



Thomas More College 1-to-1 Program

Transforming Learning:

Think

Learn

Organise

Collaborate

1-to-1 Program Handbook

Table of Contents

1-To-1 Program.....	1
Educational Benefits	2
The Device.....	3
Ownership and Care	4
User Charter	5
Technical support	5
FAQ	6
Healthy habits for using devices	11
Taking Care of your device	11
Using Your Device at the College	12
Managing Your Files and Saving Your Work.....	13
Software on Your device	14
Device Help Procedures	15

1-to-1 Program

Students live in an on-demand, technology-dependent world. They learn differently and approach schoolwork differently than students did previously. One way we can address this change is by using the latest technology in our classrooms. With 1:1 access to technology, students are able to learn in an environment where technology brings subjects to life and where students can own their learning environment and become engaged with learning that is meaningful. We must help our children develop the knowledge, skills and learning strategies they need to engage in lifelong learning in the 21st Century. We must also provide opportunities for every child to develop their unique talents and abilities.

A College wide approach will allow teachers to leverage this technology with a focus on building students' capacity to collaborate, learn independently and create innovative solutions in preparation for a global world.

The Thomas More College community believe that computers on their own do not enhance learning but the integration of computers into the curriculum promotes positive changes to teaching pedagogy that has the potential to advance student learning. This will complement our existing curriculum and offer more compelling learning experiences for all our students. A College wide approach will allow teachers to leverage this technology with a focus on building students' capacity to collaborate, learn independently and create innovative solutions in preparation for a global world.

The 1-To-1 Program is part of a global movement towards a more personalised and contemporary approach to teaching and learning facilitated by the integration of digital technology. Our aim is to create a cost effective, efficient and scalable model for teaching and learning that removes any barriers to learning experienced by personal devices.

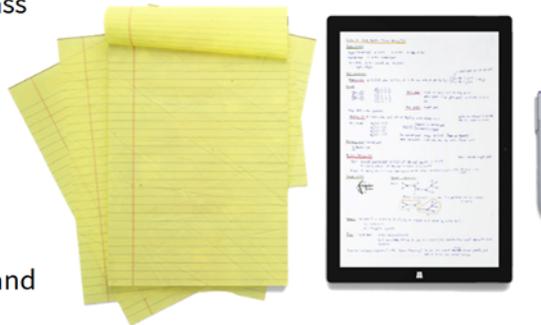
College devices will promote better learning in and out of school by encouraging:

- Anywhere, anytime access to learning
- Independent, self-initiated learning
- More family involvement in education
- Collaboration between peers, teachers, students in different schools, states and even countries.

Educational Benefits

The College will focus on a number of device dependent learning themes. One of which is “[Digital Exercise Books and Feedback for Learning](#)”. With Office 365 and OneNote students will transition to collaborative digital exercise books with their teachers. This will provide a number of benefits to the learning process which will include:

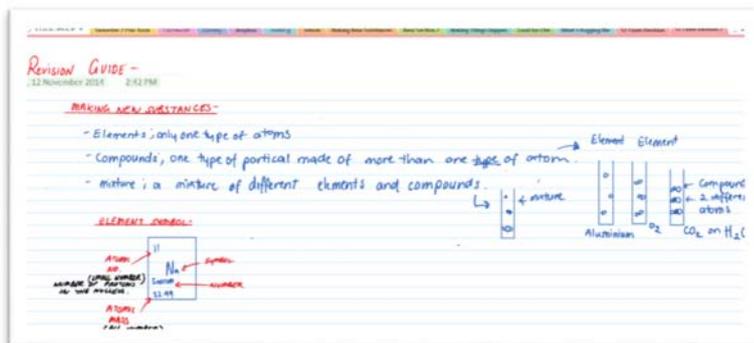
- Teachers can share the students’ digital exercise book during class or at home as students work for immediate feedback and redirection if needed. Teachers can give immediate feedback in the form of audio, video and written comments, even while the student is working. Feedback at the point of need (before an assignment is due for example), gives students time to act on it and adjust their own learning.



