1:1 Learning

STUDENT HANDBOOK 2023

INTRODUCTION

PENRITH ANGLICAN COLLEGE 1:1 LEARNING IN A NUTSHELL

1. All students Years 5 to 12 participate in 1:1 Learning.
2. Devices are compulsory at the College each day.
3. Before purchasing devices please read minimum specifications.
4. Students and Parents must acknowledge the User Agreement before they begin 1:1 Learning. Parents will acknowledge online via Edumate Parent Portal. Students will sign a hard copy agreement form.
5. 1:1 Learning Handbook, Policy and FAQ's will be available on the College website. The User Agreement must be adhered to at all times.
6. Education about Cyber safety, Office 365, CANVAS and other essential software will be conducted at the College.

One of the strategic aims of the College is to improve student learning outcomes by implementing 21st Century learning strategies. The Bring Your Own Device (BYOD) Program and the 1:1 Learning Strategy was introduced to enhance our students' learning experiences and better cater for individual needs in the College. The 1:1 Learning refers to technology models where each student has their own device.

At Penrith Anglican College we strive for personal excellence. Our vision is to develop our students to take responsibility for their learning.

WHY DO WE DO THIS?

The College believes the 1:1 Learning Program not only provides students with access to expanded, global resources and content but prepares our students for the workplace in which they will take part. The benefits of a 1:1 Learning Strategy:

1. Improve student access to information and communication
2. Foster communication, collaboration and creative skills
3. Increase student engagement
4. Focus on student centred learning
5. Increase communication between students and teachers
6. Increase productivity

The College recognises the potential for enhanced flexibility and improved learning outcomes that can flow from the use of technology in and outside the classroom. We believe that this initiative makes a positive contribution to maintaining the College's reputation for improving the academic achievement of all its students, focusing on personal excellence.

HOW DO WE DO THIS?

The College utilises the Microsoft Office 365 platform, and a Learning Management System called CANVAS. Office 365 provides a stable platform with many web based tools that allow, amongst other things, for sharing and collaboration both in the classroom and beyond and a reliable method of cloud based storage for students' work.

Please take the time to read our 1:1 Learning Handbook, which has been developed according to NSW Department of Education and Communities guidelines.

Mrs Felicity Grima
Principal

1:1 Learning Device Specifications

ITEM TO CONSIDER	MINIMUM	RECOMMENDED
WIRELESS CONNECTIVITY	802.11abgn	802.11ac
BATTERY LIFE	6 hours of battery	
HARDWARE FEATURES	Headphone connectivity and headphones or earphones. Webcam 4GB RAM	USB port Microphone 8GB RAM
EMAIL	Students must set up their student email account on the device's email client	
STORAGE SPACE*	100GB	256GB or more.
SCREEN SIZE **	11 inch screen size	13 inch or larger.
CARRY TO COLLEGE	Suitable case that will protect the device from physical and water damage.	
SOFTWARE**	Latest browser software installed. See: whatbrowser.org to update your browser The College has access to cloud based software for all minimum requirements. Suitable anti-virus software installed.	The College can provide Microsoft Office and Adobe Creative Cloud to student owned OSX and Windows devices.
KEYBOARD	Physical keyboard with individual keys (not just a touch surface)	Physical keyboard with full-size keys
SECURITY	Password, PIN code or other authentication mechanism to lock the device.	Tracking software on the device in case of loss.

*Chromebooks should be avoided.
**Students studying elective subjects such as Visual Arts, Music, Computing, Technologies or Drama may benefit from a device that exceeds the recommended specifications.
*** Students studying design or computing subjects in Years 9 - 12 will need to contact Head of Technologies for further details.

OVERVIEW

The College will:
1. Maintain and provide WiFi access to devices on campus
2. Offer IT support to assist with WiFi access, printing issues and installation of required software
3. Recommend appropriate choices in apps and programs that represent good value and maximise learning and presentation experiences
4. Encourage students to take responsibility for devices and for their learning
5. Reserve the right for any uploaded material to be taken down on request
6. Act to discipline deliberate damage
7. Support students in good choices of appropriate material
8. View devices in the same way as any other form of student work, such as exercise books, and as such can request to view content on their device
9. Prescribe software and or apps that students must have installed on their device.

While at the College students will:
1. Arrive at College with devices charged each day
2. Have any device charger that is brought into the College, electrically tested and tagged every 6 months.
3. Seek the permission of their class teacher before charging their device in the classroom
4. Have equipment and materials clearly labelled
5. Have required software and resources installed and ready to use
6. Maintain the device in good working order
7. Build in rest from screen time as a responsible computer user
8. Back up data regularly (e.g. to cloud-based storage, USB, external hard drive)
9. Use collaborative spaces for positive communication and comments
10. Take care of all IT resources; whether College-owned, personal, or owned by others, and be held accountable for deliberate damage
11. Not share passwords or private information with others
12. Have a password locked device
13. Offer the unlocked device for auditing and review when asked by the College
14. Choose to use appropriate sites for learning and be mindful of the College values
15. Be proud of their digital footprint

STUDENT SAFETY

The safety of the students at the College is of paramount concern. Any apparent breach of cyber safety will be taken seriously.

