One-to-One Device Program

2019 INFORMATION BOOKLET

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Overview

The focus of our One-to-One Device program at Rowville Primary School is to provide additional tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated to enhance the educational program. Increasing access to technology is essential for the future and one of the learning tools of these 21st Century students is the One-to-One Device program.

Rowville Primary School first introduced student laptops into the school in 2009, at which time students shared small numbers of them in their classrooms. This was our first step towards moving away from the computer lab model with the ultimate goal of integrating technology it into all student learning. While we made good progress over that time it became very apparent that students would be more productive and engaged in their learning with a greater level of access to high quality devices.

As a result, in 2016 after considerable research Rowville Primary School commenced its now very successful One-to-One Device Program for students from Years three through six.

In 2017 we further enhanced the program from the single option of parent co-contribution to also offer parents upfront purchase of the student device.

Since 2016, the introduction of the One-to-One Laptop Program has allowed us to provide a higher level of access to technology to other parts of the school and in other areas than would have otherwise been possible.

Technology in the Classroom

Through greater access to technology over the past three years, both staff and students have had the opportunity to develop a much greater level of competence and confidence. Students have been exposed to digital learning opportunities such as the creation of websites, blogs, coding, STEM and a lunchtime coding club.

In addition to the wide array of preloaded software, which makes up the standard operating platform at Rowville Primary School, students have also had access to Google's G-Suite for Education. G-suite allows students to easily collaborate and readily share work with each other and their teachers from anywhere.

Students at our school have subscriptions to online learning systems such as Language Perfect (Year 3-6) and Mathletics. We encourage students to access these programs from home (where possible) to support their learning.

Cyber Safety

Within the school environment, DET and the school take every possible precaution to attempt to ensure that students are not exposed to inappropriate or harmful content. Student access to the internet within the school is heavily filtered however this is never a 100% guarantee as new pages and sites are added to the internet every minute. The school has clear guidelines around the appropriate use of student laptops, outlined in its *Digital Technology Policy and Acceptable Use Agreement*, which is discussed with students and signed off by parents at the start of the school year.

As an eSmart school we adhere to the eSmart Schools Framework which is designed to help schools improve cyber safety and reduce cyber bullying.

Parents should be aware that any filtering applied to school laptops at school does not apply once connected to the home internet. If you are concerned about your child's access to your home internet, contact your Internet Service Provider as many of them offer filtering services for little or no additional cost. Students should ideally be fully supervised and be only given access to age appropriate systems.

Please see our *Anti-Bullying and eSmart Policy* available on our school website for more information.

Technology Policies

In addition to the *Digital Technology Policy and Acceptable Use Agreement* and *Anti-Bullying and eSmart Policy* there is also the *One to One Digital Device Policy* all of which govern the appropriate use of technology including laptops in the school. The policies apply to all students whether they have a school owned or parent purchased laptop. Copies of these policies are available on the school website under 'policies'.

http://rowvilleps.vic.edu.au/index.php/news/policies

Program Model

All students in Years three through six have access and responsibility for their own personal laptop. Students in Years three and four have use of their laptop during school hours and store them in secure trolleys for charging when not in use, overnight and during holiday periods.

Students in Years five and six have use of their laptop during school hours and may take it home during the school year to use for educational purposes. It will be returned to the school for maintenance and upgrades over the end of year holidays and reissued at the commencement of the next school year. Students are supplied with a charger which they keep at home to charge their laptop each night so they can bring their laptops to school each day fully charged. Students are also provided with a padded neoprene cover which must be used at all times when transporting the laptop to and from school.

Laptops can either be rented from the school's fleet of laptops or parents may choose to purchase a laptop outright. Parents may also opt out of the program if they choose.

Laptop Details

The school's fleet of laptops and the model that parents would buy (should they choose the parent purchase option) is a Lenovo 11e Yoga. This is a rugged 11.6" windows school ready touchscreen laptop featuring rubber bumpers around the top cover and a durable glass display to minimise scratches and damage. It has four usage modes (laptop, tablet, tent and stand) to allow students to move between creating, using and sharing content.

In order to minimise the program's administrative and management costs no other laptops models will be accepted at school for use by students.

For full laptop hardware specifications please see Appendix A

Laptop Support Services

As part of the program, students are responsible for their own laptops to ensure they are used and stored safely and are charged ready for use. Students are also required to report any issues or faults with their laptop to their teacher who will liaise with the school's technology support staff to rectify.

All laptops and students will be given the same level of service whether their laptop is school or student owned. If hardware repairs are required a loan laptop will be provided temporarily if possible to reduce disruption to student learning.

For more conditions of use and obligations please refer to the "One-to-One Device Policy - Years 3 to 6" attached - Appendix B.