Digital Exercise Book

- Students are more likely to edit work in order to improve the quality of their work after teacher feedback.
- Students can immediately have a copy of their teacher’s interactive whiteboard notes.
- Little or no “lost homework” or worksheets because all of the student’s work lives in the digital notebook stored in the cloud. It’s easier for most students to keep track of digital files than paper ones.
- The content of their digital exercise book can be inked/handwritten. It can also be typed, “printed” from other files for annotation, pasted (text or images), “clipped” as an image from any application, linked from the Internet, or recorded (video and/or audio) using microphone and webcam.
- Instructional and educational videos and screencasts can be embedded in OneNote to supplement classroom learning and provide homework help. They also provide students with the opportunity to learn at their own pace and the freedom to go back and relearn content whenever they want.

- Digital exercise books allows teachers not only to assess finished assignments but also the process of learning that has led to the completed assignment.
- Digital exercise books can be used as an e-portfolio to record student learning for parent involvement, parent teacher interviews and future teachers.



Yr. 8 Science Digital Exercise Book

- Teachers can differentiate individuals learning by modifying a student’s notebook.

Other educational benefits of the program include:

- Education is not focused on purely learning concepts or facts. Instead, it is about the process of building connections, students gain an awareness of the importance and the value of communication.

- Enables the use of more interactive educational tools, which allows for a dynamic learning experience and higher-order cognitive tasks.
- Classroom computer technology allows different types of communication (for presentation, for class interaction, and for collaboration), students are required to be readers, writers, editors, and publishers and must be willing to collaborate and co-create closely with others.
- Flexibility and adaptability to differentiated learning. Technologies such as podcasts and vodcasts, for instance, provide students with the opportunity to learn at their own pace and the freedom to go back and relearn content whenever they want.

Source: Boundless. "Advantages of Using Technology in the Classroom." Boundless Education. Boundless, 03 Jul. 2014. Retrieved 14 Nov. 2014

- Research shows students are more motivated and engaged in learning when they have their own computer
- Time and cost efficiencies in the distribution and use of textbooks, worksheets and assessments.
- Students will have access to much more information via the internet.
- Computer use has also been linked to better organisational skills, improved literacy and numeracy, better collaboration and analytical thinking.
- Students to have everything they need for school in the one package. Students will no longer need to carry numerous exercise books and weighty reference books.

The Device

As technology continually evolves it provides opportunities for improved teaching and learning.

Thomas More College endeavours to provide the best suitable learning tools available for its students, this maybe either a tablet or laptop.

Tablet

Thomas More College is providing a device such as the Microsoft Surface Pro or something very similar which is a laptop in device form. Instead of a tablet with limited capabilities, the device will have the power of a laptop that suits the broad learning needs of our students in a diverse range of subjects, providing finger touch and pen based input as well as a traditional keyboard.



Device Tablet

The device combines a keyboard with a digitizer pen. The pen gives the extra functionality of users being able to “ink” or “write” on the screen. Students need a device to take notes, brainstorm, annotate, sketch, and work on subjects not compatible with just a keyboard e.g. Mathematics, Physics, Languages, Science, Art and Design.

As a College we wanted our students to have a thinking and learning tool as opposed to a purely consumption or creation tool. The device enables students to think through the problem using different forms of communication – such as sketching, drawing, annotation and diagrams. The digitizer pen/stylus enables students to perform tasks such as adding hand written notes and drawings to their digital exercise book, and teachers manually correcting these documents. Digital inking also improves memory retention when compared to typing and students feel more engaged when there is direct involvement with the class discussion through inking.

The Device is compact and lightweight and fits easily into a school bag. The devices are wireless enabled, which means students can connect to the Internet in the library, the College grounds and in the classroom. Students can use their College device to access the web from home if the household has an Internet connection.

Ownership and Care

Bring Your Own Device programs within schools present a number issues or “barriers to learning” for the classroom. Thomas more College understands the importance of technology in student’s learning and does not considered it a “hit or miss” add-on. For this reason, the 1-To-1 Program is a College owned device. This ensures a consistent platform with a number of advantages for both parents and the College including:

- substantially cheaper device, software, extended warranty, support and insurance when compared to retail
- reduced management and maintenance costs
- afterhours access to a device and curriculum software
- collaborative learning in and outside the classroom
- equity in accessing curriculum and software
- promote a safe learning environment with the use of virus protection, filters and monitoring software
- contemporary curriculum delivery
- electronic textbooks and curriculum delivery
- less technical issues for students and more efficient teaching and learning
- removes parental burden of sourcing and servicing their child’s device
- reduced booklist cost to families
- management and technical support of devices, including software updates, chagrining, day loans, hot swaps, warranty and damage repairs ensuring learning is not disrupted

The device is considered a curriculum resource just like other facilities throughout the College such as Science and sporting equipment and textbooks. Students and families are responsible for their issued device, however the device remains the property of the College at all times.

