



# 1-to-1 Program Handbook

Transform Learning:

↓  
Think

Learn

Organise

Collaborate



LEARN MORE | LIVE MORE | BE MORE

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## 1-to-1 Program

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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 can 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 21<sup>st</sup> Century. We must also provide opportunities for every child to develop their unique talents and abilities.

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.

*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.*

## Educational Benefits

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With Office 365 and OneNote, students will transition to collaborative digital exercise books with their teachers. This will provide many 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
- Students are more likely to edit work 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 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 allow 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
- 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

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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 may either be a tablet or a laptop.

Thomas More College is providing a device that suits the broad learning needs of our students in a diverse range of subjects, providing touch and pen based input as well as a traditional keyboard.

The device combines a keyboard with a stylus 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 stylus pen enables students to perform tasks such as adding hand written notes and drawings to their digital exercise book where teachers can manually correct 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 thin, lightweight and powerful. With wireless access virtually anywhere on the campus, students can be actively engaged in their work at any point and time.

## 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 consider 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 many 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
- 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, day loans, 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, sporting equipment and textbooks. Students and families are responsible for their issued device; however, the device always remains the property of the College.

## User Charter

Before students can 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 always remain the property of the College.

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](mailto:icthelp@tmc.catholic.edu.au) or in person at ICT Services located on the ground floor in the St. Francis Assisi building.

The following technical support is available during school hours:

- Tablet charging (during Recess and Lunch)
- Warranty repair and replacement service
- Short loan device
- Software Installations
- Insurance claims

Contact details for ICT Services:

- 08 8182 2610
- [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au)
- ICT Helpdesk Staff:
  - Angelo Anastasiadis (ICT Manager)
  - Kon Smaragdakis (ICT Support Officer)
  - Heather Higgins (ICT Support Officer)

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

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

## FAQ

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### *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.
- Every night, ensure the device is put on charge and packed for school the following morning in the tablet bag provided
- 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
- 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 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. 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 will be monitored 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 the provided Tablet bag when travelling to and from the College. The Tablet bag provided is designed to protect the device from accidental breakage (e.g. dropping the device whilst in the bag). 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.

*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 to students under this program if they forget their device at home. 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 may be required to be returned to the College. When requested, the device will be returned to the College in reasonable working condition with pen, tablet bag 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 and all accompanying accessories. 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/or 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 without connecting to the internet. Any changes done will automatically backup when the device connects to the internet again.

*What happens if the device stops working correctly?*

If the device stops working correctly, the student should inform ICT Services 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 ICT Services as soon as possible and return the device to ICT Services immediately so a replacement can be issued. 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 always ensure its safety. 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 to ICT Services as soon as possible. The Police will provide a report number, and this report number must be given to ICT Services 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 so 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 to retrieve their work on a variety of different devices that have an internet connection.

*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 always have their pen/stylus and supplied tablet bag with their device.** Compatible replacement pen/stylus's can be purchased from the College Finance Office. The tablet bag provided by the College should be used when transporting the device to and from the College, as well as when walking around the Campus and to and from their classes. 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 pen/stylus. The stylus will allow students to continue to handwrite their work in 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?*

A loan device will be issued when a student leaves their device for repair at ICT Services. Students will be able to report any issues via email: - [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au) or in person at 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: 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 and the device in the provided tablet bag. 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 physically altered or personalised in any way, that includes placing labels/stickers on the device. The asset sticker and barcode are not to be altered or removed. If the device and tablet bag need to be returned early or replaced under warranty a charge may be incurred if any personalised identification cannot be removed. Students may personalise the desktop wallpaper.

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

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 Learning Management System without the need to plug in any cables. If you have Internet connected at home, students can also login to the Learning Management System 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 videos/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
- Game or video/movie content and its corresponding classification may not align with the College's values.

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

- Are in keeping with the Network and Online Communication: Acceptable Use Policy
- Do not affect the function 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.

