



# **1:1 Student Device Program Years 4 – 6**

## **Information Booklet 2025**



## 1-1 Device Program – An Educational and Catholic Imperative

As a Catholic Christian community we educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world. (BCE Learning and Teaching Framework 2019)

The Australian Curriculum reflects the Alice Springs Education Declaration on the Educational Goals for Young Australians (2019) that the Australian education system promotes excellence and equity and that all young Australians become confident and creative individuals, successful lifelong learners, and active and informed members of the community.

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with Information Communications Technology (ICT) are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas including the General Capabilities and Cross Curriculum Priorities.

Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, *“The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God”*. (Pope Francis: 2014).

Learning and living are intertwined endeavours that students engage with. Technologies and their uses are pervasive across all areas of our society and modern living.

In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

At St Mary's Primary School;

1. We support our school and each other as we partner in education.
2. We dedicate our expertise, energy and commitment to the development of our community of 21st century learners.
3. We expect all to achieve to the best of their ability, enriching their talents through challenging, exciting and contemporary educational experiences.
4. We work in a co-operative spirit, embracing our learning opportunities.
5. We positively contribute to the shared stories, vibrant memories and the creation of our future by challenging ourselves and striving to be more like Jesus.
6. We say no to harassment, violence and bullying and solve conflict with dignity, respect and care.

## 1:1 Device Program at St. Mary's Primary School

Students at St Mary's Primary School participate in a 1:1 Device Program from Year 4 to Year 6. Each student is issued with a school-owned Dell Latitude Laptop for their educational use whilst enrolled at the school or until the end of Year 6.

### 1:1 Device Program: The role of the school, student and parents

The role of the school, student and parents in St Mary's Primary School 1:1 Device Program are outlined below, with the associated actions and responsibilities listed in the following section.

#### The Role of the School

The school provides **leadership** (vision, planning and management) to ensure that the 1:1 Device Program is driven by an educational imperative, focusing on successful **learning** outcomes and supporting the school's vision for learning. School leadership will work with teachers to create contemporary learning environments that allow students to learn. This will include engaging teachers in continuous learning to enhance their **professional practice**. As with all aspects of learning, the school values **parent and community engagement** and the important role this plays in achieving successful outcomes. The school plans for and manages the **technical environment and functional aspects** including security, to ensure the program's success.

#### The Role of the Student

Students understand that the primary purpose of the 1:1 Device Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship.

#### The Role of Parents/Caregivers

Parents/Caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the 1:1 Device Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parent/Caregivers support the school by maintaining an active interest in their child's learning including understanding how technology is being used to support learning in the classroom and at home, as well as meeting financial obligations associated with the program.

## School, Student and Parent/Caregiver Responsibilities and Actions

### School Responsibilities and Actions

The school is responsible for providing **leadership** for the 1:1 Device Program and school leaders play an integral role in this leadership. Effective leadership plans for and manages considerations related to **successful learning; professional practice; parent and community engagement**; as well as **technical environment and functional aspects**. Responsibilities and actions for the school in relation to the 1:1 Device Program include:

- **Successful Learning**
  - o Creating the conditions that enable the school's vision for learning to be realised.
  - o Ensuring that the 1:1 Device Program is driven by an educational imperative, focusing on successful learning outcomes.
  - o Creating learning environments that enable connected, real life learning, within which technology is used flexibly and innovatively to improve learning.
  - o Ensuring alignment with other school policies including behaviour, in particular ensuring that students are supported to use technology safely and responsibly.
- **Professional Practice**
  - o Ensuring that teachers engage in continuous learning (through professional learning and sharing) to enhance their professional practice and the practices of their students.
  - o Ensuring decisions are informed by evidence of impact on learning, including how technology supports students to develop the dispositions necessary for a successful future.
- **Parent and Community Engagement**
  - o Providing opportunities for parents/caregivers to engage with information that enables them to be involved as key partners in learning, including through the 1:1 Device Program.
  - o Providing parents with information about the logistics of the 1:1 Device Program, including costs, parent and student responsibilities and related policies and procedures.
- **Technical Environment and Functional Aspects**
  - o Driving responsible stewardship by ensuring decision making processes are collaborative, transparent and accountable.
  - o Planning for and managing safe and connected learning environments. Elements include ensuring:
    - Appropriate device selection and support, network infrastructure and system access;
    - Access to software that will support learning and data management/storage, which adhere to safety and privacy principles;

- Technical support to assist students to manage the device and keep it operational;
- Clear operational procedures including the right to inspect the device and those which support the teacher to manage technology in the classroom.

