



1:1 Device Program

Aquinas College

2023

Information Booklet

Program Guidelines



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)

The Australian Curriculum reflects the Melbourne Declaration on the Educational Goals for Young Australians 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”*.

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.

1:1 Device Program at Aquinas College

Students at Aquinas College participate in a 1:1 Device Program from Year 7–12. Each student is currently 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 IT Acceptable Use 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 is illegal, dangerous or offensive;
 - Engaging 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 and Security**
 - Complying with all elements of the Brisbane Catholic Education IT Acceptable Use Policy.
 - The purpose of this Policy is to outline the requirements for regulating acceptable use of Brisbane Catholic Education's 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 use, transport and storage of devices;
 - 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 or near 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 settings required to connect to the school network without alteration unless directed to do so by the school;
 - Backing up 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 as directed 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 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. This can be organised through the College.

WARRANTY AND REPAIR

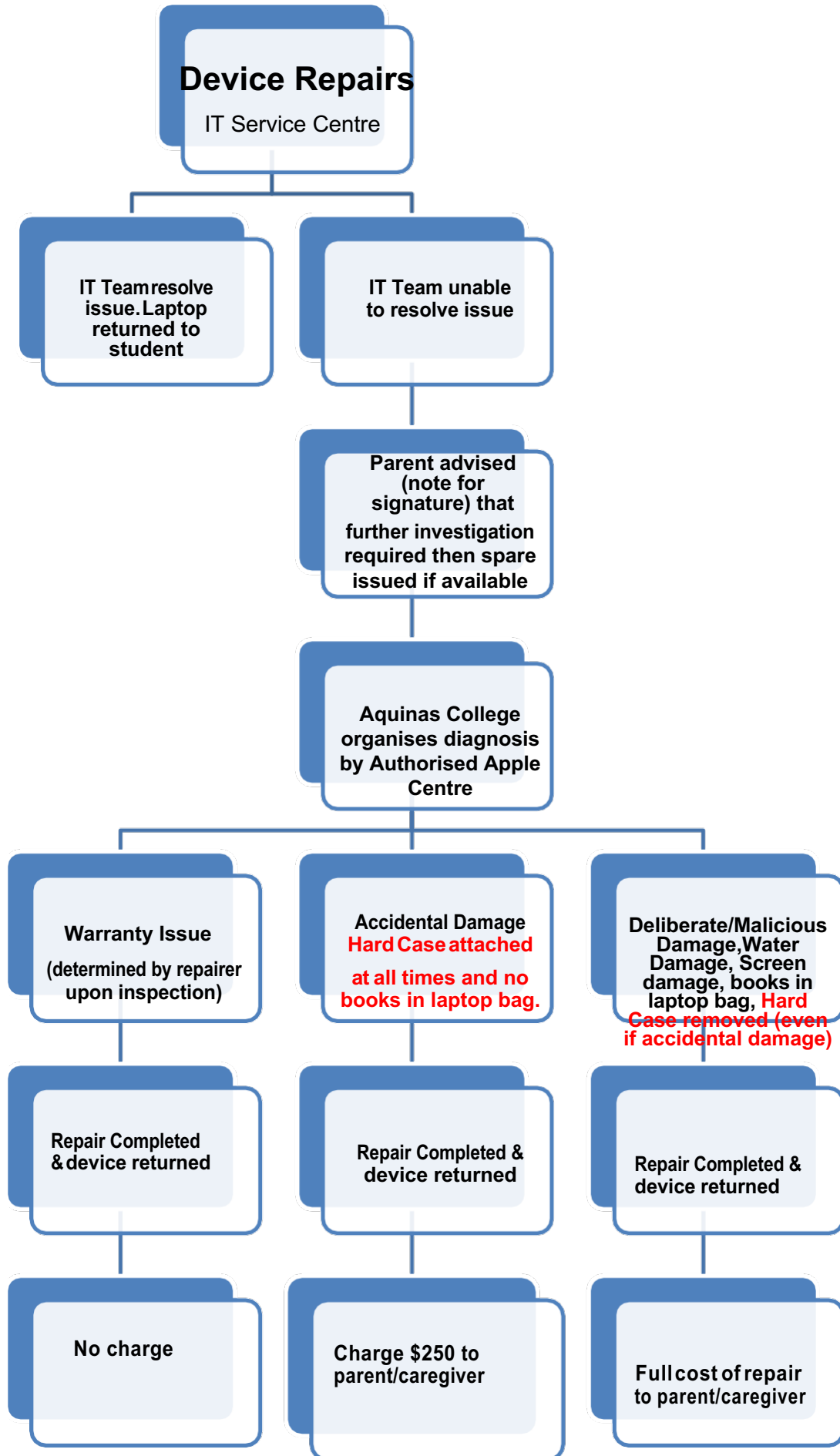
Devices are covered by a 3 year manufacturer warranty. This warranty covers defects and does NOT cover negligence, abuse, malicious damage or any other damage including accidental damage, water damage and screen damage.

In non-warranty claims where it is assessed that damage is caused by neglect or abuse (for example deliberate damage, water damage or broken screen) the repair cost will be fully payable by the parent/caregiver. Also, if the hard case is removed from 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.



Aquinas College 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 when identified.

All instances of loss, damage or theft are the responsibility of the student/family. The cost of repairs or replacement may exceed \$1200.

If device is 'written off' due to excessive damage a student will be provided with a replacement of similar age and charges will apply for full replacement costs of the 'written off' device.

Students are responsible for the care of power chargers. Power Chargers must **NOT** be brought to school and will be the students' responsibility if they require replacement due to loss, damage or general wear. Aquinas College provides a charging station in the IT Service Centre for students who require additional charge during the day.

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 on-line 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 Resource 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 the College Wireless Network and associated infrastructure are for educational use only.
- Network settings on the device are not to be removed or altered.
- VPN's are not permitted.
- Identity markers are not to be removed by students.
- Protective hard case must remain on device at all times.
- Protective bag is to be used at all times.
- Laptop Bags should contain **NO BOOKS** as these can lead to pressure on screen and damage.
- Chargers are to be kept at home.
- Lost/damaged chargers will need to be replaced by student with an **equivalent Apple charger**.