User Charter

Before students are able to take the new device home, the student and parent/guardian must have read and understood the 1-to-1 Program User Charter. The charter includes a commitment to take the device home each day and bring it back to the College the next day fully charged. The device will remain the property of the College at all times.

The device represents an effort to expand learning beyond the boundaries and schedule of school, so it's important they are used at home. Using the device at home will also assist in helping the family be involved in the student's education.

Technical support

Students will be able to report any issues via email icthelp@tmc.catholic.edu.au or in person at ICT Services. The following technical support is available during school hours.

- Charging and battery loan service
- Warranty repair and replacement service
- Day loans and hot swaps
- Software reimaging and helpdesk
- Insurance claims

Contact details for the TMC ICT Helpdesk is:

- 08 8182 2610
- icthelp@tmc.catholic.edu.au
- ICT Helpdesk Staff:
 - Adam Coyle
 - Greg Parker
 - Angelo Anastasiadis
 - Heather Higgins

Tim Nykke e-Learning Co-ordinator is also available to support the use of the IT Device.

Any questions in regards to finance matters, please contact the College Finance Office 8182 2600 (option 2).

FAQ

What can we do to support our child and the IT Device?

- Ensure you and your child have read the User Charter and this book.
- Label the stylus and device.
- Students may like to use their own suitable bag to transport the device and case inside their College bag.
- Every night make sure the device is put on charge and packed for school the following morning.
- Online and child safety experts recommend your child don't use their device, laptop or phone in their bedroom. However, if that's not possible in your home, you may like to consider options like:
 - leaving the bedroom door open, with agreed random visits by parents
 - setting a technology curfew at night and having a designated recharging place in the kitchen
- Learning to make the right choices are a part of growing up, however, we also need to protect children in our care. We can all help by reminding and discussing the seriousness of using technology inappropriately by considering the following:
 - That a decision made today can have lifelong consequences, like plagiarism, posting images online, piracy, hacking, and cyberbullying.
 - A healthy balance of screen time along with activities like sleeping, family time, spending time with friends, and physical activity are very important.
 - Digital security (self-protection), understanding what personal information is safe to share online and what is not.
 - It is also very important that your child understands it is safe to tell if they are being bullied or have been contacted by a predator without the risk of getting in trouble or losing their technology. Remember to ask your child about their online lives!
- Periodically sit with your child and discuss their work on the device.
- There are several links on the College website to support the use of the IT Device and to support students and parents in using the device safely, and the College website will be kept up to date with relevant information <http://www.tmc.catholic.edu.au/index.php/pastoral-care/cyber-safety>
- The College will monitor the use of the IT devices and educate students in the safe use of the IT device.
- If you have any concerns please contact your child's home room teacher or the ICT Services.

Is my child protected when using the Internet at the College? What about at home?

Students will be protected when using their device at the College by filters that block inappropriate Internet material. However, these Internet filters do not extend to the home. So it is important that as a parent that we also parent in our child's digital world and discuss Internet access and set boundaries e.g.: only allow the Internet to be accessed in public places in the home, such as the kitchen. For further suggestions please see further information about Cyber Safety on the College website, which is kept up to date <http://www.tmc.catholic.edu.au/index.php/pastoral-care/cyber-safety>. Inappropriate material located on the device may result in complete erasure of all files, loss of the take home privilege and or communication with police. Inappropriate internet access or use can be monitor by the College when requested.

Will my child be taught how to care for their device?

Students will receive guidance on good device care as part of a required induction, which will also include safe use, digital citizenship and other procedures when they receive their device.

Will my child be safe carrying an expensive device to the College?

Students will be encouraged to keep their device in their College bag when travelling to and from the College. Like with any expensive items, care should be taken when in public.

What if we already have a computer at home?

To provide learning opportunities, many families have a range of devices in the home. However, in a school setting they do not have the necessary battery life, the robustness needed for everyday student use, onsite warranty and technical support that provides a reliable learning platform. Without common software and hardware it is difficult for staff to support students in the use of this technology for learning tasks. A standardised platform also ensures the College can provide prompt technical support or hot swap batteries and devices.

Can my child bring their own device to school?

