



Families and Student Information Handbook



CONTENTS PAGE

Purpose and Goal of the 1:1 Laptop Program	4
LAPTOP Minimum Requirements	6
Technical Support	7
Office 365 and Agreement.....	8
Edwardstown Primary School BYOD User Agreement.....	11
Edwardstown Primary School Digital Technologies User Agreement.....	14
Frequently asked questions.....	17



PURPOSE AND GOALS OF THE 1:1 LAPTOP PROGRAM

Our children are growing up in the age of the 'Digital Revolution' and unlike those of older generations; there has never been a time when advanced technologies did not exist. Increasingly mobile devices play a hugely significant part in the lives of our children.

Why has Edwardstown Primary School adopted a Bring Your Own Device (BYOD) Solution?

- Allows students access to the same devices at school and at home, extending learning opportunities beyond the classroom
- Recognises that technology plays a very large role in the everyday lives of children and therefore should be an equally important aspect of their everyday learning requirements
- Allows students to incorporate their preferred method of learning into the educational environment to facilitate better learning outcomes
- Enhances engagement by allowing students to use learning tools that are engaging, relatable and relevant to them.
- Creates collaborative relationships with students that greatly increases their engagement, productivity and enthusiasm for learning by implementing learning styles that they are already using at home
- Prepares students as early as possible for further education and employment positions, which are increasingly focussed on utilising technologies

At Edwardstown, staff and students have worked together in ensuring their classrooms are organised to maximise the way they learn through collaboration and using technologies to enhance, engage, and deepen learning.

We increased student access to mobile devices by providing windows based tablets and iPads and the volume and complexity of learning tasks on these mobile devices has been impressive. However, on many occasions the demand for these mobile digital devices from other classes has meant that our Years 5/6/7 students have not been able to use technologies when required. As a result, in 2018 we will be increasing students BYO program and including our year 5 students, as well as year 6 and 7 students.



The goals for our 1-to-1 Laptop program are:

A. Laptops will be used to facilitate learning by allowing students to:

- 🌐 Access, use, create and publish digital and online information,
- 🌐 Develop knowledge, understanding and skills through creativity, critical thinking and problem solving,
- 🌐 Collaborate with peers and teachers and,
- 🌐 Communicate their knowledge and learning in different ways.

B. Students will use their laptop as a tool to manage their learning

C. Students will develop age appropriate ICT (Information and Communication Technology) skills and understandings, including the responsibilities of online collaborative learning through:

- 🌐 Having a school expectation that students will be responsible digital citizens when participating in the 1-to-1 Laptop program (using their own and school devices)
- 🌐 Students being explicitly taught different Digital Technology/ ICT skills,
- 🌐 Students practising responsible use of ICT and developing positive attitudes towards ICT, that foster lifelong learning, personal growth, collaboration and productivity,
- 🌐 At home recommending that parents take the time to create guidelines (in consultation with their child) around the use of their mobile devices. Parents need to ensure that all online activities occur in a shared space

There is always someone a young person can turn if they are experiencing online issues:

- 🌐 Talk to parents or a trusted adult
- 🌐 Seek support from their classroom teacher
- 🌐 Call Kids Help Line 1800 55 1800



LAPTOP - MINIMUM SPECIFICATIONS

iPads will no longer be allowed or be connected to the school server due to incompatibility issues.

HARDWARE

Minimum

- i3 Processor or above e.g. i5 or i7 (ideally i5 Processor)
- 4 Gigabytes
- 128 gigabytes Solid State Drive
- 7+ hour Battery Life

SOFTWARE

Minimum

- Windows 10 Home or Pro
(**NOT** Windows 10 S – this is not compatible with school and Office 365)

The school will provide a subscription to Microsoft Office 365; this could also include all the Microsoft Applications with cloud storage, which will be the promoted backup mechanism for students.

THINGS TO CONSIDER IF BUYING ELSEWHERE

Minimum

- Length of warranty (onsite/ at home versus send back to manufacturer – could be overseas)
- Servicing arrangements within that warranty period
- Insurance – Accidental Damage/ Theft & Loss (*check your home and content policies*)

ESSENTIAL ACCESSORIES – each student is required to have:

Minimum

- Headphones (wireless or corded + labelled with child's name)
- Mouse (either corded or cordless)
- USB or External Hard Drive to back up ALL files
- Carry bag/ case for protection

IPads will no longer be allowed or be connected to the school server due to incompatibility issues. The School will ONLY support the BYO of laptops.



