



1:1 Device Program

Aquinas College

2020

Guidelines Booklet



1:1 Device Program – An Educational and Catholic Imperative

As a Catholic Christian community we educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world.

(BCE Learning and Teaching Framework 2012)

The Australian Curriculum reflects the Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) that young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, *“The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God”*.

(Pope Francis: 2014)

Learning and living are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

OUR VISION

Aquinas College is a welcoming Community enthused by the teachings of Jesus Christ, where academic excellence is valued and all are nurtured and empowered to create a future of hope.

In living our vision, we are inspired by:

The academic excellence exemplified by Thomas Aquinas

The mercy and justice witnessed by Catherine McAuley

The faith and courage of Edmund Rice

The proactive service embodied in the life of Caroline Chisholm

The compassion of Oscar Romero

Community

We value:

A community where there is a love of God, of life of others and of learning

A welcoming community where we can feel safe, learn and be treated with respect

The life and dignity of each person

Relationships which foster life-long learning

LEARNING

We value:

A process of constant curriculum renewal

A curriculum which offers a dynamic, challenging, rich and diverse range of learning experiences

The learning which encourages stewardship of our environment

1:1 Device Program at Aquinas College

Students at Aquinas College participate in a 1:1 Device Program from Year 7 – 12. Each student will be issued with a school-owned MacBook Air for their educational use whilst enrolled at Aquinas College and the 1:1 Device Program is in operation.

1:1 Device Program: The role of the school, student and parents

The role of the school, student and parents in the Aquinas College 1:1 Device Program are outlined below, with the associated actions and responsibilities listed in the following section.

The role of the School

The school provides **leadership** (vision, planning and management) to ensure that the 1:1 Device Program is driven by an educational imperative, focusing on successful **learning** outcomes and supporting the school's vision for learning. School leadership will work with teachers to create contemporary learning environments that allow students to learn. This will include engaging teachers in continuous learning to enhance their **professional practice**. As with all aspects of learning, the school values **parent and community engagement** and the important role this plays in achieving successful outcomes. The school plans for and manages the **technical environment and functional aspects** including security, to ensure the program's success.

The role of the Student

Students understand that the primary purpose of the 1:1 Device Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship.

The role of Parents/Caregivers

Parents/Caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the 1:1 Device Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parent/Caregivers support the school by maintaining an active interest in their child's learning including understanding how technology is being used to support learning in the classroom and at home, as well as meeting financial obligations associated with the program.

School, Student and Parent/Caregiver Responsibilities and Actions

School Responsibilities and Actions

The school is responsible for providing **leadership** for the 1:1 Device Program and school leaders play an integral role in this leadership. Effective leadership plans for and manages considerations related to **successful learning; professional practice; parent and community engagement;** as well as **technical environment and functional aspects**. Responsibilities and actions for the school in relation to the 1:1 Device Program include:

- **Successful Learning**
 - Creating the conditions that enable the school's vision for learning to be realised.
 - Ensuring that the 1:1 Device Program is driven by an educational imperative, focusing on successful learning outcomes.
 - Creating learning environments that enable connected, real life learning, within which technology is used flexibly and innovatively to improve learning.
 - Ensuring alignment with all school policies ensuring that students are supported to use technology safely and responsibly.

- **Professional Practice**
 - Ensuring that teachers engage in continuous learning (through professional learning and sharing) to enhance their professional practice and the practices of their students.
 - Ensuring decisions are informed by evidence of impact on learning, including how technology supports students to develop the dispositions necessary for a successful future.

- **Parent and Community Engagement**
 - Providing parents/caregivers with information that enables them to be involved as key partners in learning, including through the 1:1 Device Program.
 - Providing parents with information about the logistics of the 1:1 Device Program, including costs, parent and student responsibilities and related policies and procedures.

- **Technical Environment and Functional Aspects**
 - Driving responsible stewardship by ensuring decision making processes are collaborative, transparent and accountable.
 - Planning for and managing safe and connected learning environments. Elements include ensuring:
 - Appropriate device selection and support, network infrastructure and system access;
 - Access to software that will support learning and data management/storage, which adhere to safety and privacy principles;
 - Technical support to assist students to manage the device and keep it operational;
 - Clear operational procedures including the right to inspect the device and those which support the teacher to manage technology in the classroom.

Student Responsibilities and Actions

Student responsibilities and actions in relation to the 1:1 Device Program include:

- **Educational Purpose**
 - Being active participants in their learning and using their device for educational purposes. This extends to the use of the school network, including the Internet and all associated infrastructure as well as ensuring that non educational software (where permitted) or data, does not inhibit the use of the device as a learning tool.

