



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Stan Szuty

Website: <http://www.patterson-lakes-ps.vic.edu.au>

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

OPTIONS FOR PURCHASING A DEVICE FOR 2016

The school has chosen Learning with Technologies, a DET approved provider to schools. The PLPS Portals are now open for all parents to choose their own preferred payment method and to be part of the PLPS 1:1 Program. A school nominated device will then be purchased by PLPS on behalf of families.

PLPS has 2 payment Portals:

1. Collection Portal [PLPS Preferred method of payment]

- Outright or monthly payment options
- A choice of 2 devices (refer below for devices available)
- No more to pay for 3 years (4 years for 2016 Year 3 students)
- Warranty covers 3 years provided by Lenovo/LWT
- Year 3 students in 2016 will receive reasonable replacement parts covered in the fourth year by PLPS

2. Managed Portal [BYOD PORTAL]

- Agreement with LWT on a payment plan
- Additional costs will be incurred
- Pay outright or a 24 month interest free bundle
- Device will be delivered directly to parents
- Device will need to be configured to join the school domain and WLAN by school technician

DEVICES AVAILABLE FOR PURCHASE

There are 2 types of devices available:

Device 1: Lenovo Thinkpad Yoga 11e – 11.6” Touch Convertible Laptop – 128GB SSD

Device 2: Lenovo Thinkpad 11e 11.6” Netbook 128GB SSD (This is the cheaper option as there is no touch screen and it is not convertible)

The prices are at government school pricing and include all operating systems, licensing and programs as per the PLPS Windows 8 image.

For both devices, the final price includes selected warranty and insurance. Check the Portal for exact prices, approximately \$890.00 (for Device 1) or \$790.00 (for Device 2)

INCLUDED IN THE COST

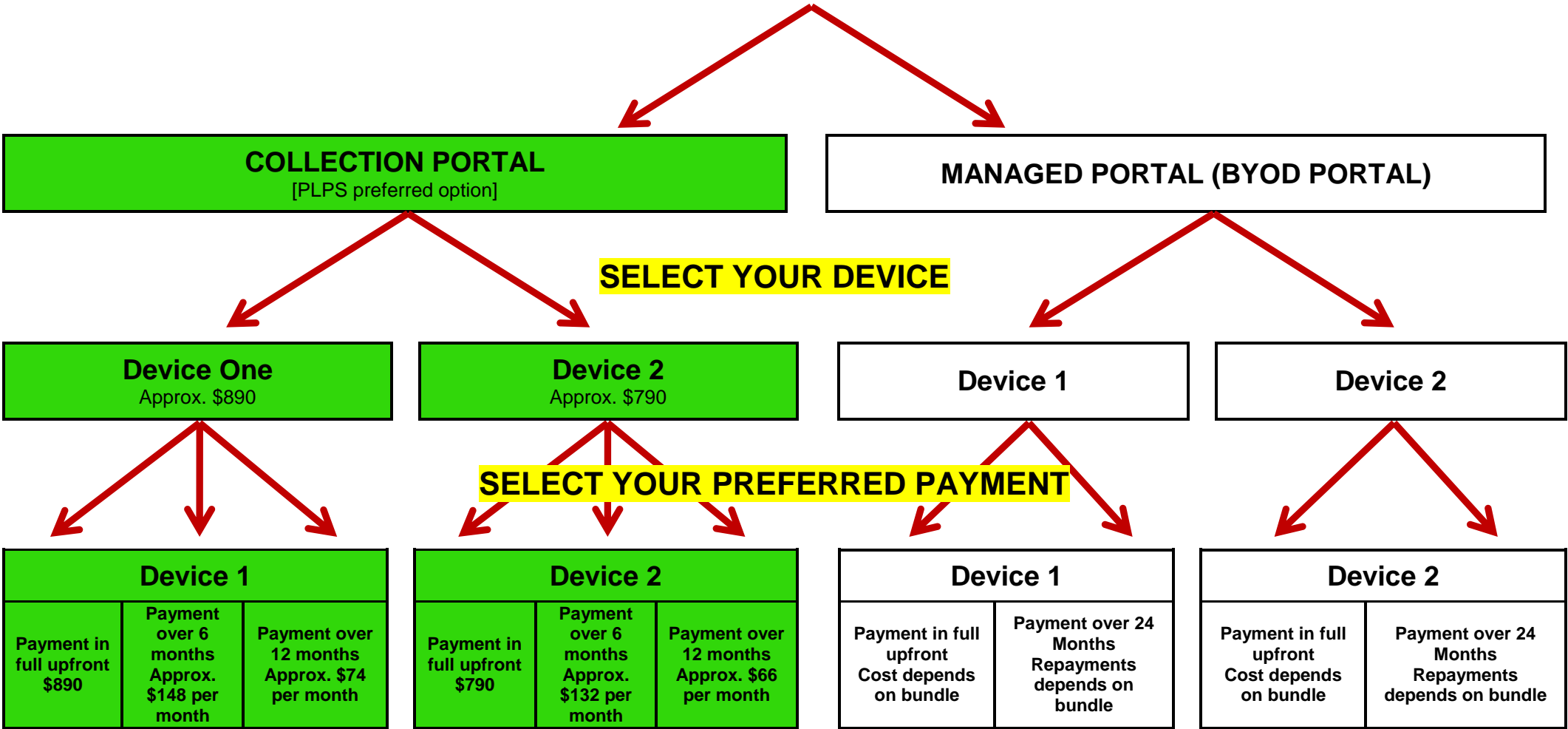
- The nominated device in one of two of the variations
- Fully imaged with PLPS EduSTAR Win 8 operating system & approximately 30 school programs
- 3 year warranty (4th year reasonable replacement items to be covered by PLPS where possible)
- 3 or 4 year insurance
- Onsite repairs
- Full servicing and technical support
- MS Office 2013 Professional
- Windows updates
- Antivirus
- Case with handle and memory foam padding if selected
- Program administration costs

