1:1 Learning
Program Guide
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1:1 Learning

Our modern technological society relies almost totally on global information and communication systems, both at work and for leisure. 1:1 Learning describes a learning environment where every student readily accesses these systems whenever they need them, usually through a networked digital device. Teaching students how to use these devices and these systems to the benefit of our society is the aim of a 1:1 Learning Program.

Our Program

Copperfield College’s 1:1 Learning Program consists of the following:

• Connect21 for the students in Years 10 to 12 in 2013, who received a notebook in 2011 or 2012 that was fully-funded by the National Secondary Schools Computer Fund (NSSCF),

• Access21 for Year 7 students in 2012 who committed to a co-contribution scheme in 2012 and 2013 that provides a school-owned notebook for 2012-2014, and

• Access21 for Year 7 and 9 students in 2013, who will participate in a contribution scheme where parents and the school fund a school-leased notebook.

Therefore, every Copperfield College student will have access to a notebook in 2013.

Ownership

All notebooks provided by our 1:1 Learning Program will be owned or leased by the school. They are provided on loan to a student once their parent has signed a User Agreement and paid any contribution as required. Connect21 notebooks were fully funded by a Commonwealth Government once-only grant and are the property of the school.

Years 7 and 9 students in 2013 will be provided with an Access21 notebook when the User Agreement is signed and a parent contribution for the first year of $190 has been paid. Parents of these students will contribute a total of $490 over the three years of a lease, $190 in the first year, $160 in the second year and $140 in the third year. Access21 for students in Year 7 in 2012 will continue as arranged through 2013 and 2014. Financial considerations prevented this arrangement to be extended to other year levels.

Since it is more economical that all notebooks are school-owned or school-leased, students have access to a more expensive and more powerful notebook, with a large range of educational software applications used for learning in all classes. Parent contributions are used to help cover the notebook lease or purchase cost and protective case. The school contributes to the lease or purchase cost also, and provides all other costs such as notebook maintenance and servicing and the network infrastructure required to connect all the notebooks to global information and communication systems.

Should a student exit the College, the notebook must be returned, as would any other school equipment on loan to a student, in full working order. Failure to return the notebook will be considered theft of Government property and will be immediately referred to the police.

Privately Owned Devices

Privately owned computers cannot be connected to the school network, nor can they access the Government supplied Internet connection provided to schools. This is to ensure quality and consistency of service to all students, as well as conforming to conditions regarding these resources. We are also not permitted to install Government licenced application or system software on privately owned computers. Privately owned computers would not have access to the same digital learning tools that all students will be provided on their notebooks.

Additionally, the College would not be able to guarantee the maintenance of usage standards on a privately owned computer, nor will we be able to provide adequate monitoring of appropriate usage. Privately owned computers may not have continuity or service contingencies upon breakdown or repair, and the College does not take responsibility for damage or loss of privately owned devices that are brought to school.
Before a Notebook is Supplied

Prior to a notebook being issued to a student, the notebook will be imaged with the permitted school image and registered in the school database with a unique identifier against the student’s ID and configured to use the school network. Also, parents pay any contribution required, attend an information session and sign a 1:1 Learning Program User Agreement.

Parent Information Sessions

Parents are asked to attend an information session before the notebook can be issued to a student. The proper use, care and maintenance of the notebook will be explained, including restrictions on the use of the notebook. Importantly, student and parental liability relating to loss or damage, and requirements when the notebook is not functioning properly will be detailed. The parent information session concludes with the signing of the User Agreement, which is a condition that must be met before a notebook can be supplied.

Problems with Notebooks

All due care must be taken for the notebook. If the notebook is not working properly, or damaged, lost or stolen, students are required to contact the campus computer technician as soon as possible. Parents and students will be responsible for negligent damage, and may be required to pay the full replacement cost of the notebook. They should also not attempt to repair any damaged notebook since this will void warranty.

Students will be asked to return their notebooks periodically for maintenance, software updates and other administrative needs. The User Agreement details how the notebook should be used and maintained.

Technical Support

Students are to inform their campus computer technician immediately of any problems with the notebook. The campus computer technician will diagnose issues with notebooks as soon as possible and determine the most suitable course of action. They will also manage onsite service for warranty repairs. The technicians will make very effort to minimise disruptions to student learning with the notebooks. They will also be able to provide limited support to students with connecting their notebook to home networks or accessories such as printers. However, their main task will be to support the proper functioning of the notebook at school.

Replacement Notebooks

Replacement notebooks, if available, will be provided to students if the notebook is being repaired under warranty or if the notebook is being repaired for non-negligible damage. The return of a notebook after non-warranty repair or the provision of a replacement notebook may be conditional on the payment of repair or replacement costs.

