



St Martin of Tours Primary School

Years 4-6

1:1 Chromebook Program

Information and Policy Booklet

ST MARTIN OF TOURS PRIMARY SCHOOL VISION

Our school's motto Non Recuso Laborem, through the context of the Catholic Faith, inspires us to build capabilities and confidence to embrace life's challenges.

1:1 VISION

1:1 Chromebooks will be used as a tool to support our learners, raise engagement and encourage effective collaboration in a contemporary learning environment.

Anywhere ● Anytime ● Collaborative ● Engaging

Overview

St Martin's is committed to providing a technology rich environment to support our students as contemporary learners in the 21st century. Technology is viewed as a tool which is integrated across all curriculum areas allowing our students to both develop their technology skills and experience learning in a genuine contemporary manner.

What is St Martin of Tours Primary School's 1:1 Chromebook Program?

St Martin's already provides students with a solid Digital Technology/eLearning environment through the use of laptops, iPads, interactive whiteboards, and a specialist Science, Technology, Engineering and Mathematics (S.T.E.M) curriculum.

In 2017 we expanded our program by introducing a 1:1 Chromebook program for our students in years 4, 5 and 6. This has allowed our senior students to have access to technological tools throughout all subjects, both at school and at home.

What is included?

St Martin's will arrange for an Acer Chromebook, charger and carry bag to be allocated to each student in years 4, 5 & 6. Chromebooks use the Chrome operating system (not Windows or iOS).

The Chromebook is available for the student's exclusive use during school time and will be taken home each night and during term breaks to allow students to complete any home practice tasks, complete unfinished work or for other additional learning.

Why are we moving in this direction?

Today's students think, connect and communicate differently from those who were at school even only a few years ago. Department of Education and Training 1:1 laptop trial research showed that students with 1:1 access are:

- More motivated and engaged in learning
- Better organised which improved literacy and numeracy outcomes
- Better able to collaborate and think analytically

How can Chromebooks improve learning?

We believe a 1:1 Chromebook program will promote better learning in and out of school by encouraging:

- Greater access to real-time information and digital learning resources
- Ease of access to class work both at school and at home

ADVANTAGES OF A 1:1 PROGRAM

- STUDENT ENGAGEMENT
- COLLABORATION
- FOSTERING INDEPENDENT PROBLEM SOLVING
- CONTEMPORARY LEARNING FOR CONTEMPORARY LEARNERS

- Independent, self-initiated learning (students can easily find answers to many of their own questions which also improves their own problem solving skills in the process)

Frequently Asked Questions

Who will own the Chromebooks?

The Chromebook is the property of St Martin's. The school covers the cost of the Chromebook, Google Licence and Chromebook bag.

All students are expected to adhere to the Internet Usage Policy and the Agreement and Acceptable Use Procedures. Students who breach the policies and the signed agreements will have their Chromebook confiscated for a length of time as deemed appropriate by the Principal or the Digital Technology leader.

Can I take it home for school holidays?

Students will take their allocated Chromebook home each night and return it to school each day. They will take the Chromebooks home for use during the breaks between terms throughout the year.

All Chromebooks are to be returned to the school at the end of each school year for auditing purposes. Students will be reissued with **the same Chromebook** the following year.

What technical support is there?

Technical support is offered by the St Martin's digital technology department located in the room off the LRC. Students experiencing problems with their Chromebooks can either inform their teacher of the problem so they can log a job on the "HELP DESK" or log the job on the "HELP DESK" themselves which is located on the student weebly page <http://smstudent.weebly.com/>. A member from the digital technology department will then respond with instructions accordingly or the Chromebook can be dropped off to the digital technology department or will be collected from the class.

What about breakages, damage or wear and tear?

The Chromebooks are required to be kept in good condition, meaning the Chromebook must remain in a suitable condition for resale without diminishing the value below the normal fair market for an asset of similar age or make. Examples of normal wear include and are not limited to light scratches on the casing, light wear on palm rests, faded lettering on keys, removable stickers/labels, slight plastic colour fading. To assist this, students are given a padded carry bag which the Chromebook is expected to be in if it is not in use or being charged.

Any student experiencing any problems with their Chromebook is to follow the instructions in the section of the document **"What technical support is there?"**

Students will be able to borrow from a small bank of school stored devices while their device is being fixed.

Parents are responsible for the cost of fixing non-warranty or non-normal wear breakages. **Examples of what is NOT included in the warranty include but are not limited to missing keys, cracked casing, frame or lid, broken hinges or latches, non-removable stickers/labels, etching, excessive scratching and abnormal markings, pressure patches, burns and scratches on screens, major equipment discoloration, paint (including liquid paper), blood or radioactive substances requiring more than a light cleaning for safe handling and process for resale, system does not boot up, removal of serial number identification/product tag.**

Parents need to discuss with their child:

- the importance of carrying the Chromebook correctly (ie: with two hands firmly holding the base and not by any part of the screen);
- the importance of not having food or drink near the Chromebook as spills can happen but are not covered by warranties; and
- the importance of being vigilant in storing their Chromebooks securely, both in terms of the bag provided and not leaving it in cars or lying around.

Any of these damages are not classified as standard wear and tear and are to be paid by parents.

