



# PATTERSON LAKES PRIMARY SCHOOL

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## 1:1 PROGRAM POLICY

### RATIONALE

The school's 1:1 program is an elective program. The program will provide students with devices to enhance opportunities for learning. These devices help students engage in the digital generation by nurturing 1:1 learning experiences. These learning experiences will be designed to ensure each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary in a digital age.

### OWNERSHIP

Parents will purchase the device, but the school will own the device for the duration of the 1:1 program at Patterson Lakes Primary School. This arrangement will allow devices to be purchased at the lowest price and provide full access to software, internet and the school's network. Students will have 24/7 access for the duration of the 1:1 program.

If a student leaves the school for any reason, the device will go with them provided it is paid for in full. The device will be reimaged with the factory default operating system as software is licenced to government schools.

### WARRANTY / INSURANCE

Each device comes with a three year warranty. All normal hardware and operating issues are covered under warranty with an onsite replacement program. Any other damages considered 'reasonable use' are covered by the insurance cover you have chosen.

Insurance, accidental damage etc. are covered through the 1:1 program when purchased through the portal. It is also recommended to include your child's device on your house and contents insurance policy.

### SOFTWARE LICENSING AND COPYRIGHT

Additional software can be installed on the device provided it does not infringe copyright laws and must not include crude or explicit language. This will contravene the school's Acceptable Use Agreement. Sufficient space must remain to ensure the educational needs of the device can still be met.

### INTERNET USAGE

Use of the device by students is governed by the PLPS Acceptable Use of Information Communications Technology [ICT] Policy. Students and families must agree to the appropriate use of ICT both within and outside the school. Families need to familiarise themselves with the Acceptable Use Policy. Any inappropriate use of the Internet is unacceptable and may be subject to exclusion from the school network and resources.

### CYBERSAFETY PRACTICES

Cybersafety programs are taught at school and will be reinforced as part of the 1:1 program. Students will be taught how to use technology in an appropriate manner. Clear expectations will be set for students with regard to device ethics and etiquette during lessons, and consequences reinforced. Importantly, families also need to be aware of their child's activities online at home and how they are using the Internet. PLPS is an accredited eSmart school, which provides a guiding framework for schools to manage cybersafety and wellbeing.

### TECHNICAL SUPPORT

The school's technician will provide support as they do on all school owned equipment. In the event of serious problems, the device can be reimaged and returned to its original settings. Devices not part of the PLPS 1:1 program can only be dealt with after all school ICT priorities have been addressed.

### POWER SUPPLY

All devices need to be charged overnight and returned back to school fully charged at the beginning of every day. The device battery will last a typical school day. If the device was not charged overnight due to extenuating circumstances, it will be possible to bring the charger to school and run off mains power.

### BACKUP/ RECOVERY

Students will be responsible for the backup of data at all times. This may be through a USB or external drive. Students may periodically back up their work on the school server. This is the sole responsibility of the student.

## USING THE DEVICE AT SCHOOL

### GETTING STARTED

All students are required to sign and adhere to the school's Acceptable Use of ICT Policy relating to the use of computers and the Internet at Patterson Lakes Primary School. Breaches of the agreement may result in my child forfeiting their privilege to be part of the Patterson Lakes Primary School Network.

All PLPS 1:1 devices will be allocated to a specific student. A record of the serial number and the student's name will be held in the school's Asset Register. Families are encouraged to affix a label with their child's name on the device. At school, once logged in, the screen will display the student's name and if not in use, can only be unlocked by the student pass code. Students will be encouraged to lock their device when not in use.

### SECURITY OF DEVICE AT SCHOOL

Every endeavour will be made to ensure the security of these devices. Rules and protocols will be established. It is important that students learn to manage their own technology. Students will store their device in a locked classroom when they arrive at school and during school hours when not in use.

Students are not permitted to take their devices into the school yard at recess or lunchtime.

### ACCIDENTAL DAMAGE OF DEVICE

All devices will be kept in a protective case and used with due care. Students will not leave devices on the floor, near food or water or use it in a careless manner. Please read the insurance cover you select in the portal. Like all insurance policies, abuse and mistreatment is not covered by insurance. To make a claim, you will incur an excess or you may not be covered depending on the cause of the damage.

### SOCIAL MEDIA APPS AND SITES

The Department of Education and Patterson Lakes Primary School have filtering tools in place. Filtering tools restrict access to sites and apps that are not of educational value or that may be misused by students.

## USING THE DEVICE AT HOME

### RESPONSIBILITY FOR INTERNET SAFETY

It is a parent's responsibility to ensure they have a protected network and good Internet protocols.

### DOWNLOADING INAPPROPRIATE APPS

Families are responsible for how the device is used at home and what is downloaded. Families are strongly encouraged to develop 'household rules' and to discuss the sites that their child has asked to use. If you feel anything inappropriate has been installed then it should be removed. If the school believes the device is dubious or deemed dangerous, then the device will be reimaged by the school.

### INAPPROPRIATE USE OF DEVICE

If you are unsure, openly discuss these concerns with your child. The use of devices in class will be actively monitored by teachers. Misuse of a device will be treated the same as any other distracting activity and normal classroom discipline rules will apply. If you are unsure please discuss with the classroom teacher.

### BACKUP MY DATA ON MY DEVICE

You can back up your device to an external hard drive, SSD card, another home computer or a cloud server of your choice. In the event of reimaging the school will copy and replace any student files. The school is not obliged to save any personal data or photos that are not part of school work. It would be best to make regular home backups. In the event of the device needing to be reimaged you can then replace any personal files.

### UPDATING SOFTWARE

There will be no need to complete an update. All Edustar programs, Windows 8 operating systems and virus software will be automatically be updated via the school systems.

### EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

### CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, 19 May 2015.

Signed

Andrew Hornibrook  
School Council President

Signed

Stan Szuty  
Principal