Epping Views Primary School

1:1 Netbook Program Documentation

EVPS E-Learning Vision:
To maximise e-learning opportunities for all students at Epping Views Primary School and to prepare our school community for living in a digital age.

Our 1:1 Vision Statement
1:1 Netbooks will be used to deepen understanding of concepts, raise engagement levels and personalise learning. Netbooks will encourage students to think outside the square, instantly seek answers to their questions, collaborate, create and engage the digital generation.

‘Anywhere, anytime, inclusive, engaging learning’
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Inclusive Rental Package

Epping Views Primary School is offering parents an all inclusive rental package consisting of:

- Netbook
- Protective hard cover bag
- Protective cover with EVPS logo on it to prevent scratches
- 3 year warranty
- Insurance with a $50 excess
- 48 hour technical support turn around
- Many educational software programs including MS Office
- Updated software as the school makes software purchases
- Wireless internet access whilst at school
- Parents can ring the Netbook supplier during term breaks for support
- Training sessions for students
- Optional training session for parents to learn more about the ICT tools we use at school to support learning
- Optional training about how to set up a wireless network at home if desired
- Ability to use Netbook at home with or without internet
What is 1:1?

1-to-1 learning is where each student and teacher has one internet connected Netbook computer for use in the classroom and at home. The Portable computers called “Netbooks” weigh just over 1kg and fit easily into a school bag. It is loaded with software that students need, and backed up with in-school technical support. The Netbooks will give participating students the tools to learn in a digital age. Wireless internet access will be available at school, and Netbooks can also be used at home – with or without internet access. The School rents these Netbooks to parents.

Why are we moving in this direction?

How can Netbooks improve learning?

Today’s students think, connect and communicate differently from those who were at school even only a few years ago. DEECD Netbook Trial research showed that students with 1:1 access are:

- more motivated and engaged in learning
- better organised which improves literacy and numeracy outcomes
- better able to collaborate and think analytically

1:1 Netbooks promote better learning in and out of school by encouraging,

- anywhere, anytime access to learning
- independent, self-initiated learning, eg promotion of problem solving skills, ability to ‘Google’ questions they have
- more family involvement in education through accessing their Netbook
- collaboration between students in different schools, states and even countries
- ability to teach students how to communicate appropriately and safely in social websites
- the ability to access homework and school information online and offline
- more time for teachers to teach students to use the internet appropriately as a tool to learn
- greater access to real-time information, digital learning resources and educational software
- working in online spaces such as a Wikispace and the Ultranet where students can access varied content to support their level of understanding in a subject area
- the ability to digitally capture any learning, such as videos or photographs to create things such as digital stories
- opportunities to discuss cyber bullying as a real issue and discuss impacts of this as a class
- engagement, students are actively engaged in their learning, using the netbook as a tool for learning
Ownership model
The Netbook will be owned by the school, and parents will be asked to pay the quarterly instalments in exchange for 24/7 access. If students leave the school for any reason they will return the Netbook to the office in full working order, including all accessories and components.

At the end of the contract the Netbook will be returned to the school in full working order and any expenses or damages will be the responsibility of the parents. At this stage the computers will be cleaned, re-formatted and loaded with an academic version of Windows. At this stage parents may be given the option to purchase the Netbook for $20. Periodic return of Netbooks will be required for maintenance and software updates eg. over the Christmas holiday break all Netbooks will be returned to the school. The bond paid at the beginning of the lease will also be returned. Failure to return the charger and/or carry case will result in these items being purchased and charged from the bond.

Failure to return the Netbook upon leaving the school will be considered theft of government property and will be immediately referred to the police.

Parent Partnership
It is advised that if your child is accepted into the 1:1 program we may hold a parent information evening in 2013. We would encourage you to attend to ask any questions you have about the Netbooks and to find out some ways in which they will be used in the classroom.

The parent information session will cover:
- Care and maintenance of the Netbook
- Rules and responsibilities
- Policies and procedures for participating in the program

Warranty / Insurance
If the Netbook is damaged, lost or stolen, parents will be required to contact the school and complete a police report. You will need to fill out an appropriate school based form and pay a $50 excess. The school will arrange for repair or replacement. Parents and students will be responsible for negligent damages. Please see Attached ‘Education Netbook Insurance’ from iBroker for more details about what is included.

