Year 11/12 Laptop Program
December 2013
Using ICT to improve learning outcomes for Investigator College students

Students attending Investigator College Senior will be provided with a high-end Laptop computer for school and home use. This wonderful opportunity has been made possible due to funding via the federal government and a significant commitment by the College, to ensure Investigator students have the best education resources and opportunities available to them.

Information and Communication Technology plays a significant part in the Investigator College Operational Plan. Exponential growth has taken place in ICT over recent years and it now takes a central place in our curriculum. ICT empowers people at work and at leisure to achieve in ways that not so long ago could scarcely have been imagined. Information and Communication Technology enhances education right across the curriculum. Studies show that engagement and participation are heightened by use of ICT in the classroom. Even more importantly, learning outcomes are improved when methods of instruction include ICT. Investigator College understands the research findings that this effect is strongest when teachers use ICT in the tutorial mode and take advantage of its capacity to extend learner control, to facilitate peer-learning and to optimize feedback.

The educational value of Information and Communication Technology is also promoted at the national and state levels. The Melbourne Declaration on Educational Goals for Young Australians declares that ‘in this digital age young people need to be highly skilled in the use of ICT.’ The Australian Council for Educational Research points out in Research Developments that ‘the importance of ICT literacy is acknowledged by its inclusion in Australia’s National Assessment Program along with literacy, numeracy and civics and citizenship.’

Competence in Information and Communication Technology is designated as one of seven general capabilities in the Australian Curriculum. As ACARA puts it in The Shape of the Australian Curriculum, ‘students develop ICT competence as they learn to use ICT effectively and appropriately when investigating, creating and communicating ideas and information at school, at home, at work and in their communities.’ The centrality of ICT is endorsed in the new SACE through the development of research skills and the digital assessment tasks it encourages.

The Australian Government is investing heavily to support the integration of Information and Communication Technology in Australian schools. Investigator’s successful application to draw on this funding has allowed the College to move towards a provision of one computer to one student in Years 9 – 12. Significant expenditure been made to upgrade technical infrastructure, refurbish support premises and expand the team of dedicated personnel to accommodate this unparalleled increase in demand. Initially, each student in year 11 and 12 will be issued with a laptop, while the R – 10 students will benefit from the “freeing up” of existing resources (such as ICT Laboratories) as well as the staged expansion and upgrading of R-10 ICT resources.

Investigator has decided to supplement Digital Education Revolution grants with additional investment from its own resources to optimize benefits to students. We have opted for Laptops with wireless connection rather than settling for
fixed personal computers or portable notebooks of more limited scope and specifications. The ability to work with educational software on schoolwork in any location at any hour offers tremendous flexibility.

There are many ways in which the College is fulfilling the aim of the Digital Education Revolution ‘to contribute sustainable and meaningful change to teaching and learning that will prepare students for further education, training and to live and work in a digital world.’ In planning for this future for our students, we are guided by the principle that one-to-one is about learning, not technology.

1-to-1 Devices: Frequently Asked Questions

These Frequently Asked Questions support the use of Laptop PCs in Investigator College's 1-to-1 program. 1-to-1 learning is where each student and teacher has one internet-connected device for use in the classroom and at home.

How can 1-to-1 devices improve learning?

With greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience higher levels of motivation and engagement in their learning.

Typically students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills.

Involvement in ‘virtual workspaces’ creates opportunities for collaboration and communication, improving relationships in the classroom through a greater level of interaction between students, their peers and their teachers.

A networked environment, where it is easy to share developing work and research with peers and teachers, is the environment students will live and work in during secondary school and the future.

Students working together and providing solutions to real-world problems will create links beyond the classroom and move levels of thinking beyond a simple knowledge framework to complex analysis and evaluation.

Increased levels of learning both in and out of school with an emphasis on higher-order thinking, creative thinking and expression will be promoted.

How will the Laptop PCs be used in the classroom?

The use of devices in the classroom will evolve over time as students and teachers become more familiar with them. For example, we may soon see a class where students create a podcast of their original poetry, accompanied by a soundtrack they have written and enhanced with their own digital images to share with the world. The device can be used to record and document information, then share learning. In art, students can research projects on various artists then use the
Laptop PC as a medium to create their own drawings as well as clay animations. Students in science could attach probes for data analysis and physical education may involve analysing patterns of movement.

Staff and students will collaborate and use the device as a tool that develops the student as information seeker, analyser and evaluator, problem-solver and decision-maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work.

The nature of the 1:1 environment is that students will have their Laptop PC with them and available for use throughout the school day. This does not mean though that they will be used in every class. Like other learning tools, the use of Laptop PCs will depend on the particular learning activity and this is at the discretion of the teacher. Laptop PC activities will blend with others such as writing, reading, discussion, debate and testing and students will find that their use of the Laptop PC will vary from day to day.