2018 Edwardstown Primary School Grades 5, 6 and 7 BYO Laptop Program
Family and Student handbook

TECHNICAL SUPPORT AND SECURITY

Insurance

'private property brought to school by students is not insured by the school or covered by school insurance and it is not the responsibility of the Department if that property is lost, stolen or damaged.'

Parents are advised to check their home insurance to determine if a personal laptop is covered, as most insurance companies will have an excess claim cost.

Accidental Laptop Damage

Edwardstown Primary School will make all reasonable efforts to ensure that student laptops are safe and secure. Students should immediately alert staff members of any issues with their laptop. If it is determined that the laptop has sustained accidental damage, parents will be contacted and families will need to claim against their own personal insurance.

Network Issues with Laptop

Students experiencing issues with their laptop (i.e. lack of network connectivity, or printing issues, etc.), should refer the issue to school technical staff. Technical staff will assess the problem and resolve it where possible, or refer to other technical support staff for advice. A form outlining the issue and next steps, will be sent home if the issue can't be resolved within 1 hour due to software issues.

Software and hardware issues are unable to be resolved by the school and as such will be the responsibility of families, as technical staff do not have time to fix software and hardware issues on all students devices within their time at EPS each week.

Technical staff can and will lodge a hardware warranty claim if the device has a hardware fault and was purchased through previous ACER and LENOVO BYOD portals.

Transport & Storage @ school

As with all belongings, students will be expected and responsible for the care and security of their laptops. Laptops will be stored in your child's classroom throughout the day when not being used. Laptops are to be safely secured and locked in the classroom during all breaks, during sport or other extra-curricular pursuits. All students will be required to purchase a case that meets adequate standards of durability, protection and functionality (see what is needed? for more detailed options and prices). The school does not have insurance cover on personal items that are brought to school.

Students will be transporting their devices in their bags to and from school each day. Bags should not be left unattended or out of view when travelling to and from school via public transport.



OFFICE 365 Agreement

Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to students who attend Edwardstown Primary School.

Below is some important information regarding the LearnLink Office 365.

What is LearnLink Office 365? LearnLink Office 365 provides staff/students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program. All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services to students.

Email (existing service) Students are provided a unique email address that remains the same throughout your time at Edwardstown Primary School.

Office Online Office Online is a web-based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

Each member will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud. By default all data and files are private, however, they can be shared with other LearnLink Office 365 users, including staff and students of other schools and preschools but not anyone external to DECD schools/preschools.

Using LearnLink Office 365 Services

A number of services provided by LearnLink Office 365 require internet access.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).

It is strongly recommended that personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

When downloading Office 365 from Learnlink, you MUST delete any free versions of Microsoft Office that come with your laptop, otherwise the download process will not be successful.

Office 365 User declaration:

1. I agree that Office 365 is only be used for information / data suitable for public distribution.
2. I agree that I will not store/display or distribute any personal information that may harm the staff/student members reputation or cause embarrassment.
3. I will not display another school members details whether personal or work related without their explicit agreement.
4. I will not give out my user credentials (username and password) to any person. I will take care to protect my username and password from others. I understand that inappropriate use of my user id and password may lead to the following
 - Unauthorised access to learning materials
 - Unauthorised access to student information / data (including Personal Information)
 - May provide intelligence to cause harm to staff member, site or other students
 - Learning materials may be tampered with or destroyed
 - Inappropriate information / data from Student member's Office 365
 - Person may introduce malicious software to target school member's other devices, including personal devices utilising Office 365
 - Legal repercussions / investigations
 - Reputation damage for Staff, Site, DECD and SA Government
5. I understand that inappropriate behaviour including bullying and harassment may cause harm to Staff, Students, Parents/Guardians or other members of the public.
6. I agree that I will not upload any copyright materials, information/data, images/video/audio that I have not checked and realise the legal repercussions of such actions.
7. I understand that when my concluded employment term, resignation or termination that my account will be closed and inaccessible. I will prepare for this by making sure my data is backed up somewhere else.
8. I understand that Office 365 may have circumstances that affect my access at home and on site. This may be caused by LearnLink application portal not being available. Office 365 service interruption or outage, Internet Service Provider problems, network congestion and/or device failure.
9. I will complete the download of Office 365 at home. I will also update operating systems and virus/malware protection at home to minimise the impact on the sites network/internet links and capacity.
10. I am aware that synchronising large amounts of data can compromise network/internet capacity.