Personalising your Netbook
As the Netbooks are the property of the school they are not to be altered or personalised in any way that is irreversible. Each Netbook has a removable sticker identifying its owner. Students are not able to personalise their desktops. Updates will revert the hard drive image to its original form which may result in students losing stored files if they have not been correctly backed up.

Software licensing and copyright
Software installed by the school is subject to licensing conditions and must not be distributed or deleted without written permission from the school. Any media installed on the Netbook must not infringe copyright laws and must not include crude or explicit language. This will contravene our Acceptable Use Agreement and may result in confiscation of the Netbook or reimaging. Illegal downloaded material is not acceptable on the Netbooks and will be erased if on the system. Google Chrome and Firefox are not permissible downloads as Internet Explorer is DEECD’s preferred internet browser.
**Internet usage**
Use of the Netbook by students is governed by the ‘Digital Technologies Acceptable Use Policy’ that students and parents must agree to for the use of ICT both within and outside the school. Parents are also to familiarise themselves with the Acceptable Use Policy. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school network and resources. Illegal downloaded material is not acceptable on the Netbooks and will be erased if on the system.

**Internet Safety Resources for Parents**

**Technical Support**
The school employs an ICT technician to support the Netbook Program. Students are to inform their teacher immediately of any problems using the school logbook. For matters that cannot be fixed on site there will be a 2 day repair time. Students will have access to a computer during school time. Please see EVPS trouble shooting processes.

**Power Supply**
All Netbooks need to be charged overnight and returned back to school fully charged at the beginning of every day. The Netbook battery will last a typical school day. To ensure the battery pack is maintained under warranty it is essential that on the first three nights that you run the battery empty at home and recharge over night.

**Backup/ recovery**
Students will be responsible for their own backup of critical data at all times. This may be through a USB or external drive. Students may periodically back up their work on the school server. This is the sole responsibility of the student.

**Installing their own software**
It is the student’s responsibility to ensure that there is enough hard drive space and RAM available to engage in all educational requirements. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a teacher. Illegal downloads will not be tolerated.

**Evaluating the program**
We will evaluate the effectiveness of this initiative. This may involve areas such as literacy, numeracy, collaboration and attendance. We will consider using:
- Anecdotal evidence provided by teachers, parents and students
- Tracking the amount of time students use the 1-to-1 device in classrooms
- Surveying parents, students and teachers concerning the impact of 1-to-1 access on student learning.
Frequently Asked Questions

Are other schools heading in this direction?
Similar programs successful in neighbouring schools.
- Laurimar Primary – years 1–6
- Morang South Primary – years 3–6
- Diamond Creek East Primary – years 5–6
- Mill Park Heights Primary – years 4–6
- Mill Park Primary – year 4–6
- Findon Primary – years 4–6

When will they arrive?
Netbooks will be ready for distribution as close to the start of 2013 school year as possible from the supplier.

What kind of contract or agreement needs to be signed?
The ‘Digital Technologies Acceptable Use Policy’
1 to 1 Netbook Lease agreement needs to be signed.

How will teachers be trained and supported?
As this is a new learning tool for the students, it is also for the teachers. This will mean that sometimes the teachers will learn with the students. It might mean that in the early stages of the program, students might not be using it as much as they will as the program develops further.
Teachers complete the Department ICT Capabilities Survey and set ICT professional learning goals as a result.
Support is a strong element for success and teachers will be involved in mentoring and coaching each other to complement their growing ICT capabilities.

Will students use computers ‘too much’ for schoolwork?
The 1-to-1 device will enhance the existing school curriculum by providing appropriate digital learning tools in balance with more traditional learning tools.
Wireless access will allow for ‘just-in-time’ learning where students can search for information or collaborate with others in a real-time context. Students will be able to use their school files at home and be able to collaborate with their peers on projects through social networking.

What about handwriting?
Students will continue to write with paper and pencil and work to improve their handwriting as well as using the keyboard.

