charged. Classrooms have no facilities to recharge laptops

**Students will not be permitted to recharge laptops at school.**

## **25. Backup and Data Storage**

It is important to keep backups of critical student work. There are number of options students should consider. Work can be stored to the laptop (L): drive or the student's network (U) drive. This should be regularly backed up to a USB device, a portable USB hard drive or to a CD. The school cannot be held responsible for lost work due to a failure to do backups

## **26. Printing**

At school you will be able to select a nearby printer to use. At home you may need to save your work to a USB storage device and print from a computer connected to a printer. You may also want to install your home printer to the laptop.

## **27. Caring for your Laptop**

### **Packing away your laptop**

Always store your laptop in the carry case and have the LCD facing away from your school bag

Do not wrap the cord too tightly around the power adapter or the cord will become damaged

Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on

You still need to be careful with the laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down

Be careful when putting the laptop in a car or bus that no other items are on top of it and nothing will roll on to the laptop bag

Laptops should be switched off before being placed into the bag

### **Operating conditions**

Please do not place objects on top of your laptop and never carry it around while it is turned on. Avoid exposing your laptop to direct sunlight or sources of heat such as desk lamps dust, dirt, rain, liquids or moisture, heavy shock or vibration

### **LCD Screens**

LCD screens are delicate – they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down. It is strongly advised that all users are aware of the care required to look after the LCD screens.

### **To clean your LCD screen:**

Switch off your laptop

Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion

Do not directly apply water or cleaner to the screen

Avoid applying pressure to the screen

**AC Adaptor**

Connect your adapter only to your laptop.

Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas

When unplugging the power cord, pull on the plug itself, rather than the cord

Do not wrap your cord too tightly around the adapter box

Be aware of the power savings that come from running your laptop effectively from battery after being fully charged. This can amount a significant amount per year.