

Learning Powered by Technology 2020.



Perth College
Anglican School for Girls

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Introduction

This document provides guidelines for the use and maintenance of school-provided student Personal Learning Devices (PLD), and establishes the expectations for the Learning Powered by Technology programme. It should be read in conjunction with the 'Network Access Guidelines for Students' as outlined in the Student Diary.

Section 1: Overview of the programme

Vision

Perth College girls: Remarkable Women

Purpose

Our aim is that your daughter will graduate from Perth College feeling excited about her future. She will learn to give her all each day, develop grit to accomplish her goals, and learn the skills to build positive relationships.

Learning Powered by Technology

Perth College seeks to promote excellence in teaching and learning by ensuring that students have the opportunity to experience and engage in a rich, world-class education infused with Perth College values. The intelligent utilisation of technology is one of the important underpinnings of this goal.

Strategy

Perth College is committed to providing the learning environment that will ensure our students are prepared for any future of their choosing. This means we will:

- Build an effective, scalable, robust, and future-focused ICT infrastructure.
- Invest in access and creation devices (computers etc) that are robust, and support the teaching and learning programmes. These devices must be available “any time, anywhere” to ensure optimal outcomes.
- Enable staff to develop their ICT skills such that they understand the changing pedagogical role of technology and are able to effectively implement this in their learning and teaching programmes.
- Create appropriate, technology-rich learning programmes that will:
 - Enhance productivity
 - Develop each student’s digital literacy skills*
 - Create opportunities for a differentiated curriculum that meets and extends the needs of individuals and allows for the possibility of “any time, anywhere” learning.

* Digital literacy to us means that our students develop skills and understandings of e-safety; they have functional ICT skills; are able to find and select information; apply their critical thinking and evaluation skills; are effective communicators; and can collaborate and create original works whilst having a cultural and social understanding of the role technology plays in their lives.

Overview of the Induction Programme

At the beginning of the school year, students new to Perth College and the Learning Powered by Technology programme will undergo an induction to familiarise themselves with the device and ensure that they get the most out of the programme. It will cover elements such as:

- Using OneNote Class Notebook and the stylus
- Using SPACE
- Using Office365 (including school email)
- Backing up data (OneDrive and external hard drive/USB)
- Connecting to the PC network and printing at school
- Installing software updates
- Personalising the computer

Section 2: The Personal Learning Device (PLD) Classroom

Classroom use

The nature of the one-to-one environment is that students will have their PLDs with them and available for use throughout the school day. This does not mean they will be used in every class. Like other learning tools, the use of the PLD will depend on the particular learning activity and this is at the discretion of the teacher. Computer activities will blend with others such as writing, reading, discussion and physical activity, and students will find their use of the PLD will vary from day to day.

Handwriting, writing skills and using computers

The nature of testing continues to dictate that students are required to take the bulk of tests by hand rather than with their PLD. With this in mind, it is school policy that handwriting skills and handwriting activities will remain as regular activities across the curriculum. This is particularly the case in senior years as students prepare for the external examinations of the Western Australian Certificate of Education (WACE). However, it should be noted that the School Curriculum and Standards Authority conducts its state-wide literacy and numeracy assessment in the form of an online test, OLNA. The National Assessment Program – Literacy and Numeracy (NAPLAN) test was also conducted online for the first time in 2019.

A published paper (Oviatt, 2015) explains that using a digital pen increases students’ problem-solving and communications skills and enhances their ability to develop complex ideas.

Ready access to online resources provides students with a wealth of material to assist their research. This has focused attention on the problem of plagiarism. The Perth College Assessment policy defines plagiarism, and students are taught note-taking and summarising skills together with referencing protocols. Software is used to minimise this problem and improve note-taking skills.

Students are expected to approach writing tasks using their PLD with the same attention to spelling, grammar, text type and format as they do when handwriting. Spelling and grammar checking functions on the computer are important learning tools, as they provide students with immediate feedback on their writing.

Distraction and monitoring use in classroom

Good teachers provide compelling learning experiences and know their students well. Therefore, classroom management with the PLD is not greatly different from that without computers.