Won’t students be able to ‘cheat’ by using the spell checker?
The spell checker is a tool to allow students immediate feedback on the correct spelling of words they use. It supplements our existing school spelling program, but does not replace it.
What if my child forgets his/her Netbook at home?
He/she will have to manage without. As it is envisaged that a large percentage of work will be completed on the computer, this will result in loss of productivity.

Student Safety and Online Privacy

What about safe internet use?
Students are offered a device to facilitate anytime, anywhere learning. Teachers will supervise students as they would for any learning activity as they create and maintain a safe, comfortable and learning-focused classroom. Appropriate use of the internet service within the DEEC D network is closely monitored by a filtering system, which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of devices outside of the school network.

Available Support Resources

What if the Netbook is used for inappropriate purposes?
This will be seen as a breach of our school’s ‘Digital Technologies acceptable Use Contract’ and the device may be banned for a period of time, depending on the severity. It may also be restored to its original image and all personalised content may be deleted. It is important that teachers, students and parents share the responsibility to ensure safe and responsible use of devices at all times.

Will children be safe carrying 1-to-1 devices?
Overseas 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 bag provided, which should be placed within their school bags.

Are these devices going to add to the heavy loads students carry from home to school?
The device has been deliberately chosen for a number of reasons, including its weight specifications. The device should not be packed into the bottom of an oversized backpack with other books and items, because this can lead to a compression fracture of the screen.

Will the student files on the device be private?
Students can expect their device to be periodically inspected and monitored for appropriate usage. Teachers may request access to the browser history and/or caches as well as all files belonging to the student resident on the Netbooks as well as stored on the school servers. Students and parents need to be aware that files stored locally or on school servers are not private.
Can students bring their own devices from home instead?
No. Home devices are not configured to the school network. They will not be licensed to use the school image (school software) and maintenance issues will not be resolved.

Will textbooks still need to be purchased?
Yes. Many books are not yet on CD. When they become available and its advantageous, we may put such textbooks on the devices’ hard drive. Some book suppliers who have CD-based textbooks require the purchase of the book in addition to the CD or charge more for the CD than the book. In these cases it is cheaper to continue to use the textbook. Students will still require workbooks however book pack costs will be reduced as students will require less.

Is the device password–protected?
Yes. Students will be prompted to log on with a password when turning on the device. A password–protected device may help protect students’ personal information in incidents of loss or theft.

Where do the devices go when not in use?
When not in use, the devices will be stored in a locked cabinet inside classrooms. An unattended device around buildings or school grounds will be picked up immediately by a staff member and treated as a lost item.

What about flat batteries? Will students ‘plug in’ in the classroom?
All Netbooks need to be charged overnight and returned back to school fully charged at the beginning of each day. The Netbook battery will last a typical school day. There will be a spare charger in each classroom to be used in exceptional circumstances.

Home Use of the Netbook

What if my child forgets his/her Netbook at home?
He/she will have to manage without it for the day. As it is envisaged that a large percentage of work will be completed on the computer, this will result in a loss of productivity.

How will parents continue to be informed about the integration of the Netbook into the curriculum?
School newsletters and websites will provide updates to the whole school community about the use of the devices by students and teachers in and out of the classroom. Ongoing parent information evenings will be held for students to showcase the extent of their development with the devices.

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

How can students access the internet from home?
Home internet connection is not supplied by the school or DEECD. There is no mandated expectation that internet access be made available at home. If there is an existing internet provision at home, a device is able to be configured for access.

How can devices be used at home?
Examples of home use for which internet access would be required include:
• using online collaborative websites such as class blogs, wikis, Ultranet
• using online resources such as digital learning objects located in Digilearn
• Completion of homework using online resources.

Examples of home use for which internet access would not be required include:
• using any of the Microsoft applications or open source software provided
• Using programs on the eduSTAR image
• using any subject-specific software
• working with audio, picture or video files on the devices.