Students are not permitted to bring any other device to the College as each College device will be configured to wirelessly access the College's network services including the Internet and have preinstalled software that will complement our curriculum. The College is not legally allowed to install College licensed software on personal devices. In addition, the College can provide loan devices and battery swaps to students under this program. The College also needs to ensure that the College retains ownership to maintain a safe learning environment. Students will have the opportunity to use their device each day. They should continue working on their device at home using the same files and software they use at the College.

When does the program finish?

The program will continue throughout your child's schooling. The device maybe required to be returned to the College. When requested, the device will be returned to the College in reasonable working condition with pen, case and charger. Your child will be issued another device as part of the ongoing program.

What happens when my child finishes school?

Students completing their schooling or leaving the College will return their device. Devices not returned in a reasonable working condition will incur a \$100 insurance excess to cover repairs. In addition, if a device and accessories are not returned on request the family will be invoiced for the full replacement cost of the device and accessories.

What if we don't have Internet access at home?

Internet access at home is not required as students can work with files and software already loaded or saved on the device or memory stick (USB flash drive) without connecting to the internet.

What happens if the device stops working correctly?

If the device stops working correctly, the student should inform the College as soon as possible. College devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It

does not cover negligence, abuse or malicious damage. Thomas More College will handle any warranty claims and supply your child with a replacement device.

What happens if the device is accidentally damaged?

If the device is accidentally damaged, the student or parent should inform the College as soon as possible. A Device Incident Report will need to be completed and signed. All accidental damage will be covered by insurance. Insurance claims will incur a \$100 excess per claim

What happens if the device is damaged by another student?

Each student will be responsible for the care of their device and should take precautions to ensure its safety at all times. If by accident or misconduct a device is damaged and the owner has displayed a reasonable duty of care the Principal will determine whether the \$100 excess is paid by the offending student. Where there has been some form of negligence by the student responsible for the device the Principal may ask both students to pay the excess.

What happens if the device is lost, stolen or damaged by theft or from an attempted theft?

If the device is lost, stolen or damaged by theft or from an attempted theft, the student or parent must report it to the Police immediately, and the College as soon as possible. The Police will provide a report number, and this report number must be given to the College to process an insurance claim. An Incident Report will need to be completed and signed. All loss, theft or vandalism will be covered by insurance as long as a Police Report number is supplied. Insurance claims will incur a \$100 excess per claim.

If the device is lost, damaged or stolen, what will happen to my child's schoolwork?

Students will use their allocated OneDrive cloud storage as their primary storage location. This enables students retrieve their work on a variety of different devices.

Does my child need to have the pen/stylus and case with their tablet?

The pen/stylus is a very important feature of the 1-to-1 Program, it allows the students to handwrite notes and draw diagrams on their device. **Students must have their pen/stylus with their device at all times.** Compatible replacement pen/stylus's can be purchased from the ICT Services or an electronics retailer. The device case should be used when transporting the device, especially when placed in a school bag. Students can also borrow a pen/stylus for the day from the ICT Services if they have left it at home. Students are strongly encouraged to label their pen/stylus and attach it to their device.

Won't my child's handwriting suffer from using a device all day long?

One of the main features of the device is the digitizer pen/stylus. The stylus will allow students to continue to handwrite their work in a digital form. Thomas More College will also provide plenty of opportunities for traditional handwriting, including, under test conditions. However, effective use of a computer is a skill they will need in their post-school lives.

What happens if my child's device requires repairs?

Another device will be issued when a student leaves their device for repair at the ICT Services. Students will be able to report any issues via email icthelp@tmc.catholic.edu.au or in person at the ICT Services.

Under what circumstances can my child lose the right to a device?

The Principal or delegate can decide to withdraw access to a device or the permission to take a device home in the event of misuse or breaches of policy. Circumstances might include your child:

- repeatedly not bringing the device to the College
- repeatedly abusing the use of the device, for example using the device to engage in cyber bullying
- not caring for the device responsibly
- misuse and breaches of Network & Online Communication Services: Acceptable Use Policy.

Can my child charge their device at the College?

There will be access for charging at the College, but limited access during class time. In most cases, a student whose device is not charged will be unable to use it. Devices must be brought to the College each day in a fully charged condition and the charger left at home. Devices supplied by the College come with an 8 hour battery life, which will, in most cases, last an entire school day if properly charged the night before.

What happens if my child forgets to bring their device to the College?