The breadth of software applications required within our learning environment necessarily includes activities that may provide temptations for students to stray from task in class, such as computer games, and some internet and social networking sites. For this reason, the playing of games and use of other purely social tools is banned throughout the school day and at prep for boarders. This is part of the agreed terms of use of the PLDs and breach of it will be regarded as a disciplinary matter. Similarly, unless specifically directed by the teacher, listening to music through headphones during class time is not allowed.

It is recommended that purely recreational use of the PLD at home be treated in the same manner as other 'screen' activities such as television and limited accordingly.

Homework Environment

School policy defines the amount of homework students should expect to complete for each year level. For further information on homework expectations and responsibilities, please refer to the relevant pages of the school diary. Not all homework will require the use of the student PLD.

Use of the PLD beyond the classroom should be limited and balanced with other social activities, including physical exercise.

Continuous Feedback

Parents will have access to their daughter's assessment results through SPACE, our learning management system. This will allow parents to keep up to date with the progress of their daughter in each of her subjects, and may include feedback on formal assessment tasks as well as other tasks or reflections. Parents are encouraged to check SPACE regularly for the most up-to-date results and contact the subject teacher if they have any concerns.

Parents should also have full access to both the PLD and their daughter's work. The PLDs are the property of the School and are funded by parents. We expect all students will make access to their device available to their parents/guardians.

Backing-up Data

As we are all aware, computers can 'lose' data, although this is now a comparatively rare occurrence. To avoid problems, particularly with important assessment tasks, students are provided with cloud storage on OneDrive for the purposes of backing up their work. Girls are advised to store all their work in their OneDrive and not on the computer itself. Information stored in OneDrive can be accessed anywhere and from any device, meaning there is less chance of girls not being able to access the documents they need. The nature of cloud storage also means it is less likely work will be lost and be unable to be retrieved.

It is the responsibility of students to back up their work regularly. As a rule of thumb, students

should have as a minimum 2 copies of important assessment tasks (OneDrive and External hard disk/USB) saved at various stages of development (e.g. draft, revised etc.). Please note the School Assessment policy states data loss is not a valid reason for non-submission of work.

In the event that girls need to take their PLD to the ICT Service Desk they must back-up all data not-existing on the network drives beforehand. If the device needs to be reimaged it is not the responsibility of the ICT Service Desk staff to ensure the student's data is protected.

When students are to submit work electronically, the onus is on the student to ensure her work has been successfully received by her teacher.

Section 3: Safe Working Environment

Occupational Health and Safety

Ergonomics training is provided to students new to the School or to the Learning Powered by Technology programme at the commencement of each school year. This focuses on the adoption of practices to minimise fatigue and discomfort when using the PLD. Additionally, we advise students to avoid looking at any screen (including televisions) for extended periods of time.

At home, laptops are sometimes used in unsuitable positions that may involve poor posture by the user. The following guidelines have been adapted from the Laptop Ergonomics Policy (2010), Osmond Ergonomics: <http://ergoergo.info/posture-guidance.pdf>.

- Keep body in a 'neutral' position when sitting and keyboarding.
- Your back should be supported when using a laptop. Move the chair close to the desk and sit back on the seat. Adjust the chair back so that the upper body is relaxed and supported. Raise the seat so that the elbows are bent at 90 degrees
- Your feet should be supported by the floor or by a footrest.
- Your wrists and hands should be supported on the table.
- The screen should be at eye level, which may mean resting it on a slope.
- Take breaks at regular intervals (move around approximately every 30 minutes).



The Perth College PLD has been selected with weight in mind. Current models used by students in Years 7 to 9 weigh between 1.5kg and 1.7kg. All students are shown how to transport their PLD safely as part of the Induction Programme.

The PLD can be connected to a screen and keyboard for use at home, if necessary.

Internet Safety and Content Filtering

The School shares responsibility with parents, the government and the community to protect students from the impact of inappropriate material on the internet. This protection at Perth College comes in the form of a number of mechanisms to block inappropriate content.

Parents should note that when the PLD is used offsite, the web filtering provided by Perth College will not be in operation.

At Perth College, every internet request and download is recorded, logging user ID, time, page element accessed, size of element, method of access and the machine from which the request was made. However, it is important to note that no internet filtering mechanism will be perfect. Students found to be accessing inappropriate material will be referred to the school discipline system. The action taken will depend on the offence and may include notification of parents.

Limits to Software Access: Whilst the PLD is on the School campus, the system places restrictions on how software can access the world outside: for example, certain games are blocked.

