Parent Information Booklet

1:1 Learning @ NGPS

Newport Gardens Primary School e-Learning Vision

At Newport Gardens Primary School, we understand that in a 21st century learning environment our students need appropriate tools to enable them to collaborate, communicate, problem solve and importantly create. We understand that deep learning occurs beyond the classroom environment, where students are encouraged and supported to make links with local and global communities. We encourage our students, staff and families to become confident users of ICT and to question and analyse the information found electronically to ensure its authenticity and veracity. Our school values the integrated use of ICT and is committed to on-going professional learning. We encourage all in our community to celebrate the achievements of our students as they delve further into a curriculum that values their creativity, their higher order thinking and their capacity to integrate technology into all aspects of their learning at school and at home.

What is 1:1 Learning?

In a 1:1 learning program, each learner has a portable, networked, digital netbook that can connect each learner with their teacher and other learners or experts, with real-world contexts for learning, multimedia resources, software for learning and online tools and applications.

With a connected, mobile netbook, learners can communicate with teachers and peers about learning activities. They can respond to and keep records of feedback, including multimedia records of their learning and assessment. They have anywhere, anytime access to work in progress and evidence of their learning, as well as to personal digital spaces for ongoing reflections on learning.

Learning in a 1:1 environment can open up new possibilities for learning or make it easier to exploit existing learning opportunities. Learning can be more active and student centred. 1:1 digital netbooks connect directly with individual learners as they engage with learning activities and collaborate online within and beyond their schools.

A learner’s individual, connected, digital netbook can be an important part of a blended learning environment because it supports personalised learning and just-in-time integration of ICT into learning activities.

Why have 1:1 @ Newport Gardens Primary School

The Department of Education and Early Childhood Development (DEECD) promotes values and supports the 1:1 Learning initiative. Research conducted by DEECD has found that students having access to a 1:1 Learning netbook have shown:

- More engagement and motivation towards learning;
- Improved learning outcomes in literacy, numeracy, science and languages, in addition to more proficiency in ICT;
- A better ability to collaborate and use higher order thinking skills.

By incorporating a 1:1 laptop program here at Newport Gardens we have joined an increasing number of schools in the Hobsons Bay Network to adopt a 1:1 Learning model. The skills developed from a 1:1 Learning program at primary level will better equip students for transition into secondary school, where they will mix with students who have also been advantaged by a 1:1 Learning program.

Important Information and Frequently asked questions

For the duration of the three-year program, the netbook is property of the school. Parents / guardians are required to make an overall contribution of $70.00 per term. This is in exchange for school usage and home access. The school contributes to the costs by financing the infrastructure setup, server, maintenance, technicians and software expenses. If a student leaves NGPS for any reason other than graduation, families will be required to return the netbook in full working order, including all accessories and components. If all contributions have been made at the end of the three years, families will be given the option to purchase the netbook at a very small cost ($1). Newport Gardens provides additional peripherals as part of the 1:1 Learning Program, including software. At times, netbooks are required to be handed in for periodic maintenance and software updates.

Warranty / Insurance

If a netbook is lost or stolen, parents / guardians are asked to contact the School Principal to complete the necessary forms. If a netbook is stolen, parents / guardians will be required to obtain a police report. They should then contact the Principal, complete and submit the appropriate documentation, accompanied with the police report. The 1:1 Learning Program Coordinator will then lodge the appropriate insurance documentation and notify the parents / guardians of progress. Loan netbooks will be made available to students who have lodged an insurance claim.

Description of cover includes accidental loss or damage, and theft. Parents / guardians are required to pay an excess of $50.00 per netbook, per claim.

Examples of Cover:

- Accidental Loss - for example, left in a public place;
- Accidental Damage - for example, dropped, stepped on, driven over, pulled off a desk, lid closed with a pen on the keyboard;
- Theft - for example, from a locked unoccupied vehicle or building, from an occupied building, by force or intimidation;
- Liquid Spills.
Personalising Netbooks

Throughout the duration of the program, the netbook is property of the school and therefore, should not be altered or personalised in a way that is irreversible. At the commencement of the program, a personalised, removable skin will be fixed to the netbook, with your child’s name, school details and the school logo. Students may personalise their desktop, however should be aware that when their netbook is collected for updates, the desktop will revert to its original form. Therefore, it is important that students back-up their work and files appropriately.

Software including music, movies and educational games are permitted for academic and recreational purposes, provided that Copyright obligations are met. Saying this, the downloading of music, games and videos will be prohibited, unless directed by a staff member. It is the student’s responsibility to ensure that there is enough hard drive space and RAM for the programs and software required for school use.