11. I accept that I will back up any system/data before installing Office 365 and accept that the risks involved are my responsibility. This includes personal computers/mobile devices/applications/information/data stored or accessed.
12. I agree that I will back up to a suitable device and should there be a failure of the Office 365 access I will still be able to carry on with my teaching/learning. This will help me to minimise disruptions to my teaching program and losing of resources.
13. I am aware that backing up all of the data from Office 365 to the school network is to be limited due to the size of the cloud storage and the available space on the network and should be limited to a few select documents/video/audio that can be removed when finished with.



BYOD User Agreement

Edwardstown Primary School Bring Your Own Device, (BYOD) program aims to enhance learning opportunities and experiences both inside and outside of the classroom. Any year 5/6/7 student who wishes to use a personally owned device at school must read this agreement in conjunction with the Cyber-Safety and Device User Agreement form for years 5 to 7. The only acceptable devices are laptops with Windows 10 or higher, as described in our minimum requirements of BYOD devices.

We do not allow and will not connect Google Chromebooks, Android devices or iPads to the school server, due to incompatibility issues.

STUDENTS:

- I have read and agree to use my device in accordance with the Edwardstown Primary School Cyber-Safety and Device User Agreement form.
- I agree that my use of the Edwardstown Primary School Wireless/Internet/Network will be primarily for learning at the direction of the teacher.
- I agree to only using the Wi-Fi and network that is provided by the school and not use a device that uses a SIM card (3G or 4G) If I own a device I will remove the sim card whilst at school.
- I agree to only ever use my own portal/internet login details and never share these with others.
- I agree not to hack or bypass any hardware and software security implemented by Edwardstown Primary School or DECD.
- I agree not to use BYOD to knowingly search for, link to access or send anything that is;
 - Offensive, Pornographic, Threatening, Abusive, Defamatory, or Illegal.
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to observe all copyright laws, including not downloading software, music and videos without the author's permission, and avoiding plagiarism by acknowledging all sources of information in my work.
- I agree to stay safe by not giving out my personal information to strangers.
- I agree to regularly back up my data including downloads and all submitted work.
- I understand that my activity on the internet/intranet/printers is recorded and these records may be used in investigations, court proceedings or for other legal reasons.

- I acknowledge that the school cannot be held responsible for any damage to or theft of my device. I will keep my device in a locked classroom/area when not in use.
- I understand that I am responsible for the care of my device, including any costs of repair, replacement or any modification needed to use the device at school.
- I will keep my device operating system and security up to date.
- I will download updates, apps and programs on my device at home so as not to impact on the schools Wi-Fi and network.
- I understand that the technical support at school is limited to helping me access the school's wireless/intranet/printers. Devices purchased through the BYOD portal will be assisted by the school technician to lodge hardware warranty issues. Software related issues will be assisted if/when time permits. Any other BYOD devices brought to school will be supported to join the wireless/intranet/printers network only by the school will offer not technical support.

CHARGING LAPTOPS

Laptops need to be brought to school each day fully charged, all power cords etc. need to be left at home for charging at home.

BACKGROUNDS AND THEMES

Images or graphics containing people cannot be used as a background or theme. Students must have teacher approval before uploading a background. Any infringement will be recorded in the students diary and families informed.

SOUND

Sound must be muted at all times unless permission is obtained from the teacher. Individual ear buds headphones may be brought to school and used at the discretion of the teacher. Students must use their own personal set of headphones for sanitary reasons.

PRINTING

Students are encouraged to print digitally and share their work with their teacher and peers when appropriate. All work should be stored in the cloud using Office 365.

LAPTOPS LEFT AT HOME

Students are required to bring their laptop to school every day, including their headphones, and USB/ external hard drive and mouse.