Home Supervision: As the filtering systems will not be in place when students are at home, parents are encouraged to monitor their child's use of their PLD and install home filtering systems if required.

Perth College makes the following recommendations to parents:

- Computer use, particularly for younger children, should be restricted to family areas of the home, such as the family room or kitchen. This is particularly important where a wireless access allows internet use throughout the home.
- Children should be supervised on the internet. Make rules about what is appropriate internet use for your family and stick to them. It is recommended that these rules reinforce the Perth College Network Access Guidelines for Students, available in school diaries.
- Communicate with other parents before sleepovers to make rules regarding whether computer use is allowed, whether there will be internet use and what viewing categories will be allowed for movies or games.
- Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. This should support school advice to students never to provide personal information on a global system or to identify friends or themselves in photos.

Use of the PLD at home should always be in accordance with the family rules, and if your child does not use the PLD appropriately you are encouraged to deal with it as you would any other family rules transgression.

Social Networking Sites

Sites such as Facebook, Twitter and Instagram present important opportunities for communication, and their proliferation indicates their widespread popularity amongst young people as the communication tool of choice. Parents are encouraged to build on the education in social networking provided at school. This should include active discussion

with children at home regarding appropriate use and content.

Within the school setting, social networking sites also have the capacity to encourage students to stray off task and for this reason access will not be permitted through the course of class time and study time.

Cyber Bullying

Electronic communication, including that via the computer, presents an avenue for bullies to harass other students. The School sees this as no different from any other form of bullying and it will not be tolerated.

A comprehensive list of School Policies can be found on the School Portal (SPACE).

Section 4: FAQs

1. How will my daughter benefit from using a PLD?

PLDs, used in integrated and meaningful ways within the curriculum, are the most powerful ICT tool for enhancing learning. Research at Perth College and elsewhere has shown that "anytime, anywhere" computer access achieves the two outcomes of high engagement and deep learning. Using computers can enhance research, problem-solving and collaboration, communication, written expression, presentation and publication.

2. Will my daughter still learn to write with pen and paper?

Yes. Computers will not replace all methods of teaching and learning, and currently there is a place for writing on paper.

3. Will the PLD make the school bag too heavy?

The weight of your daughter's PLD can be found in section three. PLDs will be loaded with digital copies of some textbooks and therefore students will not have to carry these textbooks.

4. Will PLD replace textbooks altogether?

In the short term, no. Students will gather information from a variety of sources including textbooks.

5. We have a spare notebook computer at home. Can my daughter use this instead?

No. It is important that all students have the same PLD with the same software suite. The Perth College PLDs are much more than a computer; they are an integrated package of support, hardware, data, spares, software and warranty and service agreement. During repairs students are provided with an equivalent PLD to ensure minimal disruption to their learning.

6. What if it breaks, stops working or is stolen?

Report any problem to the School's ICT Service Desk. The problem will be managed at school. In addition, Perth College will organise the repair in accordance with negotiated Service Level Agreements which will stipulate turnaround times for repair. During repairs, students will be provided with an alternate PLD.

7. What is not covered by the Service Level Agreement?

The Service Level Agreement for the device does not cover loss or damage caused by a malicious act of the user. Cover is not extended to loss due to theft from an unoccupied building or vehicle unless directly as a result of forcible entry. It also does not cover loss of accessories such as stylus input devices, keyboards or power supplies. These generally need to be replaced at parents' expense.

8. Our family is not so good with computers. How can we support our daughter at home if she has a technical problem?

Report any problems to the School's ICT Service Desk and/or consult with your teacher or ICT support staff. In addition Perth College will run some parent information evenings during Term One. These will guide you through the main features of your daughter's PLD.

9. We have seen notebook computers advertised for around \$800. Why are we spending more? Isn't this expensive?

The school has found the best product at the best price. The Perth College PLDs are much more than a computer; they are an integrated package of support, hardware, data, spares, software and warranty and service agreement. During repairs, students will be provided with an alternate PLD to ensure minimal disruption to their learning. This total support bundle is unavailable at this price from any vendor outside of this large-scale negotiated agreement.

10. I have other daughters who may come to Perth College in the future. Will the price be the same?

Perth College negotiates the PLD purchase every year for the incoming group. This is to ensure we have the best deal for the best PLD from the best vendor. The price may vary between year groups.