1. The response to individual incidents will follow the procedures developed as part of the College's Student Welfare and Behaviour Management Program – Section 6 Cyber Safety Policy and Procedural Guidelines.

2. In serious incidents, advice will be sought from appropriate external sources, such as the police and/or a lawyer with specialist knowledge in this area. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

3. Students may not use the College's Internet facilities and ICT resources in any circumstances unless the appropriate 1:1 Learning User Agreement has been signed and returned to the College.

Online resources for parents and students are available at
- www.cybersmart.gov.au
- www.esafety.gov.au
- www.cybersafetysolutions.com.au

FREQUENTLY ASKED QUESTIONS

1. What services can my child access at College from their personal device(s)?

Once connected to the wireless network, students will be able to access all the College's online resources as if they were at home. These include CANVAS (the College's eLearning portal), the Internet, printers, student email, OneDrive online applications and storage.

2. Will my child's Internet usage be monitored at the College?

Students' Internet access is logged and monitored whilst they are using the Penrith Anglican College wireless network. Some Internet sites such as malicious, phishing, spyware and social media and "adult" sites are also filtered.

3. Can my child charge their device at the College?

Students should ensure that their device is fully charged before bringing it to the College. It must be available for any class and devices brought to the College by students should have a genuine 6+ hour battery life (see the Specifications). If students need to charge their device, their charger should be one that has been electrically tested and tagged within the last 6 months and it must display the tag to verify its last test date and the retest due date. Students must seek the permission of the class teacher before charging their device in the classroom.

4. How should the device be transported to and around the College?

Students' devices should always be contained in a suitable protective & waterproof sleeve or cover and located in their College bag when travelling to and from the College. Around the College, we also recommend that students keep their devices in their protective covers when not using them in class - this includes when moving between classes and to and from locker areas.

5. Has the College considered the extra weight of bringing a personal device to the College?

Yes. An increasing number of the textbooks for students will be available electronically (particularly in Years 7 to 12). These textbooks will either be fully interactive online, or in a pdf format. It is expected that the weight of the device (if kept under the recommended weight of 2.0 kg) will be significantly less than the weight of current textbooks.

6. When and how will my child's device be used in class?

Students' devices will be used in class where the teacher deems that their use will enhance the learning process and/or allow students to demonstrate and publish evidence of their learning. It is not expected that it will be used for every lesson.

7. What if my child's personal device is stolen or damaged? What recourse can I take?

The College makes lockable lockers available to students, which could be used for storing personal devices that are not in use or kept on their person. Devices should be carried to and from the College out of sight in a College bag, and it is strongly recommended that the device is at a minimum, contained in a protective and waterproof sleeve to protect it from damage.

Parents are advised to organise appropriate insurance cover on devices brought to the College. You may be able to use Home and Contents insurance. Check with your insurer that coverage extends to computers outside the home or during travel. Make a note of the device's model number, serial number and sales receipt should you ever need to make a claim.

8. How will the College handle the potential distractions that having technology in the classroom brings?

The reality is that ICT does provide the potential for multiple distractions, both at the College and at home. All of us face the challenge of developing self-control in avoiding these distractions, indeed it is a vital skill for the 21st century workplace. As part of our Digital Citizenship education, teachers will work with students in understanding and demonstrating appropriate use of technology at home and at the College. Teachers are also being supported in integrating ICT in lessons in a manner that focuses on learning and minimises the chance for student distraction. The College and home both have a role to play in helping young people to self-regulate in these areas.

9. Will my child's handwriting be affected by the use of devices in the classroom, and will this impact their HSC?

At Penrith Anglican College we are committed to maintaining and enhancing the excellent teaching and learning that is a feature of the College. As such, devices will be used in a pedagogically appropriate manner designed to enhance learning. They will not be the only educational tool used in our classrooms. Students will be expected to continue to write using pen and paper when this is appropriate. We recognise that the external examinations which the students face in the Senior School still require this skill, and we are committed to giving the students practice to prepare them for examinations.

10. Can my child bring a tablet as their device?

Many tablets (including iPads) do not meet the College's minimum specifications.

11. Does the College expect students to purchase specialised applications for different subjects?

No. All recommended or required software will be provided for installation on student devices. Some specialised software will be available at the College on College devices.

12. What technical support services are offered by the Penrith Anglican College IT Department?

The IT Department will assist students to connect to the College wireless network, to print, and access the internet and College online applications such as Office 365, CANVAS, Library etc.

End of Handbook.
Following pages are User Agreement Document

User Agreement for 1:1 Learning Program

All students and staff have access to the Penrith Anglican College wireless network, including access to the Internet for teaching and learning. Access to the College IT system is a privilege, not a right. All users will be required to acknowledge receipt and understanding of the 1:1 Learning policy in this document and adhere to the User Agreement. Noncompliance may result in suspension or the removal of privileges for a period of time. Technology must be used in a manner that is in keeping with the core College values.

