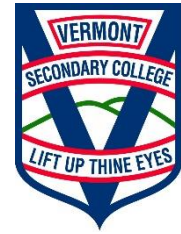# VERMONT SECONDARY COLLEGE

LAPTOP PROGRAM

Vermont Secondary College has a 1 to 1 laptop program providing students across the school with improved access to learning technologies, online learning and a collaborative learning environment, specifically through the use of Office 365.

The laptop is used in classrooms as a companion device that complements the school curriculum and our high level teaching practices. All new students will be required to purchase their own Laptop.

Vermont Secondary College has entered into a partnership with Learning with Technologies (LWT). This partnership offers the opportunity for students to purchase a Laptop at educational pricing for use throughout their studies at VSC. Once a product has been selected, the student will then be able to add accessories to best suit the device. An insurance cover option has also been provided as an optional addition, the insurance covers the student if accidental damage occurs to their Laptop.

Learning with Technologies also provides various Finance Options to families. All students are required to purchase a standard device – Lenovo Yoga Touch Notebook Series, with stylus (Three options are provided on our portal). The standard device will allow consistency across the college, which will allow greater support for students both in the classroom and through our IT support department.

Please see our website for more specific details and current information about the computers required at

Learning with Technologies link https://vermontsc.orderportal.com.au

(Parents are encouraged to reserve a Laptop asap, by paying a $100 deposit, this will avoid a potential price rise expected later in the year).

Students may utilise an already existing Laptop provided that meets our minimum requirements. However, the device may NOT be supported by college IT Department (Minimum requirements can be found on in the Frequently Asked Questions section below).

Our laptop program enables improved access to learning technologies, online learning and a collaborative learning environment, specifically through the use of Office 365. We believe that giving students access to technology in a Laptop program will help engage them in the learning process in new and creative ways. This is an exciting opportunity for our students to become increasingly skilled at using technology to access and present information, to problem solve and to work collaboratively.

The range of affordable devices the college has chosen are robust and durable and will allow students to engage with their learning at home or in the classroom. These Laptops, allow students to learn, collaborate and stay organised with powerful Microsoft tools such as OneNote, Excel and Word. Windows 10 devices keep students and data safe with built-in privacy and security features.

The Windows 10 devices selected have touch screens and can operate in tablet mode and feature a Garaged Active Stylus Pen, which can be used for taking notes, sketching, writing maths equations, science formulas and foreign languages.

Students have the opportunity to explore dozens of Windows 10 apps built to enrich their leaning, such as Sketchable, Ink to Code and Minecraft: Education Edition

Goals for Students' Use

The Laptop Program furthers our commitment to personalised learning and complements the whole school curriculum.

Our goals are:
- to increase students' participation, engagement and productivity in completing   projects, tasks and other academic activities
- to promote ownership and leadership in one's own learning by providing improved access to resources and tools that support curricular and cross-curricular areas
- to strengthen connections across areas of learning and beyond the school environment for improved lifelong learning abilities
- to strengthen our sense of community by expanding the way students, teachers and parents can interact with each other and with the world-at-large
- to take advantage of the convergence of educational eTexts, Apps, and other resources

Acceptable Use/Digital Safety and Citizenship

A good citizen is someone who upholds and respects the laws of their country and acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviours. They show care and concern for themselves, their neighbours and other members of their communities. A good citizen respects other people's property, and expects others to do the same for them.

A good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules around using digital technologies, and acts with respect and care for themselves, others and property. In return, they expect the same respect to be shown to them.

There are three key parts to digital citizenship. They are looking after yourself, other people and property.

1.   **Looking after yourself Online**
- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents then it is inappropriate.
- Setting your privacy settings so that only the people you know can see you and your personal information.
- Using passwords that are hard to guess and keeping these secret.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online that makes you feel uncomfortable or unhappy.

- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

2. Looking after others
- Show you care by not sending hurtful or nasty messages to other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved or 'liking' in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them hurtful then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

3. Looking after property
- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them, and reporting any damage that you find.

4. Dealing with inappropriate communications or abuse online
- Tell someone you trust, like a parent, teacher or other adult
- Avoid responding to the online behaviour; leave the site or conversation
- Block the contact or remove them from your list
- Check that your profile settings are private
- Avoid opening messages from people you don't know

You can also report any unwanted contact by using the **Cybersafety Help** button displayed on the bottom tool bar on the Vermont Secondary College Internet site: http://www.vermontsc.vic.edu.au/

To report a cyber crime please go to https://www.cyber.gov.au/report

Cybersafety Help Button

Websites for further information

https://www.esafety.gov.au/
http://www.staysmartonline.gov.au
https://www.cyber.gov.au/

Student Expectations

- Students will be responsible for the care and maintenance of their laptop. The college takes **no** responsibility for any damage or loss of a student's laptop.
- Students are to bring their Laptops to school every day apart from House Sports days
- Laptops should be fully charged and ready for a full school day. **Limited** charging stations are available at the college.
- Students are NOT permitted to use their Laptops at recess or lunchtime.
- Individual students are responsible for their own laptops and should ensure that they take care of their Laptop at all times. Laptops should not be left unsecured where other students can gain access to them.
- Students must be respectful of other students' property and privacy at all times. They must not share usernames or passwords with anyone or interfere with another student's laptop.
- When using their laptops, students must at all times abide by the College Mobile Device, Computer & Internet Agreement. Any breaches of this policy will incur disciplinary action.
- **Earphones, earbuds or airpods are required** for listening to audio/visual materials
- Downloads and instalments as required are to be completed prior to class
- Laptops should remain in Laptop cases when walking around the school or travelling on public transport.

