

2023







Families and Student Information Handbook



PURPOSE AND GOALS OF THE 1:1 LAPTOP FOR LEARNING 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 laptops 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 students have not been able to use technologies as frequently as they would like to.





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 at school from their classroom teacher or leadership staff
-  Call Kids Help Line 1800 55 1800

Below are some websites our IT technician has suggested may be helpful for families on how to set up a new laptop.

- <https://www.opendns.com/setupguide/#familyshield>
- <https://www.howtogeek.com/79998/protect-your-kids-online-using-open-dns-2/#:~:text=The%20Simple%20Option%3A%20OpenDNS%20Family%20Shield&text=208.67.220.123>
- <https://geekflare.com/dns-content-filtering-software/>

Office 365: Later in this document are instructions about how to install the **Office 365** suite of software (Word, Excel, PowerPoint, etc.) which will be essential software to support your child's learning. Every student in enrolled in Department for Education schools in South Australia has access to 5 licences of this tailored package of software. To download and access the software, students require a department provided student@schools.sa.edu.au email address.

2023 Laptops for Learning Options



OPTION ONE - BRING YOUR OWN DEVICE - BYOD

(Most recommended option)

Please check this document carefully, to ensure the device you are considering meets minimum specifications. Only devices that meet minimum specifications can be connected to our school's network.

OPTION TWO – SECOND HAND HIRE

The comparative quality and performance of the device supplied for hire, may vary, as they are sourced from our current school owned laptops. However we guarantee they will function and are fit for purpose. Hiring a device will allow you to take the device home each day and connect it to your home internet. We have limited supply of these devices.

Insurance of laptop for accidental damage and loss/ theft will need to be covered through the home and content insurance of hirer.

- Hire cost of \$240 for a school year.
(In a once off, yearly, or by term, payment[s])



LAPTOP HIRE



OPTION THREE – BORROW REFURBISHED LAPTOP

The quality and performance of these devices available for borrowing, will vary, as they will be sourced from our older school owned laptops. However we guarantee they will be functional and fit for purpose. These devices will need to be borrowed out each morning and returned each night, and are unable to leave the school grounds. As with anything borrowed, the students/ family will be responsible for the cost of damage to any laptop borrowed. There is no borrowing cost associated with this option.

SOCIAL JUSTICE

Social justice options are available in cases of extreme financial hardship. The comparative quality and performance of the laptop supplied may vary as they will be sourced from older school owned laptops. However we guarantee they will be functional and fit for purpose. Please make an appointment with our Leadership Team to apply.

LAPTOP - MINIMUM SPECIFICATIONS

HARDWARE

Minimum

- **i5 Processor or above** (we will accept i5, i7 & i9 Processors)
- 4 GB RAM
- 256 GB SSD (Solid State Drive)
- 7+ hour Battery Life

SOFTWARE

Minimum

- **Windows 10 or 11** - Windows 10s or 11s will need to be upgraded to the home version to be able to connect to the school network. This upgrade is free from Microsoft.
- Free subscription to Microsoft Office 365 (Word, Excel, PowerPoint, Outlook and One drive etc...) is provided for all Department for Education students and staff.

THINGS TO CONSIDER WHEN MAKING A PURCHASE

- 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 (wired + labelled with child's name - not Bluetooth / wireless)
- Mouse (either wired or Bluetooth / wireless)
- Carry bag / case for protection

Ipads, MacBooks, Samsung Tablets, Android Tablets and Chromebooks - will not be allowed or connected to the school server due to incompatibility issues. The school BYOD program will ONLY support Windows laptops.

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 Edwardstown Primary School or Department for Education 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.

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.

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 / carry bag that is adequately durable, protective and functional. The school does not have insurance cover on personal items that are brought to school.

Students need to be responsible for the care of devices when travelling to and from school. While in public (buses, trains) and on school grounds (before and after school), they should be aware of the location of their belongings and ensure they are always safe, nearby and / or supervised.

FREQUENTLY ASKED QUESTIONS

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

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

Answer: Purchasing a laptop is not compulsory. We have options for students to either hire or borrow a laptop throughout the year. Students can transition from using a hire or borrow laptop to their own if one is purchased later in the year, although we recommend trying to get all devices set-up at the start of the year to minimise complications.

Question: My child is in year 6 and I do not want the expense of providing a laptop for just one year.

Answer: Many high schools also require a laptop for their students. You may be able to purchase a device that can also be used in Year 7 and beyond. Check carefully to see if the EPS requirements and high school requirements are compatible.

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, and our suggestion is to look around for the best price with our schools' minimum specifications, if not higher. Lenovo and Dell are available online. Laptops usually have a 1-year warranty, but check warranty details. Laptops have a lifespan of three years, giving your child the best opportunity and lifespan of their device.

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 contents insurance.

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

Answer: Any laptop can be brought into the school, but they must meet the school's minimum requirements to be used at school and your child will be given Wi-Fi access. Any 4G or 5G 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 and 6 classes that will use BYOD?

Answer: We are confident that the middle school learning approach in these years will mean that students develop independence in using laptops as a powerful learning tool, building student ICT capabilities and allowing students to share their thinking in varied and creative ways.

Question: When will the laptop be connected to the school's network?

Answer: At the beginning of the school year, **after families have initially set up the laptops at home**, and students have returned all required agreements, students can then bring devices to school. Our technical support staff will connect laptops to the schools Wi-Fi network, allowing students access to school filtered internet. We aim for this to occur in the first two weeks.