Forgetting the device will be the same as leaving textbooks and exercise books at home, creating a barrier to learning. It is a College expectation that the device is brought to school fully charged everyday with the pen/stylus. Students can participate in the lesson but perhaps not as fully as otherwise. Repeatedly leaving a device and pen/stylus at home or bringing it uncharged could lead to a warning or losing the right to take the device home.

Can my child personalise their device?

The devices are the property of the College and are not to be altered or personalised in any way that is not completely irreversible. Labels, stickers or key rings are permitted to help students easily identify their device and bag. The asset sticker and barcode is not to be altered or removed. If the device and bag needs to be returned early or replaced under warranty a charge may be incurred if any personalised identification cannot be removed. Students may also personalise the desktop wallpaper.

Can my child access the Internet anywhere with their College device?

Students will be able to access the Internet at the College. The Thomas More College network is wireless, which means within a certain geographical boundary (usually classrooms, the library and the College grounds), students will be able to use their device to login to the College portal without the need to plug in any cables. If you have the Internet connected at home, students can also access login to the College portal using their device. If you don't have access to the internet at home, students can still use the software on their device to continue their learning at home.

Can my child install apps, games, download movies and play music on their device?

The 1-to-1 Program provides a device to each student for the sole purpose of learning. Gaming and other personal activities must be left to personally owned devices. Students will not be able to install games or download non educational video/movies on their device for the following reasons:

- The College needs to abide by strict licensing laws on all software installed on the College owned devices.
- Games or video/movies may provide a tempting distraction during College hours.

- Particular game or video/movie content and classification may not fit in with our College values.

Students may also install Microsoft Store apps, provided the apps:

- Are in keeping with the Network and Online Communication Services: Acceptable Use Policy
- Do not affect the efficient functioning of the device for educational purposes
- Do not affect the College's wireless network and required constant internet traffic
- Do not become a distraction from lessons

What apps is my child expected to have on their device?

Windows 8 modern-style apps are apps that are designed specifically to work with Windows 8. Similar to mobile phone apps, they can be downloaded from the internet via the Windows Store. Students are required to have a QR Code reader, The Bible App and the WordBook English dictionary on their device, with physical copies available in the classroom. The College will assist students in setting up their Microsoft account.

Can we purchase accessories from retail outlets?

Students are able to take advantage of the Micro SD card slot to increase the storage capacity of their device. This may be used to store their work and own music. Other accessories, such as replacement pens, bags, docking stations and screen protectors may also be purchased but will not be covered by College warranty.

We have more questions, where can I get further assistance?

If you require further clarification or have any questions regarding the program please don't hesitate to contact the College by phone or email: icthelp@tmc.catholic.edu.au

Healthy Habits for Using Devices

1. Sit on a chair at a desk. This is especially important if using a device for longer than 30 minutes. Do not use the device on your lap.
2. Keep a good posture. Adjust the chair and device for a "neutral" posture. This means ankles, knees, hips and elbows are at about 90-degree angles and hands are in line with wrists.
3. Relax arms, neck and shoulders. Most muscle strain centres on arms, neck and shoulders so try to keep these relaxed. Typing and using the mouse should be light, and hands and arms rested when not typing.
4. Sit about arm's length from the screen, depending on individual eye conditions.
5. Take regular breaks. Take five minutes out of every 30 minutes to rest both eyes and muscles. Stand and walk or change position to do other things like reading. Look at an object about 10 metres away for 20 seconds.
6. Make sure there's enough light. Work where lighting is sufficient and make sure your screen is free from glare.

Please visit the following links for further information on safe use of devices:

<http://education.qld.gov.au/health/pdfs/healthsafety/laptopuse.pdf>

<http://www.safeworkaustralia.gov.au/>

Taking Care of Your Device

Students will be responsible for the general care of the device they have been issued by Thomas More College. Devices that are broken or fail to work properly must be either reported via the online helpdesk or taken to the ICT Services.

General Precautions

1. No food or drink should be near the device while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the device.
3. Students should never carry their devices while the screen is open, unless directed to do so by a teacher.
 - The physical device and case must remain free of any writing, or drawing that are not the property of Thomas More College.
 - Devices must never be left in a car or any unsupervised area.
 - When not in use in the classroom, devices should be locked in student lockers.
 - Protective cases must be on the device at all times.

Carrying Devices

The protective case has sufficient padding to protect the device in normal treatment and to provide a suitable means for carrying the device within the College. The guidelines below should be followed:

1. The device should always be within the protective case when carried.
2. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the device screen.