The technology fee is paid annually. Please refer to the current Schedule of Fees.

11. At the end of the three years, can I buy the PLD outright?

At the end of the three years, the ownership rests with the leasing company. After this time, the PLD must be returned with all supplied accessories. All software and operating systems are then removed, which means that no data can be retrieved. At this point, the Service Level Agreement and warranty will have expired and the School will no longer be able to offer support on the machine.

Generally, there is no longer an option to purchase the PLD.

12. What if our daughter decides she just doesn't like working with the computer? Can we pull out?

For the Learning Powered by Technology programme to be successful, every student will participate. As with any student who is having difficulty, or is feeling unhappy, we need to communicate with each other and work together to find solutions. Every effort will be made to support students in their learning and in using the computers.

13. What if my daughter leaves Perth College?

The School will require the PLD, the charger, power cord and bag to be returned immediately.

14. My daughter is a boarder at Perth College; can she use her PLD in the Boarding House?

Students in Years 7 to 10 are currently not allowed to keep the PLD in their rooms overnight – to facilitate charging and security of the devices, girls must place their PLD in the charging trolley on return to the Boarding House after prep in the evening. It may be used at other times in accordance with the guidelines set out by the Boarding House.

15. Will my daughter have to take her computer to school each day?

Yes. The Learning Powered by Technology programme has been designed to integrate into almost every aspect of the School's curriculum. There may be rare occasions when the computer should not be brought to school (for example special events like the Day of Creativity).

16. What if my daughter uses the computer to access inappropriate websites or chat rooms? Or just surfs to waste time?

Most students will use their PLDs responsibly and teachers continue to educate them in appropriate use. Perth College has security and filters in place. While the school takes all precautions to block inappropriate sites, no system is infallible; a caring teacher or parent nearby is the best filter. Sometimes a student may inadvertently access an inappropriate site; this should be reported immediately to prevent issues arising later. All internet access is logged.

17. Will the computer work on our home wireless network and home printer?

Generally, yes. If you have a wireless network at home (of any type) the PLD can be added to this quite easily. If you have a wired network, the cable should just plug in. If you encounter problems, then please contact the ICT Service Desk for further information. Please understand, however, that ICT staff cannot advise you regarding your home wireless problems. For this you need to seek the services of an external ICT professional.

18. Why is the platform Windows-based and not Mac?

Our extensive research indicates that the platform has minimal effect on the learning outcomes achieved, and that schools with mixed platforms create confusion among users. After exploring both platforms, it was determined that a Windows platform would best meet the needs of the School.

From a business perspective we can negotiate with different vendors and achieve a better deal for the Windows-based device. In addition, all commonly used applications, including industry standard software titles such as the Adobe Master Collection Suite are provided for our students on the Windows platform and are included in the Learning Powered by Technology software suite.

19. Will my daughter be able to load her own software on the PLD?

You will be able to add your own programmes, but with this facility comes responsibility. Installing software may give rise to compatibility issues with our own suite of software, or affect the performance of the computer. If this happens, the PLD will need to be reimaged and the student will need to understand what caused the problem and how to avoid it in the future. It is the responsibility of the family to ensure that only legal software is installed on the computer. There does need to be an understanding, however, that the School ICT

staff will not support any non-school software, and, where a conflict occurs, the PLD will be reimaged back to its original state.

20. What if my daughter forgets to charge the battery and it runs out at school?

All girls are required to have the necessary equipment at school and in working order. We expect each girl to bring her PLD to school fully charged at the commencement of Period 1. Charging of batteries during the day may not be possible, and as such battery life has been a major consideration in our selection of a PLD. It is recognised that some tasks will place more demand on the battery (e.g. video processing). Girls should bring their power adapter to school, only to be used if their battery power is low.

21. What happens if the PLD breaks and my daughter loses her work?

As part of the Induction Programme girls will be instructed on how to back up their schoolwork files. If the PLD breaks or needs to be reimaged girls should be able to access a relatively recent copy of the work from their OneDrive. Backing up work is a student's responsibility. While every attempt will be made to recover lost data, work lost due to equipment failure is not considered a valid excuse for non-completion of homework or assessment work.

22. Will I be able to contact teachers 24/7?

Emailing staff after hours, over the weekend and during holiday time may not elicit a response until the next official working day.