- **Using Technology Safely and Responsibly**
 - Complying with all elements of the Brisbane Catholic Education 'Acceptable Use' Policy of Computer and Internet Resources policy and the Aquinas College policies to ensure the safe and responsible use of technology including:
 - Applying personal safety practices by keeping personal information private and securing digital information;
 - Reporting unsafe behaviours to the school;
 - Using technology ethically (e.g. not accessing or sending content to bully or defame others or that is illegal, dangerous or offensive);
 - Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g. downloads) on the device.

- **Device Management & Security**
 - Complying with all elements of BCE's Acceptable Use Policy.
 - *The purpose of this Policy is to outline the requirements for regulating acceptable use of Brisbane Catholic Education's information systems and resources.*
 - Bringing the device to school each day ready for learning:
 - Fully charged and operational. Students seek support to resolve technical problems according to school procedures;
 - Clean and clearly labelled with authorised identification.
 - Keeping the device safe and secure at all times, including:
 - Following school and classroom rules for the use, transport and storage of devices;
 - Transporting the device in the designated protective casing, and placing it in school bags whilst travelling to and from school;
 - Reporting to the school instances of loss, damage or theft of the device as soon as possible (police report may be required).
 - Device not to be taken onto water at any time.
 - Managing the device in alignment with school policies, including:
 - Accessing the internet only through the wireless network when at school;
 - Maintaining the network setting required to connect to the school network without alteration, unless directed to do so by the school;
 - Backing up data and updating software as recommended/directed by the school.

Parent/Caregiver Responsibilities and Actions

Responsibilities and actions for parents in relation to the 1:1 Device Program include:

- Maintaining an active interest in your child's education by understanding how technology is being used to support learning.
- Supporting the care and responsible use of technology by:
 - Working alongside the school to educate your child about safe and responsible use of technology.
 - Monitoring the use of the device outside of school including internet access.
 - Supporting and reinforcing Brisbane Catholic Education and Aquinas College policies and procedures.
 - Supporting operational procedures and responsibilities in relation to the 1:1 Device Program including ensuring safe and secure storage of the device;
 - Acknowledging the schools right to inspect the device.
- Meeting financial obligations related to the 1:1 Device Program.
- Ensuring the return of the device at the end of the three year program at the end of Year 9 and Year 12 **OR** in the event of the student leaving the College prior.
- Returning the device to the IT Service Centre if there are any problems/breakages so that the College can organise support/repair. Aquinas College will **NOT** be responsible for any charges or costs incurred by parents for the repair or upkeep of the device.

Guidelines for Use of Device

CARE AND MAINTENANCE

Students maintain overall care of the allocated College owned device. This includes keeping the device clean and free from stickers and graffiti. Device identification labels must not be damaged or removed. Students have administration rights on their device and will be responsible for the general ongoing maintenance of the device including software updates.

The device will come with a protective hard case and protective carry bag. This case is to remain on the device at all times. The bag is to be used at all times. Replacements will be the individual student responsibility and cost and can be organised through the College.