BYOD AGREEMENT BREACHES (CONSEQUENCES)

Purpose: The purposes of a Cyber Safety & Device User Agreement and BYOD User Agreement are to enhance the educational learning environment at Edwardstown primary School. Therefore, it is necessary to place clear expectations on how this policy is implemented to ensure the integrity of the policy and its processes. As a result, the following consequences have been developed to ensure the integrity of the process:

- 🚫 **1st Offence** – Confiscation for remainder of day (student to collect from Classroom Teacher at end of day), and email/diary note/phone call home from Teacher.
- 🚫 **2nd Offence** – Confiscation for remainder of day (student to collect from leadership at end of day), and email/diary note/phone call home from leadership.

- **Final Repeat Offence** – Confiscation for remainder of day and student would need to revisit all expectations with leadership. Termination of technology privileges for an amount of time, decided by leadership.

PARENT/CAREGIVERS:

- I understand it is my responsibility to monitor my child's use of a device/internet at home.
- The school has a right to request access to a device if it has been compromised by a security attack and to block it from the network until it is deemed safe.
- I understand that the device **must** be brought to school each day and will be available for school related work, unless otherwise notified by the teacher.c
- I understand that personal devices are not covered by the school or DECD insurance for loss or damage. I also understand it is my responsibility to insure under my own personal policy.
- I understand that my child will be responsible for abiding by the Edwardstown Primary School Cyber-Safety and Device User Agreement
- I have read and discussed these documents with my child.



Digital Technologies User Agreement

The measures to ensure cyber-safety at Edwardstown Primary School are based on our core school values of “doing your best, respect, care and compassion”. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document, discuss it with your child, detach and sign the Cyber Safety Use Agreement Form and return it to the school.

Rigorous cyber-safety practices are in place, which include Cyber-Safety User Agreements for staff and learners, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all learners.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Edwardstown Primary School, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school and used on or off the site.

At Edwardstown Primary School we want to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All learners will be issued with a Cyber Safety Use Agreement and once the signed consent has been returned to school, learners will be able to use the school ICT equipment. Material sent and received using the school network is monitored and filtering and/or monitoring software is used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or by use of cellular sim cards. DECD recommends the use of appropriate Internet filtering software.

More information about online safety can be found at <https://www.thinkuknow.org.au/>

ThinkUKnow is a free, evidence-based cyber safety program that provides accessible cyber safety education to children, parents, carers and teachers through schools and organisations across Australia

Please contact the principal if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

IMPORTANT TERMS:

'Cyber-safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'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 e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'School and preschool ICT' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'ICT equipment/devices' includes computers (such as desktops, iPads, tablets, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Strategies to help keep Edwardstown Primary School Students Cyber-safe

Parents / caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to stay safe when using ICT during and out of formal school hours.

As a student at Edwardstown Primary School

- 1.** I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
- 2.** I will use the school's computers and other ICT equipment only for my learning.
- 3.** I will use a USB of no larger than 8GB, that is clearly labelled with my name and contains NO games or music. With no games or music being uploaded onto the school devices or server.
- 4.** I will go online or use the Internet at school only when a teacher gives permission and an adult is supervising.
- 5.** I will log on only with my user name. I will not allow anyone else to use my name.
- 6.** I will keep my password private.
- 7.** I will use the Internet, e-mail, mobile phones or any ICT equipment (e.g. USB) only for positive purposes, not to be violent, mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school.