Parents - Please read through the following with your child before acknowledging the User Agreement. Parent acknowledgement of this User Agreement is granted online via the Edumate Parent Portal. Students will sign their copy of the User Agreement during the first week of Term 1 2023. User Agreements will need to be acknowledged before 1:1 Learning commences.

I understand that the following terms and conditions govern bringing my own device to the College:

1. **Network and internet access**
   While at the College students will use the College's internet connection to access online resources. Content accessed through the College network and the Internet will be subject to monitoring and filtering. The College reserves the right to block student access to the College network.

2. **Power to recharge**
   Devices should arrive at the College fully charged as the College has limited facilities for recharging. Any device charger should be electrically tested and tagged within the last 6 months and it must display the tag to verify its last test date and the retest due date. Students must seek the permission of the class teacher before charging their device in the classroom.

3. **Technical support**
   As the device is neither owned nor managed by the College, the College is not in a position to offer any technical support, other than helping students to connect to the College network.

4. **Insurance and liability**
   It is suggested that parents insure their child's device for loss or damage. The College accepts no responsibility for the loss or damage of the device. Students may be held accountable for any deliberate damage.

5. **Content**
   All content including but not limited to files, photos, videos and music must remain appropriate, as deemed by the College, at all times. The College retains the right to review the content of any device registered under this agreement. Activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.

6. **Copyright**
   A Parent/Carer must certify that all content stored on the device is compliant with copyright law and regulations. Students must use and share data in an ethical manner.

7. **Ethical use**
   a. Any use of a device deemed inappropriate by the College may result in the withdrawal of 1:1 Learning privileges.
   b. Students must agree to not attempt to bypass any hardware and software security implemented by Penrith Anglican College.
   c. Students must agree to not use 1:1 Learning to knowingly search for, link to, access or send anything that is not in line with Penrith Anglican College policy and/or procedural guidelines.

8. **Multi-Media**

   Unless directed by your teacher, no audio, photography or video recording should be done on College grounds. If you are required to film, observe the following conditions:

   a. Obtain permission from individuals prior to any recording in both audio and video for all projects
   b. No recorded content should be published online without the express permission of your teacher

9. **Adobe Software**

   The College is only licensed to install Adobe Creative Cloud on student owned devices while they are being used for the College 1:1 Learning (BYOD) program. Should a student leave the College or no longer use this device for the Penrith Anglican College BYOD program, the Adobe Creative Cloud Software must be promptly uninstalled.

10. **Care**

    Carry device in a suitable waterproof and protective cover. Keep food and liquid away from the device. Ensure data is regularly backed up. Always keep passwords secure and apply a lock screen to your device. Agree to use only your own portal/internet login details and NEVER share those with others.

This agreement may be subject to review and includes all information in the preceding pages (handbook).

Students will be given a User Agreement to SIGN, DATE, AND RETURN to their Class Teacher (Years 5 & 6) or Mentor Teacher (Years 7 – 12) during Week 1, Term 1 2023. Parents will be sent an email to advise when the Edumate Parent Portal acknowledgment is available to be actioned, this will be during Week 1, Term 1 2023.

End of User Agreement document.

User Agreement for 1:1 Learning Program
Student Copy to return to the College

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Parents - Please read through the following with your child before acknowledging the User Agreement. Parent acknowledgement of this User Agreement will be granted online via the Edumate Parent Portal (the College will contact parents when it is time to do this). Students will sign their copy of the User Agreement during the first week of Term 1 2023. User Agreements will need to be acknowledged before 1:1 Learning commences.

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   Content accessed through the College network and the Internet will be subject to monitoring and filtering. The College reserves the right to block student access to the College network.

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   b. Students' must agree to not attempt to bypass any hardware and software security implemented by Penrith Anglican College.
   c. Students' must agree to not use 1:1 Learning to knowingly search for, link to, access or send anything that is not in line with Penrith Anglican College policy and/or procedural guidelines.

8. **Accessing loan devices**
   Loan devices are made available in the event a student owned device is damaged and sent for repair or replacement. A fee may be charged at an advised rate until the loan device is returned.

9. **Multi-Media**
   Unless directed by your teacher, no audio, photography or video recording should be done on College grounds. If you are required to film, observe the following conditions:

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   b. No recorded content should be published online without the express permission of your teacher.

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This agreement may be subject to review and includes all information in the preceding pages (handbook).

Student Acceptance of 1:1 Learning Program Agreement
I have read, understood and acknowledge the Penrith Anglican College User Agreement for 1:1 Learning Program 2023 terms and conditions and all information in 1:1 Learning Parent Handbook.

Student Name: _____   Year Level: _____

Student Signature: _____   Date: ____/____/____

Please return this form to your Classroom Teacher (Years 5 and 6) or Mentor Group Teacher (7-12).