Screen Care

The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the device when it is closed.
2. Do not place anything near the device that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

Using Your Device at the College

The device is intended for use at the College each day. Students must ensure they bring their device to all classes, unless specifically advised not to do so by their teacher; in which case the device must be stored in their locker.

Screensavers and Desktops Wallpaper

1. Inappropriate media may not be used as a screensaver or desktop wallpaper.
2. Passwords on screensavers are not to be used.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. A policy currently exists regarding to the listening of music on any device (e.g. MP3 player or computer). This policy applies to device computers.

Printing

Students may use printers in classrooms, the library and computer labs with teachers' permission during class or breaks. Students who want to print on a home printer have permission to add their printer software to the device computer.

Internet

While at the College, students will have continuous access to the internet. Students need to use this service with teacher permission while in class in accordance with the Network and Online Communication Services: Acceptable Use Policy. The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Camera and Microphone

Each device contains a camera and microphone which may be used to record only at the teacher's discretion. Both the camera and microphone must be turned off at all times unless permission is obtained from the teacher. Personal use of these devices is not permitted and any breach may result in losing the right to take the device home. Please refer to the Thomas More College Privacy Policy. The use of internet telephony is only permitted where there is a clear academic purpose with the permission of a staff member. No student may record secretly – such a breach can lead to confiscation of the device and further disciplinary consequences.

Personal Software

Students are not permitted to install personal software other than software used to access home printers or for internet access. For the period of the Device Program the device remains the property of Thomas More College and students must abide by strict licensing laws. Inappropriate software located on the device may result in complete erasure of all files and/or loss of take home privilege and further disciplinary consequences.

Procedure for reloading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in the Documents folder. The hard drive will then be reformatted. Authorised software will be installed and the data files reinstated in the Documents folder. The College does not accept responsibility for the loss of any software deleted due to a reformat and reimage.

Personal USB Modems

Personal USB modems or a similar device used to access the Internet while at the College is not permitted. Your child has access to the Internet via the wireless network when using their device at the College and is protected by filters that block inappropriate Internet material.

Storing your device

Unless a teacher has notified students via email or notices, students must bring their device to every lesson. When not required, students must store their device in their locker. Students must take their device home for recharging at the end of each day.

Managing Your Files and Saving Your Work

Saving to the OneDrive

Students will have OneDrive, which is the equivalent of a disk drive in the cloud. Each student will have 1 TB of personal storage that syncs with their device for offline access. OneDrive will allow students to easily share digital notebooks with their teachers and access their files from any device.

Saving data to removable storage devices

Students should also backup all of their work at least once a week using OneDrive or a removable file storage device, such as a Micro SD card, external hard drive or USB flash drive. It will be the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Personal files, such as photos and music, should also be backed up regularly.

Software on Your Device

Originally Installed Software

The software originally installed by Thomas More College must remain on the device in usable condition and be easily accessible at all times. Software provided with all new devices includes:



Access



Publisher



Excel



OneNote



Outlook



Word



PowerPoint



Flash



Illustrator



Dreamweaver



Photoshop



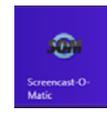
InDesign



Google Earth lets you fly anywhere on Earth to view satellite imagery, maps, terrain, from galaxies in outer.



Microsoft Mathematics
Step-by-step instructions and wide range of tools to help students with complex mathematics.



ScreenCast-O-Matic
One-click screen capture recording on Windows



Logger Pro is data-collection and analysis software.



Movie Maker
Video editing software



Office Mix allows you to turn your PowerPoints into interactive online lessons or presentations.

Recommended Student Apps



The Bible App makes it easy to read and share God's Word



WordBook
English dictionary and thesaurus app.



kwiQR is a free QR code scanning tool for devices with access to a camera.



iXplain
Produce videos for lessons, instructions and presentations.



Adobe Reader Touch
View and interact with PDF documents across platforms and devices.

From time to time the College may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the College has not exceeded its licenses. Students will not be required to purchase additional apps throughout the year.