## **Student Responsibilities and Actions**

Student responsibilities and actions in relation to the 1:1 Device Program include:

- **Educational Purpose**
  - o Being active participants in their learning and using their device for educational purposes. This extends to the use of the school network, including the Internet and all associated infrastructure as well as ensuring that non educational software (where permitted) or data, does not inhibit the use of the device as a learning tool.
- **Using Technology Safely and Responsibly**
  - o Complying with all elements of the school's *Student Device and Internet Resource Agreement* and the School's Student Behaviour Plan (SBSP) to ensure the safe and responsible use of technology including:
    - Applying personal safety practices by keeping personal information private and securing digital information;
    - Reporting unsafe behaviours to the school;
    - Using technology ethically (e.g. not accessing or sending content to bully or defame others or that is illegal, dangerous or offensive);
    - Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g. downloads) on the device.
- **Device Management & Security**
  - o Complying with all elements of the school's *Student Device & Internet Resource Agreement*
  - o Bringing the device to school each day ready for learning:
    - Fully charged and operational. Students seek support to resolve technical problems according to school procedures;
    - Clean and clearly labelled with authorised identification.
  - o Keeping the device safe and secure at all times, including:
    - Following school and classroom rules for the use, transport and storage of devices;
    - Transporting the device in the designated protective casing, and placing it in school bags whilst travelling to and from school;

- Reporting to the school instances of loss, damage or theft of the device as soon as possible (police report may be required).
- o Managing the device in alignment with school behaviour policy, including:
  - Accessing the internet only through the wireless network when at school;
  - Maintaining the network setting required to connect to the school network without alteration, unless directed to do so by the school;
  - Backing up data and updating software as recommended/directed by the school.

## **Parent/Caregiver Responsibilities and Actions**

Responsibilities and actions for parents in relation to the 1:1 Device Program include:

- Maintaining an active interest in your child's education by understanding how technology is being used to support learning.
- Supporting the care and responsible use of technology by:
  - o Working alongside the school to educate your child about safe and responsible use of technology.
  - o Attending parent information sessions about Cyber Safety.
  - o Monitoring the use of the device outside of school including internet access and device storage.
  - o Supporting and reinforcing school policies and procedures including:
    - Acceptable Use of Computer and Internet Resources Policy;
    - School Behaviour Support Plan;
    - Operational procedures and responsibilities in relation to the 1:1 Device Program including ensuring safe and secure storage of the device;
    - Acknowledging the school's right to inspect the device.

## **Dell Latitude Laptop**

St Mary's will provide each student with a Dell Latitude Laptop, a protective carry case and a charger for the laptop. This device will be equipped with a broad range of software. All students are expected to adhere to the 'Student Responsibilities and Actions' as outlined in the information booklet.

## **Parent Levy**

Parents will be charged \$440 per year as part of the Educational Levy on the school fees. The cost includes device usage, Office, educational software, warranty, hot swap option and technical support.

## Loan

The laptop and all accessories remain the property of the school. Any damage to the device or its accessories (including the charger) will be repaired by the school, with the cost of repair being the parents' responsibility. The loss of the charger will result in a fee of \$40. It is the responsibility of the students to ensure that their charger is cared for. The laptop case contains a pocket designed to store the charger. If a student loses their charger, they need to inform the class teacher, and parents can visit the finance office to pay for a new charger, or phone the finance office to arrange payment and have the new charger sent to their child's classroom.