**What about safe internet use?**

Appropriate use of the internet service within the Investigator College network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. The college already has policies in place such as the ICT acceptable use policy to ensure appropriate use of technology and the internet. An additional policy has been developed which parents and students will be required to sign. Teachers, students and parents share the responsibility to ensure safe and responsible use of devices at all times.

**Will students be safe carrying the Laptop PC?**

Research has shown that insurance companies have reported very few incidents while students travel to and from school. Students should be specifically warned not to take the devices out in public, and to carry them in the protective cover provided, which should be placed within their school bags.

**Will the student files on the device be private?**

Students can expect their device to be periodically inspected and monitored for appropriate usage. College personnel may request access to the browser history and/or caches as well as any and all files belonging to the student resident on the Laptop PC as well as stored on the College servers. Students and parents need to be aware that files stored locally or on College servers are not private.

**Which Laptop PC will the students be using?**

Each Year 11/12 student will be provided with a Dell Latitude 5420 Laptop. The Latitude is part of Dell’s corporate range of business specification notebooks. It comes installed with the Windows 7 operating system. The laptop will have a solid state hard drive (SSD) which increases data reliability and allows the machine to be carefully carried while still on.

**What software will be on the devices?**

Students will have access to the same software that is provided on all other computers at Investigator College Senior. This software includes the complete Microsoft Office suite and Adobe Master Collection. Students using the laptops do not have administrator access to the machine and cannot change settings or install programs. This ensures a consistent experience for all students using the program. The laptops are managed by the server with updates and settings pushed out automatically.
How will data stored on the hard drive be backed up?
Students take responsibility for backing up their data. Data should be backed up to the school server or can be backed up using 'cloud' storage options such as Microsoft Live or Dropbox, or onto a student-provided external hard drive.

Can students bring their own devices from home instead? College supplied laptops integrate seamlessly into the network and will have up to date software and configuration settings deployed by the server. This 'standard operating environment' will allow cross campus reliable access to all resources to ensure the best outcome for all students.

Year 9 and 10 students not yet supplied with a 1 to 1 laptop can continue to bring their mobile devices and connect to the wireless network in a self-service fashion. All student owned devices are not supported by Investigator College, nor are licensed under the school software agreement.

Will textbooks still need to be purchased?
Many publishers are currently developing electronic resources that may take the place of text books. At this stage students will still need to purchase paper based text books. However, many texts already come with companion CDs or DVD’s, so students may not always need to have text books with them.

Is the Laptop PC password-protected?
Yes. The College will have the Laptop PCs set up so students will be prompted to log on with their network password when turning on the device. A password-protected device should help protect students’ personal information in incidents of loss or theft. Students will not be given administrator level access to the laptops.

Where do the devices go when not in use?
When not in use, the devices should be stored in a LOCKED locker.

What about flat batteries? Will students ‘plug in’ in the classrooms?
Students are expected to charge the device overnight and to bring it fully charged to school each day. The devices are fitted with a seven hour battery, so charging at school is usually not necessary. Investigator College will provide some power boards for emergency charging, but students must not assume that recharging will be available.

What if something goes wrong?
Students are able to directly access technical support from the ICT support desk. Onsite warranty ensures normal warranty issues will be resolved within a day or two.

What about insurance?
The Laptop PCs will be insured by Investigator College. Please see the attached “Education Laptop Insurance” document appended. Damage to the laptops not covered under manufactures warranty involves lodging a claim with the insurance provider and may take an extended period of time to resolve. There are no spare laptops that can be assigned to students during the insurance repair process, but students will be able to make use of other shared resources.
The College monitors usage at school, but who monitors it at home?

This is the responsibility of the parents. When off school grounds, parents have full authority to monitor device usage. Examples of this include:

• encourage use in a family room and not in the bedroom, restrict use at certain times of the evening or weekend
• advise not to take on long trips, and examine the documents and other contents of the device
• the use of cybersmart web filtering tools. The ACMA provide some information about these on their website, www.acma.gov.au. Please contact the College’s IT Department to make arrangements for installation.

How can students access the internet from home?

Home internet connection is not supplied by Investigator College. There is no mandated expectation that internet access is available at home. If there is an existing internet provision at home, a device is able to be configured for access via wireless. 3G USB cards will not be supported due to the complexity of various internet providers and the need to install software to support these devices. If you are only able to get 3G coverage at your location you may wish to consider a 3G modem with an inbuilt Wifi Hotspot from a carrier such as Telstra. Hardware based at home such as printers or webcams that require installation of software on the laptops will not be supported.
Education Laptop Insurance
The laptop computer that has been provided to your child by Investigator College and is insured under the iBroker Education Laptop Insurance product, as underwritten by QBE Insurance (Australia) Limited. It is important for you to be aware of the Terms and Conditions of this insurance as you will be responsible for payment of the excess in the event of a claim, and possibly for the cost of repair or replacement should a claim be denied.

What is Covered?