WHAT DO I DO NOW?

PLPS suggests having a look at both payment portals and final costings on page 4 before making a decision.

After you have looked at both payment portals and final costings, please complete and return the attached 'Expression of Interest' by Friday 29 May 2015.

LOG ONTO <http://portal.lwt.com.au/PattersonLakesPS> AND SELECT YOUR PORTAL





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EXPRESSION OF INTEREST - 1:1 PROGRAM

Please complete the following information to indicate your preference in relation to the 1:1 program, preferred payment method and options.

Could you please return this 'Expression of Interest' by Friday 29 May 2015.

Child's name: _____

Child's grade 2015: _____

Please indicate your preferred payment method and options

Which portal will you be using?

- Collection Portal
- Managed Portal [BYOD Portal]

Which device will you be selecting?

- Device 1
- Device 2 [Cheaper device]

Which payment method will you be selecting?

- Payment in full upfront
- Payment over 6 months
- Payment over 12 months
- Payment over 24 months [only available if Managed/BYOD Portal selected]

OR

- My child has a device in line with the specifications required to be part of the 1:1 Program

OR

- My child will not be participating in the 1:1 Program



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1:1 PROGRAM AGREEMENT 2016

ICT Acceptable Use Agreement

[To be signed when families receive their device]

PARENT/GUARDIAN SECTION

I have read the Patterson Lakes Primary School 1:1 Program policy in conjunction with the Patterson Lakes Primary School ICT Acceptable Use Policy.

I give permission for my child to access all components of the school's electronic network, which includes Department of Education and Training Internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Policy may result in my child forfeiting their privilege to be part of the Patterson Lakes Primary School Network.

Parent/Guardian Name/s	
Date:	
Parent/Guardian Signature/s	

STUDENT SECTION

I have read the Patterson Lakes Primary School ICT Acceptable Use Policy document. I agree to follow the rules contained in this policy.

I understand that failure to follow this ICT Acceptable Use Policy may result in me forfeiting my privilege to be part of the Patterson Lakes Primary School Network.

Student's Name	
Grade	
Date	
Student Signature	