Section 5: The Personal Learning Device (PLD)

Hardware

The PLD that your daughter receives will depend on her year group. The specifications for these models are shown below.

Year Group (2020)	PLD	Year Group (2020)	PLD
7	Model TBA	10	Model TBA
8	Lenovo L380 Yoga	11	Surface Book 2 13
9	Toshiba Z20t-c	12	Toshiba Z20t-c

Software

At Perth College all PLDs will be supplied with a Standard Operating Environment (SOE). In 2020 this includes licenses for:

- Office365: Word, Excel, PowerPoint, Publisher, OneNote, OneDrive
- Current version of Adobe Creative Cloud
- Other utilities and applications such as Audacity, Clickview etc, which can be accessed through the software centre.

The software originally installed by Perth College must remain on the computer in useable condition and be easily accessible at all times. All software installed on Perth College-owned computers is appropriately licensed for educational use only.

Copyright

Perth College is required to abide by all copyright restrictions, in particular as they apply to software and related materials and use of those on School-owned computing equipment. Breach of copyright, in any form, is a serious offence and carries significant penalties. Under no circumstances are students to install or otherwise copy onto school owned computers any software or file that is subject to copyright and for which an appropriate license has not been purchased. This includes any form of media files such as music and video.

Inappropriate Software

The following is a non-exhaustive list of software that is not permitted to be installed, or used, on Perth College-owned computers:

- Computer games with no educational merit
- Pirated or unlicensed software
- Age inappropriate software
- Peer-2-peer sharing software such as Vuse, Bittorrent, iMesh, KaZaA eMule etc.
- Any software that could be used to monitor, analyse, interrupt or interfere with network traffic or any other equipment on the Perth College network.

Section 6: Personal Learning Device (PLD) Management

Perth College has undertaken thorough research to identify the PLD that best suits our students. The package includes a suite of software and comprehensive maintenance and service level agreements.

Parents / Guardians

Parents are expected to:

- Provide a safe environment at home for their daughter's computer use.
- Monitor their daughter's use of internet and social networking sites for appropriateness.
- Set reasonable and achievable goals and expectations for home use.
- Encourage effective use of the PLD for learning purposes.
- Discuss the responsibilities of being responsible digital citizens.
- Report any concerns to Perth College.

Students

Students are expected to:

- Ensure they bring their PLD to Perth College every school day and take it to every class where it may be used.
- Ensure their battery is fully charged at the beginning of the school day.
- Ensure their PLD is in full working order.

- Protect their PLD by placing it in the bag provided, when not in use. Carry their PLD inside their school bag when travelling to and from school and sporting training.
- Keep their PLD secured inside their locked locker when not in use, whilst at Perth College. Ensure that the Perth College asset tags or identification labels are not removed. If a label is damaged it is the student's responsibility to report this to the Perth College ICT Service Desk for the label to be replaced.
- Ensure their PLD is not marked in any way. They may use removable stickers or plastic guards to personalise their PLD but all stickers must be removed prior to returning them at the end of their life. Additional costs may be incurred where extra cleaning is required to remove sticker gum.
- Take good care of their PLD at all times, including taking necessary precautions to prevent theft of the device. If their PLD is stolen or becomes damaged it is their responsibility to report this to Perth College ICT as soon as possible.
- Keep liquids, lollies and food away from the PLD.
- Avoid placing any pressure on any part of the PLD – this includes putting the charger in the PLD compartment of the bag.
- Ensure nothing is placed on the keyboard before closing the lid
- Obtain advance permission to record audio, video or still images of people.
- Read the Network Access Guidelines for Students.
- Keep the volume of their device muted or use headphones as required.
- Actively check their PC email account regularly for communications from the School.

ICT Service Desk

ICT Service Desk personnel will:

- Provide the PLDs to students in full working order.
- Manage the repair of the PLD if they are faulty or accidentally damaged and organise the associated warranty or Service Level Agreement claim process.
- Organise the repair cost recovery of negligent damage not covered by warranty or Service Level Agreement.
- Endeavour to provide students with a replacement PLD if repairs are likely to take a significant period of time and interfere with learning.
- Provide users with some software and hardware support.

The ICT Service Desk will be open from 8.00 am until 4.30 pm during school days and it can be accessed by students outside of class time.