- 8.** While at school, I will:
- Attempt to search for things online that I know are acceptable at our school. This would exclude anything that is violent, mean, rude, offensive or that I know our school finds unacceptable.
 - Report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- 9.** If I find anything that upsets me, is obscene, violent, threatening, mean or rude, or that I know is not acceptable at our school, I will:
- Not show others
 - Turn off the screen (or minimise it)
 - Get a teacher straight away.
- 10.** I understand that any ICT equipment/devices brought to school, including mobile phones, iPods, games, cameras, are not to be used at school during school hours (school hours start at 8:35 finish at 3:10) unless specifically requested by a staff member. This does not apply to BYOD devices that are approved for use. However, any such use is not to interfere with the educational programme of any other student. Any device brought to school is done so at the student's risk. The school will not accept responsibility for the device.
- 11.** Only with permission from the teacher will I connect any ICT device to school computers/devices/WIFI/network, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
- 12.** I understand that the school cyber-safety strategies apply to any devices brought to school.
- 13.** I will ensure my compliance with copyright laws, by downloading or copying any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
- 14.** I will not put any personal information on line. This includes any personal identifying information including any of the following:
- My full name
 - My address
 - My e-mail address
 - My phone numbers
 - Photos of me and/or people close to me
 - Identifiable photos that are associated to Edwardstown Primary School
- 15.** I will respect and will treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cyber-safety strategies, and not joining in if other students Choose to be irresponsible with ICTs
 - Reporting any breakages/damage to a staff member immediately.
- 16.** I know that if I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

17. I have read and understand the Office 365 information letter and accept that the LearnLink Office 365 service(s) including Office 365 ProPlus is only to be used in relation to my learning. I will not store personal information of myself and others. I will keep my device updated and protected from Virus/Malware and do a complete backup of the device before installation of Office 365 software. I will also ensure I have data/documents etc. stored on a USB type device should the Office 365 cloud storage not be available.



FREQUENTLY ASKED QUESTIONS

Here are some real and hypothetical questions that may clarify BYOD:

Question: Is it compulsory for me to purchase a laptop if my child is in Year 5, 6 or 7?

Answer: Purchasing a laptop is not compulsory. However, if they do not have a personal BYOD 1:1 laptop we cannot guarantee access to a school-owned device every day, as they will have to share school owned devices with the rest of the year 3-7 students. With classrooms using Office 365 it will mean at times your child will not have access to these online collaborative resources for their learning.

Question: My child is in year 7 and I do not want the expense of providing a laptop for just one year.

Answer: If you know the high school your child will attend, you can purchase the laptop they specify.

Question: Is my child disadvantaged by not owning their own laptop?

Answer: Your child will be able to use school devices when they are available. However, they will not be able to take them home and will have to share them with the rest of the year 3-7 student cohort, with a device ratio of 1:8.

Question: Where do I purchase a laptop from?

Answer: We don't have a preferred purchase place, places like JB Hi-Fi, Harvey Norman, Office Works, etc... all sell laptops, our suggestion is to look around for the best price with our schools minimum specifications, if not higher.

Laptops usually have a lifespan of three years, giving your child the best opportunity and lifespan of their device.

Question: Can I on-sell the laptop when my child leaves the school?

Answer: Yes. This is a personal decision and if there is interest we can connect families who wish to sell and buy. The three year warranty follows the device so the warranty time left on the laptop transfers to the new owner. You may also be able to hand the laptop down to younger family members, but remember that IT becomes redundant relatively quickly.

Question: What if my child damages or loses the laptop, or if it is stolen?

Answer: This is your responsibility, Parents should check insurance options for devices they purchase in store as well as check their own Home and Content insurance.

Question: Are there rental or time payment options?

Answer: this would need to be discussed with a store you wish to purchase your laptop from.

Question: Can my child use a laptop they already have?

Answer: Any laptop can be brought into the school, but it must meet the school's minimum requirements to be used at school and your child will be given Wi-Fi access.

Any 3G or 4G devices will need the SIM card removed because this access bypasses our internet filters and means that children have no online protection.

Older laptops (more than 2 years) are not as reliable, have less battery life and may create problems for the user.

Question: Why is it just the Year 5, 6 & 7 classes that will use BYOD?

Answer: We are very confident that the Middle School learning in these classes will mean that students use laptops throughout the day as a powerful learning tool, capitalising on them and their learning opportunities.

Question: Will the laptop be connected to the schools network?

Answer: At the beginning of the 2018 school year, **after families have initially set up the laptops at home**, our technical support staff will connect laptops to the schools Wi-Fi network, allowing students access to school filtered internet and the school server (e.g. folders). If laptops are not set up they will be sent home to be set up by families before they can be connected to the schools network.

Question: How many devices can my child have connected to the school network?

Answer: we only allow 1 device to be connected to the school network per child. So if they change devices we will need to have access to the old device to remove it off our network.