Repair and Excess Costs for Negligent Damage or Theft

Students will not be provided with a replacement notebook if damage was negligent until replacement or repair costs have been paid. If the notebook has been stolen from home, a police report to confirm forced entry is required and a $300 excess cost is payable by parents to the College before a replacement notebook is issued.

Caring for Notebooks

Students will be provided with guidelines for caring for the notebook. The advice in these guidelines must be followed so that the notebook is maintained in proper working order and warranty coverage is preserved. This advice will cover how the notebook should be used, transported and looked after, including caring for the battery.
**Personalising Notebooks**
As the notebooks are the property of the school, they are not to be altered or personalised in any way that is irreversible. Each notebook will have a protective skin which identifies the student who uses it. This must not be damaged intentionally. Some personalisation of the software on the notebooks will be possible, but this must not interfere with notebook’s operation nor will it be maintained by school technicians.

**Optional Accessories**
The school will provide a protective individualized skin and hard case for each notebook. Parents or students may purchase other accessories such as a mouse or an external drive at their own cost. However, the College does not take responsibility for damage or loss of privately owned devices brought to school nor does support and warranty apply.

**Software on the Notebooks**
Each notebook will be loaded with a department approved software image configured for use on the school network. If there is an issue with the functioning of the notebook, one of the first steps in its repair will be restoring this image on the notebook. The software included in that image must not be distributed nor deleted from the notebook. Any software added to this image must not infringe copyright laws and must not break the User Agreement in any way.

**Monitoring the Use of the Notebook**
The school reserves the right to observe or control any notebook when it is connected to the school network at any time. Notebooks will also be periodically recalled for software and function checks as well as software and system updates. Consequences for students who use their notebook inappropriately will be handled through the College’s student management processes and may be severe if the terms of the User Agreement have been broken.

**Users and Security**
As with any other computer on the school network, students will be required to use a username and password to connect their notebook to the school network and subsequently the Internet. Students will not have full administrative rights to notebooks. This is to assist the school in maintaining the proper functioning of notebooks.

**Non-school Applications and Files**
Students are permitted to store applications and files on the notebook other than those provided by the school provided that licencing and copyright obligations are met and that the proper functioning of the notebook is maintained. Downloading music and videos from the Internet during school hours is prohibited except when directed by a staff member. Students are permitted to use these files on their notebook if given permission by a teacher to do so for an educational purpose. Students must ensure that there is enough free space on the notebook hard drive for the notebook to function as required for all educational activities.

The storage of inappropriate files breaks conditions in the User Agreement. If a notebook is found to contain inappropriate files or it is suspected that it does not function correctly because of applications or files that have been added, it will be reimaged and files may be lost.

**Batteries**
Notebooks should be recharged at home and brought to school full charged each day. The use of multiple power cords at school is impractical and unsafe and is therefore not permitted. Tips for maintaining an effective notebook battery will be provided at familiarisation sessions. Issues with batteries should be discussed with the campus computer technician.
Network and Internet Usage

Access and usage of the school network and the Internet at school by a student will be governed by the User Agreement. Both student and parent agree to abide by the guidelines by signing the Agreement. Students using the school network or the Internet inappropriately will be subject to disciplinary action and may be regarded as having broken their User Agreement. Notebooks may therefore be required to be returned to the school.

The use of the Internet at school is continuously monitored, and content is blocked as required. It is a parental responsibility to monitor student access to the Internet at home.

Students must also use the Internet safely, that is not provide personal details, including full names, telephone numbers, addresses, images and passwords. Students should also behave appropriately and be respectful in all their online communications.

Virus Protection

Viruses have the potential to severely damage and disrupt the operation of any computer. Since students are permitted to connect the notebook to the Internet at home, they should take all preventative steps that will eliminate the possibility of downloading a virus.

Students should regularly run scans with virus software installed on the notebook, particularly after accessing the Internet, using email or opening a file from a removable media source. Students should also refrain from opening any files attached to suspicious or emails originating from an unknown source. Students should exercise caution when downloading a file from the Internet. Students should save a downloaded file to the notebook hard disk and run the virus scanner on the file before opening it. Students should never reply to chain, spam and junk emails.

If a notebook is found to have a virus, it is likely that it will be reimaged. No responsibility will be taken by the school for personal files lost as part of this process.

Printing

It is envisaged that students will not need to print documents in most circumstances. Electronic copies of files will be used for submission of drafts and finished tasks. Students will be able to access printers in the library if necessary. Our print charging software will be installed on notebooks to monitor and control student printing.

Backup

The school is not responsible for any files added by students to notebooks. Students are responsible for the backup of their data. We encourage parents and students to discuss the use of external drives or media to copy files regularly to reduce the possibility of data loss.

The school network drives will have a storage space for students to copy day to day copies of assignments and projects, however, this will not accommodate large multimedia files.

Supporting Documentation

- User Agreement
- Caring for Your Notebook (Student Guidelines)
- Frequently Asked Questions