Caring for your Netbook

Packing away your Netbook
• Store your Netbook bottom down
• Don’t wrap the cord too tightly around the power adaptor because this might damage the cord

Handling your Netbook
• Try to avoid moving your Netbook around when it is on. Before switching on, gently place your Netbook on a stable surface and then switch on
• You still need to be careful with your Netbook while it is in the bag. Always place the protective cover down gently
• Be careful when putting the Netbook in the car that no other items are on top of it and nothing will roll onto the Netbook
• Netbooks should be switched off before being put into the protective cover
• Do not throw your bag around

Operating conditions
• Don’t place objects on top of your Netbook and never carry it around while it is on
• Avoid exposing your Netbook to direct sunlight or sources of heat such as desk lamps
• Avoid exposing your Netbook to dust, dirt, rain, liquids or moisture
- Avoid exposing your Netbook to a heavy shock or vibration

**LCD Screen**
- LCD screens are delicate – they don’t like being poked, prodded, pushed or slammed
- Never pick up your Netbook by its screen
- Don’t slam the screen closed
- Be gentle when putting your Netbook down

**To clean your LCD screen**
- Switch off your Netbook
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to your screen

**AC Adapter**
- Connect your adaptor only to your Netbook
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging your power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adaptor box
- Be aware of the power savings that come from running your Netbook effectively from battery after being fully charged
- Fully drain the Netbook’s battery at least once per week

**Keyboard**
- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt
- If any key tops are missing or keys are in a damaged state, take your Netbook to technicians to be repaired immediately
  
  A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard

**Case cleaning**
- Use a non-abrasive cloth
- Spray cleaner on to a cloth to moisten, but do not spray the Netbook directly. Rub gently
How will I afford this?

$55 refundable bond paid by September 21st
Payment can be made as a lump sum or in term instalments in advance.
Lump sum with $25 discount $275 per year (3 years) ($265 if paid in prior year)
OR $75 Per Term (12 terms)

Residual payment at end of lease, $20.

The Government recently made changes to the Education Tax Refund scheme. This has now been replaced by the Schoolkids Bonus.

This new cash payment will help families with the costs of education. Starting from 1 January 2013, this new payment will help 1.3 million Australian families with children at school pay for expenses such as uniforms, books, school excursions, stationery and other costs like music lessons and sports registration fees.

Eligible families will be paid the bonus automatically in January and July.

Each year, families will receive:

$410 for each child in primary school (two instalments of $205)

What if I can’t afford it?
Your child will still have the same quality program they currently have. They will have access to our current allocation of Netbooks in class but will not have the opportunity to take them home.
Acer Aspire One 753 11.6" Netbook Specs

| Standard:               | * High-definition audio support, Two built-in stereo speakers  
|                        | * MS-Sound compatible, Built-in microphone  
|                        | * Gigabit Ethernet, Wake-on-Lan ready  
|                        | * 5-in-1 card reader (SD, MMC, MS, MS PRO, xD)  
|                        | * 3 USB 2.0 ports, External display (VGA) port  
|                        | * HDMI port with HDCP support  
|                        | * Headphone/speaker/line-out jack, Microphone-in jack  
|                        | * Ethernet (RJ-45) port, DC-in jack for AC adapter  
|                        | * Bluetooth 2  
|                        | * Integrated Acer Crystal Eye webcam, 300k-pixel CMOS sensor  
|                        | * 1.4 kg with 6-cell battery pack  
|                        | * 285 (W) x 204 (D) x 25.7 (H) mm  
| MODEL:                 | Aspire 753 standard  
| CPU:                   | Intel Celeron processor U3600 (2MB L3 cache, 1.2 GHz, DDR2 800 MHz)  
| SCREEN:                | 11.6 HD 1366 x 768 (WXGA) LED-backlit TFT LCD  
| OS and Memory:         | DEECD Windows 7 image and 2 gig memory  
| WIRELESS:              | Intel 6205 A/B/G/N (2.4GHz and 5GHZ) Wireless  
| HARD DRIVE:            | 320 GB Hard Drive  
| BATTERY:               | 6 Cell - Up to 8 Hours Battery - 3 Year Warranty against Manufacturing Defects  
| WARRANTY:              | 3 Years onsite warranty  
| BAG:                   | Slimline material case  

**High grade notebook vinyl skin cover.**

*Protects the notebook lid surface against abrasions.
* Skins can be customized with school colors, logos, images and individual student names.
* 100% removable leaving the notebook surface in good condition without any residue.
* Skins are the perfect way to protect your investment on loaned, leased, shared or school owned notebooks.
What software will be on the devices?