Software Licensing and Copyright

Much of the software installed by the school is subject to licensing conditions and therefore must not be distributed or deleted without the permission of the school. The software installed on the netbook is a combination of EduSTAR software, plus additional software as decided by the school. The school covers the cost involved with additional software. Over the duration of the program, the standard ‘image’ of the netbooks may be updated to accommodate updates in the EduSTAR package, or new software purchased and licensed for use as educational trends emerge. A Learning Technology Acceptable Use Policy governs the use of netbooks by students. All stakeholders are required to complete all documentation prior to the program commencement. Any inappropriate use of netbooks, regardless of school or home use could result in disciplinary action or exclusion from the school’s network and resources for a period of time.

Technical Support

The school currently has computer technician for two day per week as well as a trainee technician for an additional two days per week. Should there be a fault or problem; students are required to notify their teacher immediately. For matters that cannot be fixed by the school, contact will be made with Learning With Technologies (LWT), the company with whom we partner to supply the machines. The damaged unit will be repaired within the terms of the School Loan Agreement. Over school holiday periods, LWT offers support to families for all warranty failures. In addition, students, teachers and parents will receive a Netbook Trouble Shooting guide.

Charging the Netbooks

Students are required to take their netbook home overnight in order to prepare and charge it for the following day. The netbook battery lasts a typical school day. Spare charging netbooks are available to students; however students are responsible for having a fully charged netbook at the beginning of the school day.
Backup / Recovery

Students are responsible for their own backup of critical data. The netbooks are configured with a specific drive which automatically backs up to the school server when connected to the school’s network. Students are encouraged to save their work on this drive.

Delivery of Netbooks

Netbooks will be available for collection prior to the end of term 4 2013 provided all documentation and required payments have been submitted by the parents to the school. Alternatively collection can be made at the beginning of the 2014 school year. A parent / student induction program will be scheduled upon collection of the netbooks.

Contracts and Agreements

To support the safe and responsible use of all digital technology at Newport Gardens, families are required to read and discuss the school Learning Technology Acceptable Use policy, and complete and sign the Student Code of Conduct. In addition, the 1:1 Learning Netbook Agreement is required to be completed and signed.

Can my child bring their own netbook from home instead?

Unfortunately not. Home devices are not configured to the school network. They are not permitted to be licensed to use the school image and cannot be serviced by the School Technician. Therefore, maintenance issues may not be resolved in an appropriate time frame.

Password Protection

Netbooks are password protected. As with all school devices, students are prompted to administer a username and password when logging on to their netbook. These details may assist in protecting the students’ personal information in the event of theft or loss.

Classroom Storage

Grades will each have a suitable cabinet where students can leave their netbook and hard case throughout the day when not in use. This cabinet is housed inside the classroom for security during break times.

Teacher Professional Learning

Successfully implementing the 1:1 Learning Program relies on structured professional learning for staff. To get the most out of the program, it is important that our teachers fully understand the educational potential of computers and other ICT. Our 1:1 learning teachers partake in professional learning of digital educational environments, with particular links to the netbooks. All 1:1 Learning teachers participate in the induction process.
Will students use computers ‘too much’ for schoolwork?

The 1:1 Learning program does not take the place of the existing school curriculum, however it is used to support and enhance the classroom by providing students with digital learning tools in balance with traditional learning methods. Students use their netbook where it serves a purpose.

Government schools adhere to the AusVELS framework which is the Victorian Government’s approach to the National Curriculum. These documents outline what is essential for all students to learn during their time at school. The 1:1 Learning program supports and enhances these frameworks.

Wireless access allows for ‘anytime, anywhere’ learning where students can use their netbook to search for ‘at-hand’ information or collaborate with others in a real-time context. Students are able to use their school files at home and can collaborate with their peers on projects through web 2.0 tools and applications.

What about handwriting?

Students continue to develop their handwriting skills as normal. Likewise, they use programs designed to develop word-processing and keyboard skills.

Grammar and Spell Check

Grammar and Spell Check are tools that allow students to learn about their typing habits and mistake patterns, giving them immediate feedback. 1:1 Learning complements the current Spelling program - it does not replace it.

What if my child forgets his / her netbook at home?

The school has some of netbooks available for borrowing. Classroom teachers decide whether borrowing a netbook is feasible, with consideration to how often the student forgets his / her netbook.

Cyber-safety

Newport Gardens Primary School believes the teaching of Cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents / guardians are requested to reinforce this behaviour at home. School policies are in place that outlines the expected behaviours when students use digital technology and the Internet. When the netbook is connected to the network at school, we provide a filtered Internet service within the DEECD network that blocks inappropriate content by a regularly updated list of categories and sites. This does not apply to netbooks outside of the school network, and therefore it is strongly recommended that parents seek and apply appropriate filtering systems for home Internet.
At Home Internet Use

The school or DEECD do not provide Internet access at home. If there is Internet provision at home, netbooks are able to be configured for access. Students will be guided through the setup to enable students to switch between home and school Internet settings.

Who monitors netbook use at home?