*Can we purchase accessories from retail outlets?*

Students may purchase accessories such as an alternative stylus or charger that is compatible with the device. Anything purchased outside what is initially provided to the student will not be covered under the College's warranty/insurance. The tablet bag cannot be replaced with an alternative.

*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 ICT Services: [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au).

## Healthy habits for using devices

- 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
- 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
- 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
- Sit about arm's length from the screen, depending on individual eye conditions
- 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
- 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 reported and taken to ICT Services.

### General Precautions

- No food or drink should be near the device while it is in use
- Cords, cables, and removable storage devices must be inserted carefully into the device
- Students should never carry their devices while the screen is open, unless directed to do so by a teacher

- The physical device and tablet bag 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 in any unsupervised area
- When not in use in the classroom, devices should be locked in student lockers in their respective tablet bag
- Device should be kept in the provided tablet bag when not in use.

### **Carrying Devices**

The tablet bag provided is designed to protect the device from accidental damage and is considered part of the College uniform. The guidelines below should be followed:

- The device should remain inside the tablet bag when not in use and when students are walking between classes
- It is not recommended to place books or other items in the front carry pouch of the tablet bag as it causes the pouch to stretch/rip and apply direct pressure to the device whilst it's in the bag
- This is a zero-tolerance policy and students may be asked to leave their device with ICT Services if they are found to be walking with their device without it being in their tablet bag.

### **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.

- Do not lean on the top of the device when it is closed
- Do not place anything near the device that could put pressure on the screen
- Do not place anything in the tablet bag that will press against the device
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- 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 the tablet bag in their locker.

### **Screensavers and Desktop Wallpapers**

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

### **Sound**

Sound must always be muted unless permission is obtained from the teacher for instructional purposes. A policy currently exists regarding the listening of music on any device (e.g. mobile phone, MP3 player or computer/tablet).

### **Printing**

Thomas More College has a printing system in place called “Follow-Me Printing”. This is a more secure and convenient method of printing. Students scan their Student ID card at any printer across the school to release their printing. It is good practice for the student to have their ID card with them when printing to prevent long queues when others want to collect their work. If a student does not have their ID card, they can still print their work by manually entering in their log in details used for logging in to their tablet on the printer.

### **Internet**

While at the College, students will have continuous access to the internet. Students need to use this service with teacher permission whilst in class in accordance with the Network and Online Communication: 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 always be turned off 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 issues or illegal software/files arise on the device and a refresh is required to bring the device back to its standard operating environment, ICT will assist the student in ensuring any school work is backed up off the device and it will then be refreshed. The College does not accept responsibility for the loss of any software or student work deleted due to the refresh. It is ultimately the responsibility of the student to ensure their work is backed up to OneDrive.

### **Personal USB Modems / Mobile Phone Hot Spot**

Personal USB modems, mobile phone hot spot 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.

## Managing your files and saving your work

Students will have OneDrive, which is the equivalent of a disk drive in the cloud. Each student will have 1 TB (1000 MB) 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. It is highly recommended that students familiarise themselves with OneDrive and get into the habit of saving their work in there.

## Software on your device

The software originally installed by Thomas More College must remain on the device in a usable condition and be always easily accessible. Software provided with all new devices includes but is not limited to:

- Microsoft Office (Outlook, Word, Excel, OneNote, PowerPoint etc.)
- Google Chrome

Other software to assist students are made available on the College's own internal app store, called Company Portal or the Thomas More College section of the Microsoft Store. This can be accessed directly from the Start Menu. The applications available in Company Portal are the only College approved software that can be installed on College devices. This list does change from time to time as teachers discover more software that can aid students in their learning.

## Virus Protection

Every device comes with Windows Defender, Microsoft's own antivirus software. The College uses 'Windows Defender Advanced Threat Protection' which monitors every device in real time. Antivirus definitions are automatically updated and installed on every device as they become available.

*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 the 20th October 2020, and changes may be made to this document without notice. Up to date policies can be located on the College website.*