✓ Accidental Loss – for example
  • Left on public transport
  • Left at bus stop

✓ Accidental Damage – for example
  • Dropped
  • Stepped on
  • Driven over
  • Pulled off desk
  • Fell out of locker
  • Lid closed with pen on keyboard

✓ Theft – for example
  • From locked unoccupied vehicle
  • From locked unoccupied building
  • From occupied building
  • By force or intimidation
  • From the open air

✓ Liquid Spill

✓ Loss or damage by theft or attempted theft;
  • From any occupied building or vehicle; or
  • From any unoccupied building or vehicle only following forcible entry; or
  • In the open air only where:
    • The laptop is under the direct control and supervision of an adult; or
    • Your child is at or on the way to or from:
      • Their place of education; or
      • An organised school/college activity or event; or
      • An organised extra-curricular activity; or
      • Other places of residence or accommodation; or
      • A medical appointment of any kind.
    • By force or intimidation.

What isn’t Covered?

× The first $200.00 of each and every claim (Excess/Admin fee)
× Electrical or mechanical malfunction or derangement
× Scratches and normal wear and tear
× Malicious damage by your child
× Loss or damage by theft or attempted theft – except as indicated above
× Loss or damage occurring while the laptop is being transported in any aircraft or watercraft unless the laptop is carried as personal baggage
× Loss of or damage to software of any sort
By signing below, you are acknowledging:

1. Receipt of the following hardware:
   a. 1x Dell Latitude E5420 Laptop PC with battery (as per the details below)
   b. 1x 240vAC Adapter with detachable power cord
   c. 1x Targus Laptop PC hard-sided slip case

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<th>Laptop Issued to</th>
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<tbody>
<tr>
<td>Equipment Name</td>
<td>ICC-SLP-</td>
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2. The Laptop issued to my child remains the property of Investigator College and may need to be returned from time to time as requested by the College.

3. The Laptop and hardware listed above will be returned in good physical condition upon my child’s completion of Year 12 or at a point they cease to be enrolled at the College.

4. I will notify Investigator College as soon as possible after any of the following events: theft or suspected theft, loss, damage (intentional or unintentional). In the case of theft, a police report must be lodged and the reference supplied to the College.

5. I have sole responsibility for deciding on and implementing an appropriate level of supervision for the use of the Laptop outside regular school hours.

6. I undertake to enter into reasonable discussion with Investigator College should the Laptop be lost, stolen or damaged. I acknowledge that such discussion will be conducted in good faith, and with a view to restoring Investigator College’s ownership of a functioning Laptop in one of the following ways:
   a. Assisting with details of the event for Insurance Claims.
   b. Paying the excess/admin fee of $200 that is due upon claims on the College’s Insurance. This is to be paid prior to the return or replacement of the Laptop.

7. I have discussed with my child, signed & understood the Investigator College Information Technology Policy available on the college web site.

8. I agree to be bound by the College’s ICT policies as varied or introduced from time to time.

9. I understand my commitment regarding total financial liability toward the College and have entered into a negotiated agreement regarding payment of fees.

Name (printed): ____________________________ Date: ____________________________

Parent Signature: ____________________________

Parent Email Address: ____________________________

Please provide an email address if you would like a scanned copy of this agreement form with manufacturer serial number for your records.
By signing below, you are indicating that you have read and understood the following:

1. I have signed & understood the College's ICT Policy (accessible on the college web site).
2. My use of the Laptop will comply with the conditions of the above Agreement that my parent/guardian has signed.
3. I undertake to bring the Laptop to school fully charged every day.
4. I will carry the Laptop in the hard-sided slip case in my school bag when travelling to and from school.
5. I will close the screen and place the Laptop in the slip case before moving from room to room at school and when not in use.
6. I will take care of the Laptop and be especially careful when:
   a. Carrying my bag with the Laptop in it.
   b. Placing or consuming drinks near the Laptop.
   c. Closing the lid or turning the screen, making sure it is free from obstructions.
   d. Using the Laptop outside, and in areas where others usually run about or are otherwise very active.
   e. Keeping the Laptop clean and not marking the Laptop or case in any way other than a simple name label.
7. If I am not using the Laptop during the school day, I will secure it in my locker. I will not leave it unattended in change rooms, classrooms, my bag, or any other place where there is a possibility of it being stolen.
8. I will not leave the Laptop in my locker overnight.
9. I will tell my parents or a teacher as soon as possible after any of the following events: Theft, suspected theft, loss, or damage.
10. I will be responsible to back up my data on a regular basis.
11. I understand that any needed repair that involves replacing and/or re-imaging the hard drive will result in local data to be erased.
12. I understand that any inappropriate content may result in the re-imaging of the Laptop by IT Department and appropriate disciplinary action.
13. I will use my Laptop appropriately at home.
14. I agree to be bound by the College's ICT policies as varied or introduced from time to time.

**Student**

Name (printed):_______________________

Date:_______________________

Signature:_______________________

**Witnessed by Parent / Guardian**

Name (printed):_________________________

Date:_________________________

Signature: _________________________