Approximate costs as at August 2019:

Charger:	approx. \$55
New bag:	approx. \$25
Replacement Keyboard (required for broken keys)	approx. \$45 + labour
Replacement screen	approx. \$180 + labour
Replacement Chromebook	approx. \$400

Can I personalise my Chromebook?

Students do not own the Chromebook. They are not encouraged to put stickers on it as they must be removed at the end of each school year with no remaining residue left on the Chromebook. They are, however, encouraged to add their own 'bag tag' to the bag, however they must also leave the school supplied bag tag attached.

How will I charge my Chromebook? Can I charge it at school?

Students will be allocated a charger when they are allocated their Chromebooks. These chargers will be taken home so students can charge their Chromebooks at home and bring them to school each day fully charged. There will only be a limited number of chargers available at school for rare emergencies only.

Is the device password-protected?

Yes, the device is password protected. Students can only login to the Chromebook using their school allocated email address and password.

When will the Chromebook arrive?

Students will be allocated Chromebooks in Term 1 of 2020. Chromebooks will not be sent home until Acceptable Use agreements have been signed by parents and students and returned to school.

Where do the devices go when not in use?

All Chromebooks are to be brought to school each day and will be stored on either on the student's desk, in their allocated tub or storage area when not in use. No drink bottles or food will be allowed near the Chromebook.

Will students use Chromebooks "too much" for schoolwork?

Our 1:1 Chromebook program will be used to enhance our existing curriculum by providing ease of access to digital resources in an organic and contemporary manner. Students will not be "on" the Chromebooks all day, every day, instead they will have easy access to them when they are the best tool for the task.

What about handwriting?

Students will continue to write with paper and pencil and work to improve their handwriting as well as using a keyboard. We see Chromebooks as one of the many tools that our students use.

Won't students be able to 'cheat' by using the spell checker?

Spell checker is a tool used to assist spelling when students are working on a digital device. It won't replace our existing spelling lessons.

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

There will be a limited number of devices which the student will have shared access to if they forget their Chromebook for a day.

The school monitors usage at school, but who monitors it at home?

Students' language and the content of their saved work is monitored through their Google Drive account which is housed under the "smrosanna" umbrella. When students use the internet at school on their Chromebook, it is used through the school's web filtering software. Students using the internet outside of the school's network, (ie: at home or at a wifi hotspot) are not covered by the school's filtering system. Although safe searching is turned on, students do not have permission to browse incognito and they cannot clear their browsing history, students must be monitored by a responsible adult when using the internet and it is recommended that home networks also use a home filtering system.

How can students access the internet from home?

Students can connect to their home wifi network to allow them to access the internet at home.

How can devices be used at home?

Chromebooks do not need to be connected to the internet for students to access their Google Drive documents at home. Accounts are set to 'Sync files to be available offline' in their settings. The Chromebook will save the files onto the Chromebook for use at home and will then sync back with Google Drive once the Chromebook has internet access again.

The device can also be used for all internet based activities for students who have access to a wifi network using the Chrome browser.

How heavy are these devices going to be?

Chromebooks in their cases weigh approximately 1.7kg.

Will the student files on the device be private?

Student files used on a Chromebook are housed on Google Drive under the "smrosanna" umbrella. The files are as secure as they would be if a student used a device at school.

How will the program be evaluated?

Staff continually reflect on their teaching practices and the use of the Chromebooks will form part of that reflection. At the end of the school year staff and students will be consulted about their use.

St Martin of Tours Primary School Technology Code of Practice

1. I will always use language and behaviour that I know is appropriate, polite and respectful to others when using the school's technology and online learning spaces.
2. I will follow instructions from teachers about the Internet and use of school digital devices, including my allocated Chromebook.
3. When accessing the internet, I will only use websites, searches or applications that the teacher has recommended. If I come across any inappropriate material, I will turn the screen off and tell the teacher.
4. I will not attempt to access any social networking sites (Facebook, Instagram etc) while at school from any digital device.
5. I will not attempt to access any online streaming service (such as YouTube or other television show or movie streaming services) without the express consent of my teacher if I am at school, or the express consent of my parent if I am at home.
6. I will keep my password private and log off at the end of each session as I know that anything that happens on a digital device when I am logged on is my responsibility.
7. I understand that privacy is important when working online. I will not give out my personal information or information about another person such as their name, address, email address or telephone numbers. I will always let the teacher or my parent know if someone is asking for these.
8. I will only use the school email for school work purposes. I will not subscribe to any websites (such as YouTube) using my school email and I will not open any emails, attachments or links in an email from anyone that I do not know.
9. I will care for and respect the school's technology resources at all times. This means that I will also not attempt to change settings unless asked to do so and I make sure that my device is at school and charged each day.
10. I understand that my teachers may gain access to my emails, search history (even when searching in private and at home) along with all revisions, edits and unsaved versions of my documents both on the school server and those stored online (such as Google Docs).
11. I understand that if my Chromebook is damaged that my parents will be responsible for the cost of fixing that damage.
12. I understand and take full responsibility for any damage to the Chromebook or the potential loss of school work as a result of installing unauthorised chrome extensions or software.

I understand that if I do not follow this Code of Practice I may have my Chromebook and/or school accounts suspended or restricted resulting in me losing the privilege of access to the School's Network, Email, Internet and Chromebooks.