



# One-to-One Program Handbook

**RESPECT | RESILIENCE | INTEGRITY**

## The Digital Learner

Digital learners think and process information differently to previous generations and use different parts of the brain; as a result, they have different preferences for learning. As educators of our students at Hallett Cove School, we acknowledge that since the world has changed, our students and how they learn has changed. Therefore, our instructional model needs to change to something that parallels the real world.

Today's students have a richer and more engaging curriculum that meets the demands of an increasingly globalised and interconnected world. Access to Wikis, blogs, webcasting, distant experts, mentors, to communities of collaborative practice and shared virtual environments can help to break down classroom walls, opening up exciting possibilities and creating a powerful educational journey. Teachers can harness web applications and new technologies to create learning opportunities that develop the knowledge, skills and behaviours students require to live, learn and work in the 21st century. ICT-rich learning and teaching can increase student participation, engagement and achievement.

The students in our school today are 21st Century learners. They:

- need the ability to solve complex problems in real-time.
- need to be able to think divergently and creatively in both digital and non-digital environments to create novel and useful solutions.
- need the ability to think analytically by comparing, contrasting, evaluating, synthesizing, and applying without instruction or supervision— being able to use the higher order thinking skills.
- must have the ability to collaborate seamlessly in both physical and virtual spaces, and with both real and virtual partners.
- must be able to communicate not just with text or speech, but in multiple multimedia formats.

## Background Information

The focus of providing Chromebooks at Hallett Cove School is to connect our 21st Century Learner to current tools and resources. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Access to technology is essential. The individual use of these devices will empower students to maximise their full potential. Learning results from the continuous dynamic interaction among students, educators, parents/caregivers and the community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

## What is a Chromebook

A Chromebook is a slim, cheap, light, all day computing laptop that runs everything in a web browser. It is very secure but relies on being connected to the web at all times over Wi-Fi. Chromebooks are immersed in the Google Apps for Education ecosystem of Google Docs, Slides, Sheets, Calendars and more. It comes with unlimited storage on Google Drive if used within the HCS Google domain.

## Why use Chromebooks?

- The Chromebook needs little, if any maintenance, and consequently less technical support.
- It has instant-on (about a 10 second boot time) and an effective battery life of up to 6 hours. It is possible to connect quickly to an existing internet connection
- Auto-save – student work on Chromebook saves automatically to Google Drive which can be accessed anywhere anytime.
- The Chromebook provides a personal learning studio – it can be a science lab, literacy tool, research station, history archive, language lab, art canvas and library.

## Goals for Student Users

- To increase students productivity in and outside the classroom when completing assignments, projects, and other activities.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school and beyond.
- To promote leadership in and responsibility for one's own learning by establishing access to educational resources and providing a host of tools to support teaching and learning.
- To promote student responsibility, they are to read the Learning Technologies User Rights and Responsibilities Agreement and are encouraged to speak with the Information Technology Services staff should they have any queries or questions and need support.

## HCS Chromebooks

Honouring the HCS 2020 vision to reach 1:1 across all year levels, each student will continue to be provided access to a device throughout 2024, supporting their learning and continued growth.

### Requirements

- Families will need to provide a protective case for transporting the Chromebook.
- Parents/guardians and students must sign and return the Learning Technologies Agreement Form (based on DECD User Agreement) before a child is able to use a Chromebook at school. Failure to sign the form means a child cannot use and the computer systems in place, including a Chromebook or other devices at Hallett Cove School. The Agreement will be emailed to you via EdSmart.
- The Chromebook and school issued email account may be subject to inspection at any time. The student should have no expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Students are responsible for following the Learning Technologies User Rights and Responsibilities Agreement.
- All users will follow these procedures and the HCS Acceptable Use Policy.

### Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook and for all activities when using their assigned Chromebook. It is the student's responsibility to supply a suitable case, store their device in a safe location when not in use and charging their device at home.

### Carrying Chromebooks

A protective case/cover which has sufficient padding to protect the Chromebook for normal treatment and provides a suitable means for carrying the device within the school *must* be provided by the user. It is advised to use a protective case/cover that is water and shock resistant.

### Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for completing all work as if a Chromebook were present. Using a pen and paper may be the option needed.

## Using a Chromebook at School

- Chromebooks are required for use at school every day.
- In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

## Chromebook Undergoing Repair

*A limited supply of devices may be available for short term student use while their Chromebook is being repaired.*

## Charging a Chromebook Battery

Chromebooks must be brought to school each day in a fully charged condition.

## Screen Savers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted

## Sound, Music, Games and Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own earbuds/headphones.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- All software/apps must be school approved. If unsure, ask your teacher.

## Appropriate Use

- Use or possession of hacking software is strictly prohibited and users will be subject to school discipline Policies and Procedures. Violation of all applicable Australian laws may result criminal prosecution.
- Students must not interfere with the normal operation of the Chromebook.

## Printing

- Students will be given information and instruction on printing with the Chromebook at school.
- Printing at home is dependent on the printer and connection students have at home.

## General Precautions

Chromebooks are assigned to students and the responsibility for the care of the Chromebook and charger solely rests with that individual. Students are advised not to lend their Chromebooks to another person.

- Chromebooks must be taken home and charged at the end of the school day.
- While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp objects on the Chromebook.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
- The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or repair a Chromebook. This will void any warranty. Contact the school in the first instance if repairs are needed.
- Never throw or slide a Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Chromebooks must never be left in a school bag or in an unsupervised area.
- Chromebooks must not be left in a vehicle.
- It is recommended that all work/storage should be backed up regularly to your school home drive (U:Drive). Google Drive is no exception to this general good practice.

## Home Internet Access

A Wi-Fi connection is required for online home use of the Chromebook.

REMINDER: HCS provides Internet filtering on the school network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting. It is the student's responsibility to operate this technology appropriately as per the Acceptable Computer Use Policy.

## Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras need to be used responsibly.

## Network Connectivity

HCS makes no guarantee that the school network will be up and running 100% of the time. The rare case that the network is down, the school will not be responsible for lost or missing data. Chromebooks do have an offline mode allowing work to be saved on the computer. The work will be synced with Google Drive once connection to the Wi-Fi is re-established.

## Repairing or Replacing a Chromebook

HCS will support and co-ordinate repairs (including warranty repairs) for school issued and managed Chromebooks. This will be done at cost of parts with no charge for labour. Repairs by other authorised agents are welcome, although this may be more expensive and at own cost of parents/guardian.

A protective case/cover *must* be provided by the user to help limit the risk of damage.

### Fee for Damage

In the case where a Chromebook is damaged, the parent/guardian will be charged a fee for needed repairs. HCS will make the final determination of any fees assessed.

All repairs and replacement that is non-warranty is parent/guarding responsibility.

*This document is to be used in conjunction with the acceptable computer use policy for students.*

## Teachers

Each teacher is issued with a laptop running Google Chrome and the skills and knowledge to manage the student's use of Chromebooks.

We recognise that teachers need to construct engaging, challenging and relevant learning experiences for students. Powerful learning occurs when students collaborate and work together in teams. Students benefit from the experience of learning with, and from, other students. Teachers will encourage students to learn from, and with each other, and share their innovative learning.

Teachers will encourage a culture of responsible use. Students will be encouraged to support each other and to problem-solve any technical or organisational issues encountered, building a positive classroom culture.

Teachers will also be wary of extended device use. They will encourage the students to stretch and move around at intervals. Safe practices will be observed.