The school monitors the use of netbooks at school, which can be done through a remote desktop. Parents / guardians are responsible for monitoring their child’s use at home. When off the school grounds, parents / guardians have full authority to monitor the usage of the netbook.

At Home Filtering System, Firewall Options

A firewall is software or hardware that checks information coming from the Internet or a network, and then either blocks it or allows it to pass through to a computer, depending on the firewall settings. The Internet service provided to schools is a filtered service. Each school has the ability to allow or block a website at the school level. This is one of the tools provided by the eduSTAR.ISP service. When at home and the school settings have been disabled for home Internet use, these restrictions do not apply. The school strongly recommends the use of a filtering system at home to protect the netbook and above all, the students. OpenDNS (http://www.opendns.com/home-solutions/parental-controls) is an example of an option that families may wish to explore to provide a filter.

How can netbooks be used at home?

There are many ways that netbooks can be of assistance at home.

Students use netbooks to:
- Collaborate with teachers and students through websites such as blogs etc.;
- Utilise online tools, applications and resources when completing set tasks or for personalised learning;
- Access eduSTAR software or school supplied software to complete set tasks or for personalised learning.

Available Support Resources

DEECD Working with the Web: http://www.education.vic.gov.au
What if the netbook is used for inappropriate purposes?

Students and families are required to read and discuss the school Learning Technology Acceptable Use policy and complete and sign the Student Code of Practice. If a student is seen to breach the agreement or partake in inappropriate use of the Internet, regardless of school or home use, disciplinary action or exclusion from the school network and resources may apply for a period of time. The netbook may also be restored to its original form and personal content may be deleted. (See Contracts and Agreements & Software Licensing and Copyright)

Will the student files on the netbooks be private?

It will be an expectation that students submit their netbook for inspection upon request from staff members. This will be to monitor and ensure that students are using their netbook responsibly and within the requirements of the Learning Technology Acceptable Use policy, the Code of Practice Student Agreement and the Lease Agreement. This includes the browser history, caches, files and folders that have been stored on the netbook or within the school’s network.

Will children be safe carrying netbooks?

Studies have shown that insurance companies report very few incidents while students travel to and from school. Saying this, the school stresses that students do not take their netbook out in public. They are to carry their netbook in the provided casing, and the netbook should be transported to and from school in their schoolbag and not carried.

Are these netbooks going to add to the heavy loads students carry from home to school?

The school chose to pursue this netbook because of its light weight design and weight specifications. The netbook weighs 1.4kg and is an ideal size for schoolbags with minimal impact on students when travelling to and from school.

What if a family does not ‘opt in’ to the program? What access would they have to computers?

Students who are not participating in the program will still have the same quality program that they currently receive. School computers are allocated to classrooms to facilitate the 1:1 Learning model, so that all students can participate in computer-based activities in the classroom. However, these computers will not be available to take home.
Dear Parents of 2014 Year 2 and 5 Students,

We were very pleased to meet with a number of families this term to present the 1:1 Learning package for 2014. If you were unable to attend, documentation is available for viewing on the school website.

**The 1:1 Learning Package Includes:**
- Acer TravelMate B113 11.6” Celeron – 7.5 hour Battery
- Carry Case with Handle and Foam Padding
- Protective skin with your child’s name and the NGPS logo
- Acer 3 Year Notebook - Up to $600 - Accidental Damage Insurance - $50 Excess First Claim / $100 ongoing
- All software, including the eduSTAR program for Government Schools

**Cost:** 12 X $70.00 payments over a three-year agreement.

Please check with your accountant to see if you can claim up to 50% of the costs associated with acquiring education equipment and this includes the payments associated with the 1:1 leasing option. For more information, go to [http://www.educationtaxrefund.gov.au/](http://www.educationtaxrefund.gov.au/)

We ask that families indicate interest by completing the following Expression of Interest and return it to your child’s classroom teacher by **October 31st**. We also ask that you enclose a deposit of $35.00 to secure your child’s place in the 2013 program. A further payment of $35.00 will be required by the end of Term Four to complete the first installation payment for Term One, 2014. **It is important that all families respond to this notice.**

We look forward to your response.

Kind regards,

Simon McGlade
Principal

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1:1 Learning 2014 Expression of Interest

**Parent/ Guardian / s Name/s:** _________________________________________________

**Name of Child/ren and Year:** _________________________________________________

**Contact Number:** ___________________________________________________________

**Parent / Guardian Signature:** _________________________________ **Date:** ________________

☐ **We are interested in the Acer Package**

A deposit of $35.00 is enclosed (balance due in by the end of term 4 to collect the device before Christmas or February 1st to collect in 2014). We understand that the 1:1 Learning program will involve a contribution of $70.00 per term for 3 years.

☐ **We Do Not Support the 1:1 Learning Program**

Please give an indication behind your reasoning not to support the program, i.e. cost, preference for another computer etc.