Parent Expectations

- Be familiar with issues that may affect online activity
- Parents and carers should ensure that they monitor and manage online usage.
- Maintain an open, honest dialogue with children about online activities both academic and social. Discuss things such as standards, values, expectations and consequences both for themselves and others
- Become familiar with current technologies used by your child
- Take an interest in your child's online lives
- Assist to protect personal information
- It is recommended by cyber safety experts that devices connected to the internet be used in a family common room where parents can keep tabs on online activity
- It is advisable to engrave/use a UV marker to put a Vic Driver's License number on the Laptop and this makes it easy for police to identify the owner of property handed in without security risk to the owner
- Attach a label on the Laptop identifying your child's name
- Ensure that no inappropriate material is loaded onto the Laptop and brought to school
- Become familiar with issues involved with social networking www.thinkuknow.org.au/
- Become familiar with basic online safety https://www.esafety.gov.au/

The Mobile Device, Computer and Internet Agreement commonly known as the "Acceptable Use Agreement"

The Mobile Device, Computer & Internet Agreement is an agreement between the school, each student and their family. It outlines and establishes suitable behaviours and practices when using technology in all its forms. Students and their parents must agree to and honour the school's policies in order to access and use the network and Internet.

Vermont Secondary College's policies can be accessed on the following link:
http://www.vermontsc.vic.edu.au/policies

Caring For Laptops
General Care

- Avoid having Laptops in above 35 degree or higher heat for extended periods of time
- Avoid having Laptops in cold below 0 degrees for extended periods of time
- Avoid water or extremely humid conditions
- Do not attempt to dry Laptops with an external heat source such as a hairdryer or hand dryer
- Avoid putting anything into port connections apart from intended peripherals.
- Avoid jamming things in as you could render it unusable

Support with Laptop issues

If students have an issue with their Laptops they can:
- Contact their Student Manager or Library staff if the issue is not technical
- Check the IT Support (Students) page on Compass
- Visit IT Support in room E5 for technical support
- Ask their teacher for assistance
- Ask other students for assistance

Laptop Frequently Asked Questions

Q1	**Am I able to use the Laptop that I already have?** *Students can use Laptops they already have if they meet the **minimum** specification:* • *Windows 10 – natively* • *Intel Celeron Processor as a minimum* • *11.6" 1366 x 768 resolution, **supporting multi-touch*** • *4GB DDR4 Memory* • *ac/a/b/g/n Wireless* • *128GB SSD Hard Drive* • *Up to 12 hours of battery life* • ***Active** Stylus* • *Keyboard*
Q2	**How secure will the Laptops be at school.** *Students will keep their Laptops with them in class. At recess and lunchtime the Laptops must be **LOCKED** in the student's locker.*
Q3	**Are the Laptops insured by the school?** *No, the college does not insure student's personal property. You may also be able to cover the Laptop under your home contents insurance. If you purchase via Learning with Technologies they can provide an insurance option.*
Q4	**How will students use Laptops at school?** *Laptops are used on a daily basis for research, literacy, numeracy, to document, organise and construct work.*
Q5	**Does the Laptop need to be in a case?** *Definitely. The biggest potential problem with using the Laptop is breakage. We recommend that you purchase a case when you purchase your Laptop from LWT.*
Q6	**What is the expected lifetime of the device?** *A laptop is expected to function effectively for three to four years, depending on individual use and the extent to which it is looked after. Students should, therefore, be able to use their laptop from Year 7 through to Senior School*.
Q7	**What support will my child receive?** *Support is available via our IT department and Library.* *Students can visit IT Support in room E5 or email* itsupport@vermontsc.vic.edu.au

	IT Support also provide BYOD support http://www.vermontsc.vic.edu.au/curriculum/byod
Q8	**What support can I give my child?** *Familiarity and discussion of issues surrounding basic online etiquette and digital privacy assists in developing and broadening student awareness of online protocols and safety.*
Q9	**Will reading from my Laptop hurt my eyes?** *Regular breaks i.e. 5 minutes every half hour, from using any device are highly recommended. Laptops will NOT be used every minute of every period and will NOT be used at recess and lunchtime except in the Library for homework only.*
Q10	**How is student access to inappropriate material controlled?** *The college utilises a firewall and filtering system which controls and monitors what can be accessed through the college's computer network.*
Q11	**What software will we have to buy and who pays for them?** *As the program further develops there may be software that needs to be purchased and if this is the case we will communicate with families about this. Our aim is to be using software that is freely available or supplied by the Department of Education as much as possible.*
Q12	**Can students put their own software on the Laptop?** *Students may download other software suites onto their laptops as long as its use does not impact on the space available for educational resources and functionality. It must also be age appropriate and NOT offensive in nature.*
Q13	**Will the College be providing students with a place to store their files in the college?** *Storage areas for school work will be available on the college network. However, as the college moves towards OneNote, increasingly materials will be stored in the cloud.*
Q14	**Can students access 'Compass' (the student/parent portal) and the internet using their laptops and will they be able to print documents at school.** *Students will be able to access the internet and Compass via wireless connection on their laptops at school. The internet connection is filtered (at school only), logged and limited. Printing will be available from student laptops in the same manner as all other computers in the college. The same charges will apply as for printing from a computer.*
Q15	**What are the limitations on personal use?** *The student's family will own the laptop, and they are thus able to use the device for any personal uses that the family allows. These uses should not interfere with the use of the device at school. This would include ensuring adequate storage space is maintained, that no inappropriate material is put on the device and that the laptop will need to be fully charged for daily use in the classroom.*