DEECD has researched and designed a standard image (Edustar) which incorporates both DEECD-licensed and free open source software. The EVPS Netbook image will have a combination of the programs seen below and other programs purchased by EVPS.

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<tr>
<th>Demonstration of student learning through...</th>
<th>Demonstration of student learning using ICT through...</th>
<th>Software on the Edustar image which students could use to demonstrate their learning...</th>
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<td>Posters, bookmarks, picture story books, advertisements, newsletters, magazine articles</td>
<td>Digital books, online presentations, comic strips, graphic novels</td>
<td>GIMPshop+ Inkscape + Microsoft AutoCollage 2008 Microsoft Office Publisher 2010+ Microsoft Office Word 2010 Paint.NET Photo Story 3 Picasa 3</td>
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<tr>
<td>Videos</td>
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<td>Debut Video Capture Software Windows Live Movie Maker DVD Flick Format Factory</td>
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<tr>
<td>Animations</td>
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<td>Photo Story 3 MonkeyJam Pencil Pivot Stickfigure Animator</td>
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<td>Skills checklists, graphs</td>
<td>Graphs</td>
<td>Microsoft Office Excel 2010 + Microsoft Student with Encarta Premium</td>
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<tr>
<td>Quizzes, surveys</td>
<td>Online surveys, polls</td>
<td>FreeMind Microsoft Office Access 2010 + Microsoft Office Excel 2010 + Microsoft Office Word 2010 Microsoft Student with Encarta Premium</td>
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<tr>
<td>Oral reports</td>
<td>Audio reports, podcasts</td>
<td>Audacity</td>
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<td>Scenario-based role-plays</td>
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<td>Game Maker Microsoft Office Word 2010 Scratch Wax 2.0</td>
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<td>Graphic organisers</td>
<td>Online graphic organisers</td>
<td>Picasa 3 FreeMind- Kidspiration</td>
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<td>Songs, plays or raps</td>
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<td>Audacity Songsmith</td>
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<td>Debates</td>
<td></td>
<td>FreeMind Microsoft Office PowerPoint 2010 Microsoft Student with Encarta Premium</td>
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<td>Research projects</td>
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<td>Microsoft Office PowerPoint 2010 Microsoft Office Word 2010 Microsoft Office Word 2010 Microsoft Student with Encarta Premium Photo Story 3</td>
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<tr>
<td>Board or card games</td>
<td>Online games</td>
<td>Game Maker (PC based games) Kahootz (PC based games) Microsoft Office Word 2010 Scratch (PC based games)</td>
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</tbody>
</table>
The Netbook computer that has been provided to your child by Epping Views Primary School 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
  - Liquid Spill

**What isn't Covered?**

- The first $50.00 of each and every claim
- Loss or damage from any cause that occurs anywhere outside Australia
- 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;
  - From an unoccupied building or vehicle unless as a result of forcible entry
  - From any unsecured place in the open air unless;
    - the laptop is under the direct control and supervision of an adult; or
    - your child is on the way to or from their place of education; or
    - an organised school or educational activity; or
    - an organised extra-curricular activity; or
    - other places of residence or accommodation; or
    - a medical appointment of any kind.
  - by force or intimidation; or
  - your child is attending their place of education
- 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

This is a summary only of the insurance cover provided by the iBroker Education Netbook Insurance. For full details of the Terms and Conditions please refer to the policy wording available on our web site at www.ibroker.net.au
Student takes Netbook to the ICT office telling the Office Staff why they think there is a problem and they receive a receipt. Technicians look at it and assess for problems.

**Malfunction is Software.**
Unit is reimaged at school. Whilst every effort is made to retain data, backup is always the responsibility of students.

**Malfunction is Hardware.**
Technician calls LWT and asks for advice.

- **Malfunction is assessed as under warranty.**
  - Unit is fixed onsite by LWT technician under warranty agreement within 3 days.

- **Malfunction is assessed as not under warranty.**
  - Insurance Claim is put in. Parent is billed a $50 excess. Unit is fixed onsite by LWT technician under warranty agreement within 3 days. Netbook returned to student on receipt of payment.

**NETBOOK IS RETURNED TO STUDENT**
All paperwork on service is sent home to parents as well as copied and filed at EVPS.