Program Options and Costs

Option 1 - Rental

The option to rent one of the school's fleet of laptops is subsidised by the school (but it is a rental only - the school retains ownership of the laptop). The rental option is offered as a means make the program as affordable as possible for all families. The rental rate is higher for students in years five and six due to higher risk of damages and insurance costs for take home devices.   Please speak to the school office regarding financial assistance and payment plan options.

Option 2 - Parent Purchase

When choosing to purchase a laptop you make one single payment to the school including the appropriate level of warranty (as per below). The student's laptop must have a minimum warranty amount to ensure that it is fully covered for hardware faults for the duration of the students remaining time at Rowville Primary School. As the owner of the laptop you are responsible for insuring it for loss or damage at your discretion. You are responsible for the cost of non-warranty repairs & damage.

When your child leaves the school Department of Education & Training software will be removed and the laptop is yours to keep.

	Option 1 - Rental (PAID EACH YEAR- school owned)	**Option 2 - Parent Purchase (PAID ONCE)**
	Lenovo Yoga 11e (2016 - Gen 2)	**Lenovo Yoga 11e (2019 Gen 5 & bag)**
Year 3	$100.00	$832.02 (incl 4 yr extended warranty*)
Year 4	$100.00	$736.28 (incl 3 yr extended warranty*)
Year 5	$180.00	$736.28 (incl 3 yr extended warranty*)
Year 6	$180.00	$620.26 (incl 1 yr depot warranty*)
Total	**$560.00** (over 4 years)	*Warranty only covers battery for one year

Option 3 – Opt Out

If you family opts out of the program an older style school owned laptop will be provided for your child's use at school, your child may not necessarily have exclusive use of this device and it cannot be taken home.

What do I do now?

- Read through all the information provided.
- Contact the school office if you have any questions that have not been answered.
- If you have financial concerns please contact the school office to discuss payment plans and other alternative options (such as 'Opting Out' - for more information please see FAQs).
- Login to Compass, follow the instructions to consent, make your choice and make payments by the deadlines indicated in Compass (if you don't know your Compass logon credentials please contact the school office).

Frequently Asked Questions

Will I own this laptop at the end of Year Six?
- Selecting Option 1 - Rental - Means that the laptop belongs to the school even after 4 years of rental payments.
- Selecting Option 2 - Parent purchase - Means that the laptop belongs to you even if you leave the school prior to the end of year six.

When do I have to decide which option to take?

Prior to the commencement of each school year you will be asked for your commitment to the program for the year ahead. At this time you may decide to choose, commit and pay for either option. Parent purchase option may be entered into at the commencement of any school year some parents may choose this option as late as Year five or 6 especially if their students is going on to a secondary school that may support the use of this device.

What happens if I do not act or consent by the deadline?

Our school technicians will be working over the summer holidays to update, sort and re-allocate laptops to students. If parents have not consented to the program it will delay their child's access to a device at the start of the school year. Consenting by the deadline allows the school to ensure that there are enough laptops are available for all students.

What happens if there are problems with the laptop?

In the first instance the student should notify their teacher and issues will be resolved in consultation with the school's Technology Support staff.

What happens if I wish to Opt out of the program?

If you family opts out of the program an older style school owned laptop will be provided for your child's use at school, your child may not necessarily have exclusive use of this device and it cannot be taken home.

Appendix A - Laptop Specifications

Rowville Primary Schools existing fleet of Lenovo 11e Yoga Gen 2 laptops (Rent from school):

- Processor: Intel® Celeron N2920
- Operating System: Windows 10 Academic
- Graphics: Intel® HD
- Memory: 4GB max DDR3L 1600 MHz
- Webcam: 720p HD webcam
- Storage: 128GB SSD
- Audio: Dolby® Advanced Audio v2
- Display: 11.6" HD LED IPS touch (1366 x 768)
- WIFI: Intel 7260 2 x 2 AGN + BT 4.0 combo (Dual Band Wireless 802.11 abgn, 2.4/5 GHz)
- I/O (Input / Output ports): HDMI 1.4, USB 3.0, USB 2.0, 4-in-1 Card Reader RJ-45 Gigabit Ethernet port
- Dimensions: (W x D x H) 300 mm x 216 mm x 22.3 mm
- Weight: 1.51 kg
- Battery: up to 8 hours

Specifications for Lenovo 11e Gen 4 Laptops (parent purchase for 2018):

- Processor: Intel® Celeron® N3450 Processor (2MB Cache, Up To 2.20GHz), 4MB L3
- Operating System: Windows 10 Academic
- Graphics: Intel® HD
- Memory: 4GB max DDR3L 1600 MHz
- Webcam: 720p HD webcam
- Storage: 128GB SSD
- Display: 11.6" HD (1366 x 768) IPS Touch
- WiFi: Intel® Dual Band Wireless-AC/B/G/N 7265 + Bluetooth® 4.0
- I/O (Input / Output ports): 2 x USB 3.0, HDMI, 4-in-1 card reader, Audio jack, RJ45
- Weight: 1.59 kg
- Dimensions (H x W x D): 300 mm x 210 mm x 22.3 mm
- Battery: up to 12 hours (42 Wh 3 Cell)
- Warranty: 1 to 4 years (1 year on battery)