Reducing Problems and Damage to Your PLD

Battery Care Instructions

To preserve the life of the battery, the PLD should be charged only when required. When the battery monitor is displaying less than 10 per cent power, the PLD should be charged with the AC adaptor provided. No other brand of AC adaptor should be used.

After a period of time, the battery will lose its ability to perform at a maximum capacity and will need to be replaced. This is normal for all batteries, so it is important to treat the battery well to extend the device's battery life as long as possible. The battery should be discharged fully on a regular basis to ensure long life.

Virus Protection

The PLD is issued with anti-virus software which serves to protect against data loss, file corruption and damage to the operating system, which can render the PLD unusable. The virus protection provided is a corporate edition, and updates will be available through the School network. In this way the computer will have the latest virus definition software on board. Please **do not** install your own virus protection software.

AC Adaptor

Wrapping the power leads around the AC Adaptor creates excessive stress where the lead joins the adaptor body and will cause premature failure of the leads.

- Do not store the adaptor in the carry bag where it could put pressure on the PLD. Damage to the PLD's screen may result.
- Do not use the cable or connector to tie a knot in the loops.
- Do not crimp the cables or use the cables to carry or swing the adaptor.
- The adaptor should never be operated with leads wrapped around the adaptor body.

What if Something Goes Wrong?

At school during class Software problem... Hardware problem... Printing problem... Battery goes flat at school...	Tell your teacher If your teacher cannot resolve the problem you may be sent to ICT Service Desk.
At school between classes Software problem... Hardware problem... Printing problem...	Go to ICT Service Desk
At home Software problem... Hardware problem...	Contact the ICT Service Desk on the next business day. Take screen shots if possible.
If your computer is lost or stolen	Tell your parents or teacher immediately and notify ICT Service Desk as soon as possible.

Section 7: References

In preparing this document the following sources are referenced with thanks.

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All hyperlinks in this document were correct at the time of printing.

Appendix I

Learning Powered by Technology Code of Conduct

The following is an agreement that relates specifically to the use of PLDs by students at Perth College as part of the Learning Powered by Technology programme. This agreement must be fully completed before students will be issued with a school supplied PLD.

The purpose of this document is to ensure students and parents are aware of their responsibilities regarding the ubiquitous use of the devices provided by the School.

Digital Etiquette

The standards of conduct expected by digital technology users.

The following is a list of the expectations students are to understand and accept when using school provided devices at school. Students are expected to:

- Follow all teacher directions including when to use the device.
- Have the volume of devices muted at the beginning of each lesson.
- Use appropriate manners when communicating electronically.
- Provide their device to teachers upon request.
- Provide their device to parents upon request.

Digital Health and Wellbeing

The elements of physical and psychological well being related to digital technology use.

A balance between the use of digital technologies and physical activities is essential.

- Students must commit to a healthy lifestyle by using PLDs only when relevant during the school day.
- Students must commit to a balance of the use of the device at home.
- At school, outside of classroom time, students may only use their PLDs for educational-related activities.

Digital Access and Use

Full electronic participation in society.

Students are expected to utilise access to various communications offered by the School in an appropriate and safe manner. In signing this code of conduct you are signifying that you have read and understood the Network Guidelines Policy for Students, Mobile Communication Policy, and the Student Handbook for the Learning Powered by Technology programme, and agree to abide by the conditions and procedures laid out in these documents.

Loss or Damage

In the event of loss or accidental damage, students must report the incident to their teacher or the ICT Service Desk immediately.

In the event of theft or deliberate damage while at school students must report the incident to their teacher or the ICT Service Desk immediately. Where this occurs while not at school, girls must report the incident to the police and then to the ICT Service Desk as soon as practical.

The parent/guardian of the student will be required to cover the cost of repairing/replacing the PLD due to loss or damage not covered by the Service Level Agreement. Where the loss or damage is covered by the Service Level Agreement, an excess will apply and will be charged to the Parent/Guardian.

Overarching Agreement

The device provided by the School is a privilege and not a right. Students in breach of this code of conduct will face disciplinary action which could include losing their device. In addition, it is each student's responsibility to report and, where appropriate, remind her peers of the commitment made to Perth College when signing this Code of Conduct and agreement.

Perth College girls: Remarkable women

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