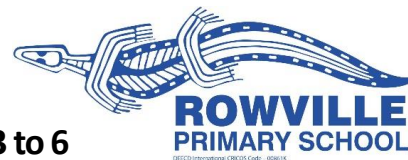


Rowville Primary School

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.

This policy was ratified on 6 th September 2017 and is due to be reviewed August 2018.

Student Participation Agreement Years 5 & 6 One to One Digital Device



General Use

1. I will bring my laptop to school each day.
2. I will ensure the laptop is fully charged at the beginning of each school day.
3. I will keep the laptop in its case when transporting it around the school or to and from home.
4. I will keep food and drinks away from the laptop.
5. I will immediately report any accidents or breakages to the laptop to my parents and teachers.
6. I will not physically modify my laptop in any way, including the application of stickers, drawings, writing, etc.
7. I will not touch anyone else's laptop without their permission.
8. I will follow the classroom norms when using my laptop.
9. I will handle my laptop appropriately at all times.

Content

1. I will use the laptop only to support my school learning program. This means I cannot bring my personal music to school.
2. I will not use my laptop for:
 - Inappropriate web browsing
 - Accessing social media
 - Any form of cyber bullying
 - Downloading, playing or sharing illegal content
 - Breaking copyright by sharing any legally downloaded media or software
3. I will only use my laptop for school approved educational games.

Safety and Security

1. I will only go to websites at school which support my learning activities.
2. I will be cybersafe and cybersmart when using the internet.
3. I will demonstrate etiquette when using my laptop and other equipment with regard to other people.
4. I will use the laptop lawfully and in accordance with the *One to One Digital Device Policy* and the *Anti-bullying and eSmart Policy* regarding ethical use of equipment, technology, use of legal software, use of the internet and the protection of personal data.
5. For security reasons, I am not to share account names and passwords with anyone unless requested by staff or technicians when servicing the laptop.
6. I am responsible for the security and use of the devices. I will use the lockable storage provided for students to place my laptop and other equipment in during lunch and play breaks.
7. I will respect the privacy of others by asking for permission before taking photographs or videos and uploading these to public spaces e.g. a classroom blog.
8. I understand if the above conditions are not followed, I will not be granted the authorisation to use the laptops.

Serious breaches of these conditions will result in the loss of privileges.

Name of Year 5 or 6 Student: _____ Student's Signature _____

Name of Parent/Carer: _____ Parent/Carer's Signature: _____

Date: _____