Virus Protection

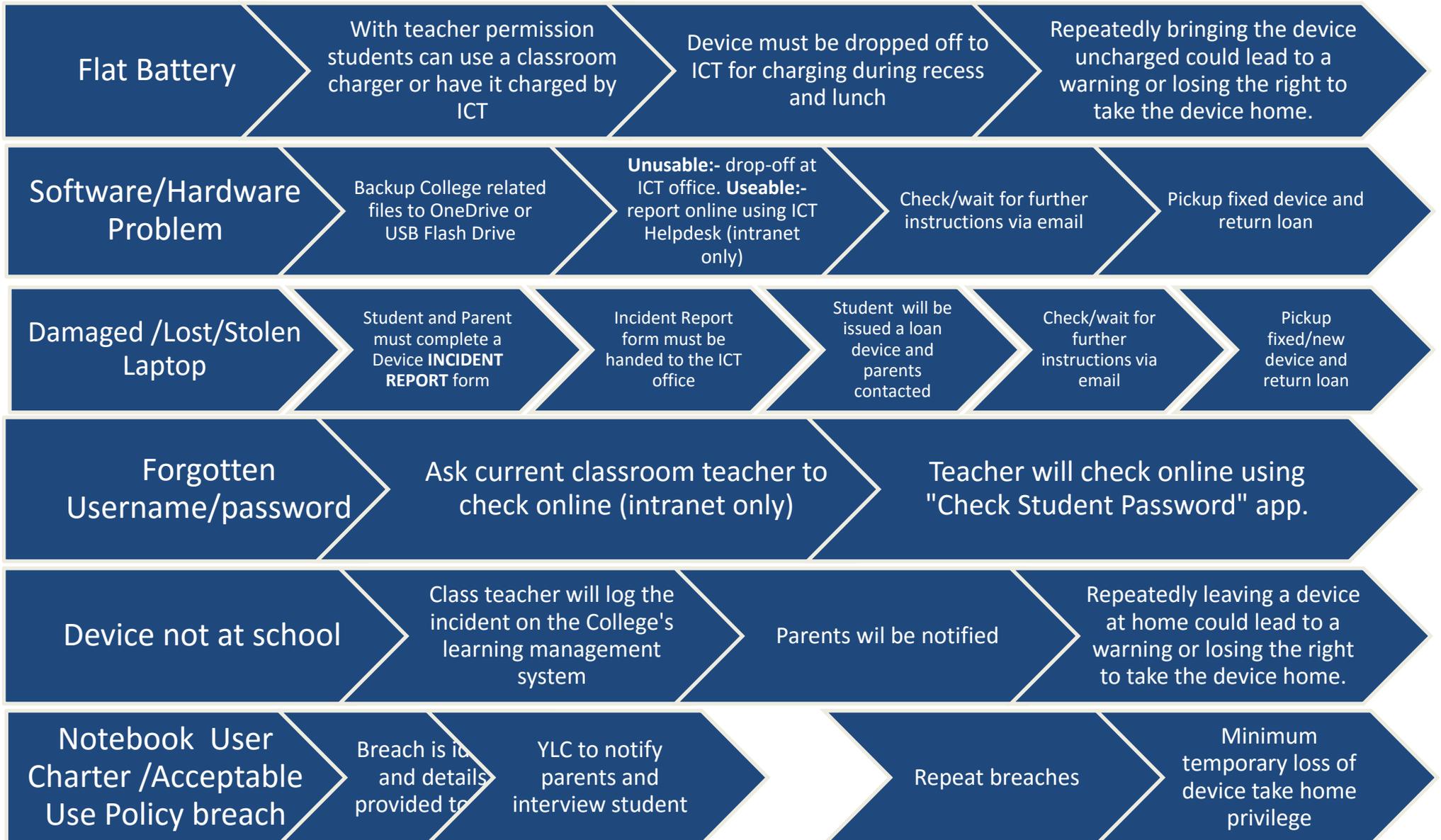
The device has antivirus protection software installed and is configured to update via the Thomas More College Network. However, students are responsible for ensuring their device is updated daily with the latest virus definitions. For security reasons, devices that do not have up to date antivirus definitions and Windows updates will have restricted

access to the College network until compliant. During holidays or periods away from the College students need to ensure they update virus protection on their College device if possible.

Software upgrades

Upgraded versions of licensed software are available from time to time. Students will be periodically instructed to upgrade their software from the College's network or by having their device reimaged by IT staff.

Device Help Procedures



On signing the enrolment application as an Enrolling Parent/Guardian and accepting a position at the College you accept to abide by College policies and be responsible for the payment of any fees or charges associated with the education of your child.

This document is a College policy and has been updated on 15 November 2016, and changes may be made to this document without notice. Up to date policies can be located on the College website.