Appendix B -
One-to-One Digital Device Policy – Years 3 to 6

PURPOSE

This policy operates in conjunction with the Victorian Department of Education and Training's 'Acceptable Use Policy' for DET Information, Communication and Technology (ICT) resources as well as Rowville Primary School's *One-to-One Digital Device Agreement* and *Anti-bullying and eSmart Policy and Agreement.*

This policy has been developed to inform the Rowville Primary School community (students, staff and parents) of the roles and responsibilities of maintaining a responsible, safe and effective One-to-One Digital Device program where the laptop is leased by the school and provided to a student for his/her educational purposes for the duration of the school year.

RATIONALE

The focus of the One-to-One Device program at Rowville Primary School is to provide additional tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated to enhance the educational program. Increasing access to technology is essential for the future and one of the learning tools of these 21st Century students is the One-to-One Device program, which sits alongside the general digital device program. The individual use of devices is a way to empower students to maximise their full potential and to prepare them for further studies and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with one-to-one devices integrates technology into the curriculum anytime, anyplace.

IMPLEMENTATION

Students from Years Three-Six will have the opportunity to participate in a One-to-One Digital Device program that is supported by a parent financial contribution.

Parents/carers will have the opportunity to purchase the one-to-one device outright at the end of the school year in preparation for the new school year.

Students in Years Three and Four will be supplied with personal, at school use laptops. Students in Years Five and Six will be supplied with personal, at school use laptops which they will have the opportunity to take off the school grounds.

Parents/carers of new students who commence after term 1 can elect to participate in the program. A pro-rata per term lease contribution will apply. The warranty component of the contribution will be payable in full.

For families opting to not participate in the One-to-One Digital Device program, Rowville Primary School will have alternative devices available which will provide students access to technology. These devices will be shared with other students. Students in Years Five and Six will not be able to take an alternative device off the school grounds.

The device (together with the power adapter) must be returned to Rowville Primary School on the last day of attendance for each school year or on final day of attendance at the school and/or at other times as requested by Rowville Primary School. The device issued to each student will stay with them from year to year.

Devices will be updated and maintained periodically and may be out of service at other times. Devices are covered by an extended warranty. Any damage not covered under warranty repair may incur costs for repairs payable by the student's family. Any damage deemed to be *Malicious* will result in full cost of repairs being paid for by the family, up to the cost of a replacement device.

Repairs and modifications to the supplied laptop may only be undertaken by Rowville Primary School and its appointed service providers. Full replacement cost of the laptop will be the responsibility of the family for breach of this condition.

All relevant year level teachers, in collaboration with students, will ensure devices are secure in the classroom trolley at other appropriate times such as extended absences from the classroom.
Take home devices (Years Five and Six) that are lost or stolen while in the care of the student will result in an Insurance claim with an excess of $250 payable by the student's family.

Unauthorised and/or unlicensed software and files are not permitted to be used or loaded onto the device. Additional requested software may be installed at the discretion of Rowville Primary School on a needs basis.

Parent Responsibilities
Parents will be invited to a parent information session which will be held at the start of the school year for new participants in the program prior to the devices being issued/taken home.

Parents and students will be required to indicate their acceptance of these conditions and their intention to participate in the program by paying their contribution to the program annually and signing the One-to-One Digital Device agreement.

Student Responsibilities
Students will participate in a session familiarising them with the hardware and their expectations under the program.

It is expected that students are responsible for the use and security of their allocated device.

The device will be configured so that only the allocated student will be permitted to logon to it.

Students are responsible to ensure the security of their device password.

Students are responsible to report any hardware issues to their classroom teacher in a timely manner to ensure the subsequent repair by relevant parties.

Students in Years Five and Six are expected to ensure that their device is charged at home so it is ready for use at school each day. The supplied power adaptor is to remain at the student's home. A minimal allocation of charging facilities will be available at school for these students.

A replacement power adapter can be purchased from the school.

Students in Years Three and Four will load the device into their classroom trolley at the end of each day to secure and charge it. Classroom teachers will ensure that all laptops are accounted for and that the trolleys are locked at the end of each day.

Whilst Laptops are in transit between school and home, the supplied case/cover should be used at all times and ideally, for the device and student's security, it should then be placed in the student's school bag. Laptops may only leave the school in the supplied case. If a student does not have their case, their laptop will be locked in the classroom laptop trolley overnight until the case is presented.

If a student's device is on a payment plan and parents/carers have any problems with payments, they will need to notify the school to ensure the device can still be made available.

EVALUATION
This policy will be reviewed annually to ensure relevant information is updated and maintained.

Contacts

If you have any questions or concerns about the program or other technology matters please contact our school office.

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