BYOD User Agreement

(2022 version. Update expected for 2023)

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 or 6 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 5/6. 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, MacBooks, Android devices/ Samsung Tablets 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 follow all staff directions concerning the use of my device and will comply with any requests from staff to inspect my device.
- I agree to only use the Wi-Fi and network that is provided by the school and not use a device that uses a SIM card (4G or G). 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 DfE.
- 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. Software related issues will be assisted if/when time permits.
- I agree that my laptop should only be used during lesson times. Not before school (8:50am) during breaks (recess and lunch) or after school (3:10pm) while on school grounds. Unless with the express permission of a staff member

CHARGING LAPTOPS

Laptops need to be brought to school each day fully charged, all power cords etc. need to be left at home. Laptop chargers are not allowed at school due to electrical testing requirements.

BACKGROUNDS AND THEMES

Images, themes or backgrounds must be appropriate for school and should not contain images of EPS students. If a staff member deems a background image / theme to not be appropriate, students must remove it immediately.

SOUND

Sound must be muted at all times unless permission is obtained from the teacher. Individual 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 laptops to school every day, including their headphones, and mouse. If BYOD laptops are left at home, students may not have access to an alternate device.

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/message/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. Student may lose access for an extended period of time depending on the extent of the breach.
-  **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:

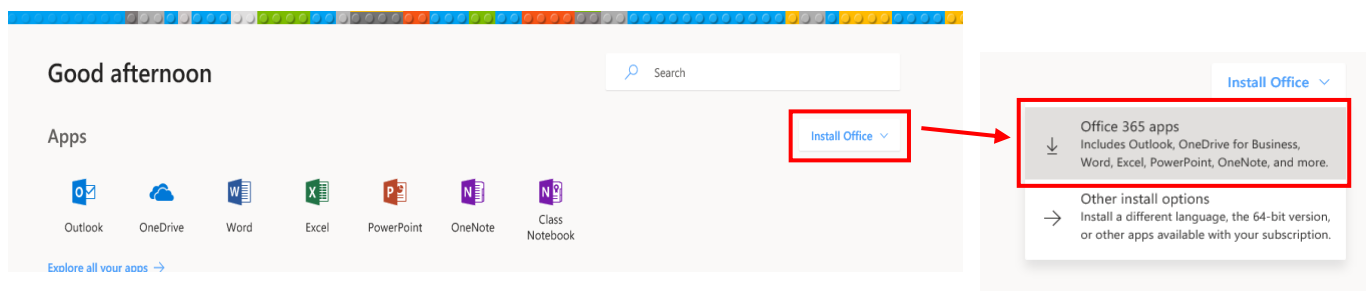
- I understand it is my responsibility to monitor my child's use of a device/internet at home.
- The school has a right to request access to a device to connect to the network, install security certificates and to troubleshoot technical problems.
- I understand that the device **must** be brought to school each day and will be available for school related work, unless otherwise notified by the teacher.
- I understand that personal devices are not covered by the school or DfE 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.

Download and Install Office 365 on a PC

Go to <http://www.office.com>

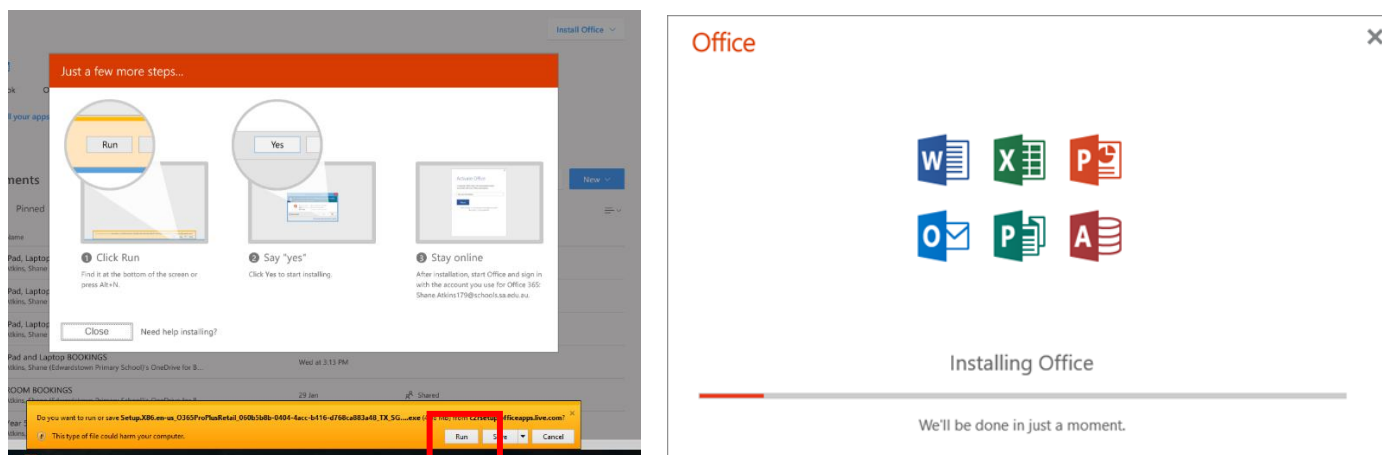
Sign in with a school based email address i.e yourname@schools.sa.edu.au provided by the school.

When this loads on a new screen, click – **Install Office**. Then select **Office 365 apps**.



Install Office

Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox). If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**. The install should now begin.



Installation or sign in issues?

If you're having an installation issue such as Office taking long to install, click on the tab labelled **Need Help** for a list of common issues and solutions.

You must uninstall all previous TRIAL versions of Office, word, excel, etc. before the install will work correctly.