## Warranty

The Dell laptop comes with a standard Dell warranty. St Mary's Primary School have systems in place during school terms that help us facilitate repairs, as required. Where possible, students will be given a replacement laptop while awaiting repairs.

## Loss or Damage

If the laptop is lost, stolen or damaged, the student must report it to their classroom teacher as soon as practical, during school hours.

If loss or theft occurs outside of the school, parents/guardians are required to inform the police immediately. Where possible, students will be given a replacement laptop while waiting for resolution.

## Repair Procedures

If the device has a hardware fault during the school term, it will be assessed by Dell and logged by the school, for repair or replacement of parts. Where possible, students will be given a replacement laptop while waiting for repairs. In most cases, there will not be a charge for this repair.

Process for repair:

1. Inform teacher of damage.
2. Replacement temporary device issued (if necessary).
3. Device assessed on site and course of action decided to repair device.
4. Device logged for repair.
5. Device repaired and returned to student.
6. Hot Swap returned.

**Laptop with a broken screen**, will be repaired using after market parts for repair. The subsidised cost of repair for a broken screen is \$90. Parents will be notified and asked to make payment with the finance office. Where possible, students will be given a replacement Laptop while waiting for repairs. Only one screen will be covered at the subsidised cost. Any additional breakages will require the full repair cost (between \$300 and \$500).

**Laptop with other breakages**, will be repaired at the cost to the parent. Where possible St Mary's Primary School will attempt to complete repairs at the lowest possible cost to parents.

### **End of Usage Period**

At the end of the usage period, students are to return the device, the charger and the protective case to St Mary's Primary School in a timely matter, before the end of the graduating school year. A student who leaves St Mary's Primary School before the end of Year 6 is required to return the device to the school on their last day of enrolment.

### **Filtering**

St Mary's Primary School has installed filtering technology to ensure that inappropriate phrases or websites are blocked on our school network. Once the device is in the home environment it is no longer filtered by the school, as such parents are highly encouraged to install a filter at home.

### **Student Device & Internet Resource Consent Form & Student Use Agreement**

Attached to this booklet is a copy of the Acceptable Use Agreement and Student Use Agreement. These are both required to be signed and returned before devices will be provided to students.

### **Student Breaches of Acceptable Use Agreement and Student Use Agreement**

Any breaches of the Acceptable Use Agreement or Student Use Agreement will be considered in line with our school's Student Behaviour Support Plan.

## **Student Responsibilities and Actions**

### **1. Educational Purpose**

I will use my laptop as a learning device to help me improve school work.

I will not add programs or upload other software that will stop my device from working properly.

I will use the school email, OneDrive and the Internet to improve the quality of my work.

I will not use my school email to access websites not authorised for learning use.

### **2. Using Technology Safely and Responsibly**

I will keep myself safe by not sharing private information and passwords.

I will not use anyone else's email or login details to access websites or apps.

I will report unsafe behaviour to the school.

I will behave online in an ethical manner.

I will not bully, defame and harass others online.

I will not send inappropriate information online.

I will not copy or steal others ideas.

I will not copy or steal games, videos or other software.

I will not use any form of Social Media on my school device (there is a legal 13 yr age limit on all social media).

I will not save any photos on my device which are not related to my learning.

### **3. Device Management & Security**

I will bring my device fully charged and ready to use each day.

I will ensure my device is always housed in its case when moving around.

I will make sure my device is safe when I use it and when I transport it places.

I will follow my class rules about when and how to use my laptop.

I will keep my laptop clean, free from stickers except for my name sticker, which will remain where it was originally placed.

I will report any damage to my laptop or case to my teacher straight away.

I will tell my teacher if I lose my laptop immediately.

I will not change the settings on my laptop without asking my teacher's permission.

I will save and backup my work where my teacher tells me to.

I, \_\_\_\_\_, have read and agree to all the expectations in this user agreement. I understand that if I misuse my laptop or I do not follow the behaviours of a responsible digital citizen, my device may be retained at school for a specified period, as determined by the principal. I have discussed this agreement in class and with my parents/caregiver at home.

Date: \_\_\_\_\_