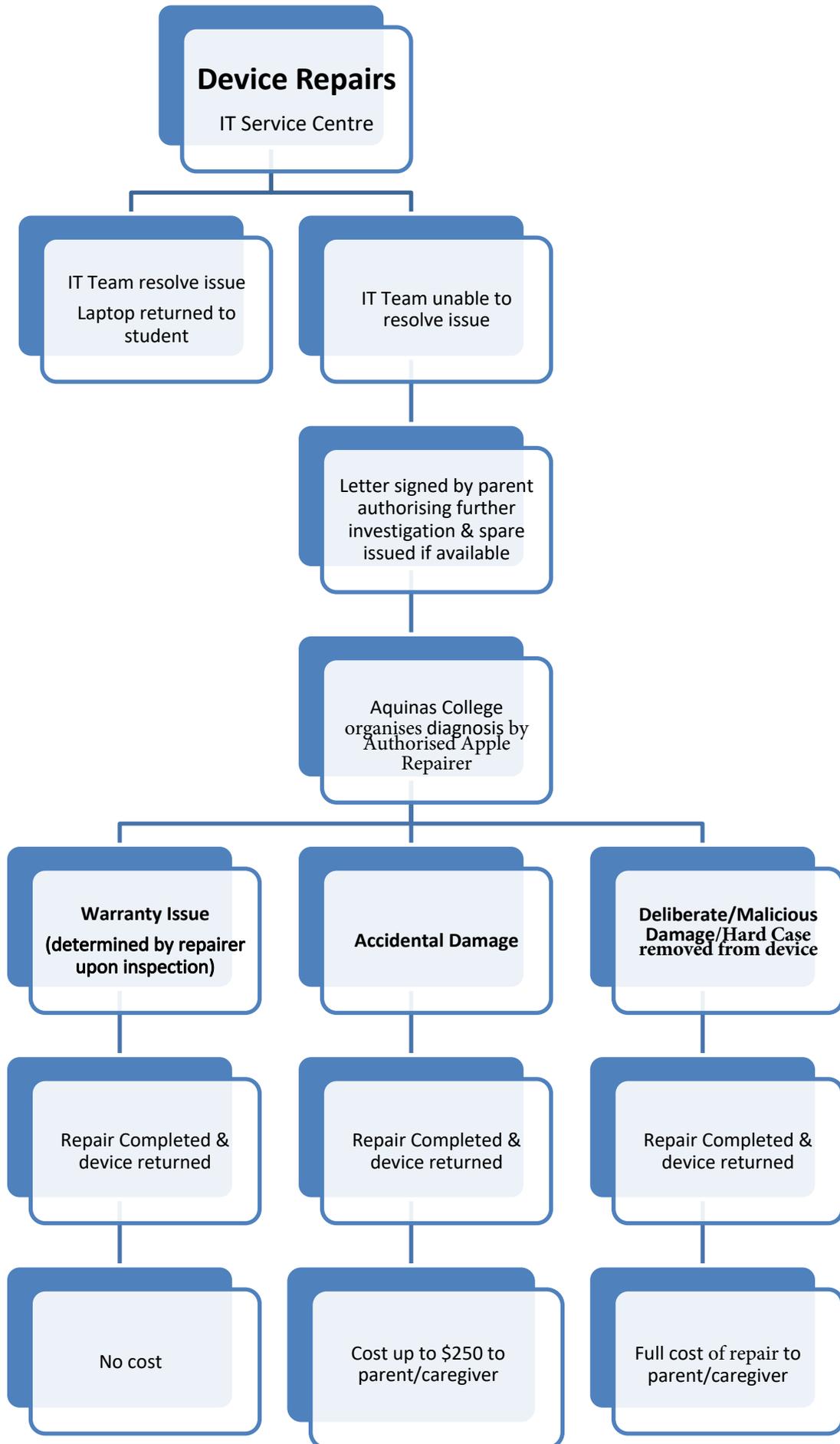
WARRANTY AND REPAIR

Devices are covered by a 3 year manufacturer's warranty. This warranty covers defects and does NOT cover negligence, abuse, malicious damage or any other damage including accidental damage.

In non-warranty claims where it is assessed that damage is caused by neglect or abuse (for example water damage, or broken screen) or the hard case was not attached to the device the repair cost will be fully payable by the parent/caregiver.

Aquinas College will be responsible for arranging any warranty or other repair work for the device.

DEVICE REPAIR PROCEDURE



LOSS, DAMAGE OR THEFT

Any instances of loss, damage or theft must be reported to the IT Service Centre as soon as possible.

All hardware and software malfunctions must be reported to the IT Service Centre as soon as possible to organise repair.

All instances of loss, damage or theft are the responsibility of the student. The cost of repairs or replacement may exceed \$1000.

If a device is 'written off' due to excessive damage/malfunction a student will be provided with a device of similar age and charges will apply as per Device Repair flowchart.

Students are responsible for the care of power chargers. They must not be brought to school and will be the students' responsibility if they require replacement due to loss, damage or general wear.

Storage of Data

Aquinas College, through Brisbane Catholic Education, provides access for each student to a Microsoft OneDrive account with adequate storage for their study requirements.

The college is not responsible for the loss of any student's data on the assigned device. Data must be stored in the online storage provided (OneDrive) in case of software and/or hardware malfunctions or breakages.

Student Expectations

- Student devices are to be brought to school fully charged each day.
- The classroom teacher will manage use of the device in the classroom.
- During break times devices are only be used in the Library Resources Centre.
- Devices must be cared for and kept safe and secure at all times.
- Passwords are to be kept secure and not shared with others.
- The Brisbane Catholic Education 'Acceptable Use' policy is to be followed.
- The use of College Wireless Network and associated infrastructure are for educational use only.
- Network settings on the device are not to be removed or altered.
- Identity markers are not to be removed by students.
- Protective hard case remains on device at all times.
- Protective bag is used at all times.