St Catherine's
SCHOOL | STIRLING

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St Catherine's School MacBook Air Information Guide

Year 5 and Year 6

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Reception – Year 6 Catholic School... Together in faith, learning and community

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INTRODUCTION

At St Catherine's School, we understand the need to provide contemporary quality learning environments for students through the integration of technology in all areas. We believe that students must be able to access digital information, tools and resources, anywhere, anytime and in meaningful ways that can lead to a deeper engagement and understanding of the world around them.

The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognises that we live in a digital age which is rapidly changing. Young people need to be highly skilled in the way they share, use, develop and communicate with ICT. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, and in their communities. This suggests that this can only be achieved when students can access devices that move seamlessly through home, school and their community.

We don't consider a digital device to be something on which learning may occur. We see technology as an essential mechanism for learning which extends student knowledge in an engaging fashion. Digital pedagogy is a teaching and learning approach whereby digital technologies promote learning for the students and wider communities.

The MacBook Airs are neither a substitute nor a replacement for the teaching techniques and processes we are already using; they are a tool that can be used to achieve outcomes in ways not previously possible. Hand written communications including Writing and Spelling will still be a focus for teachers and are a mandatory part of the teaching and learning program through the Australian Curriculum.

The use of ICT is an implicit part of contemporary teaching and expectations of the role of teachers in using ICT in their professional practice are articulated in Standards 2.6, 3.4 and 4.5 of the Australian Professional Standards for Teachers. The effective use of technology is also embedded in the learning and leading with technology, reimagining learning in a participatory culture. It is no longer the case that the use of ICT is a helpful addition to learning or a part of the wider curriculum; ICT is now shaping and transforming how all subjects are learned and how teachers facilitate the educational context.

St Catherine's School has developed a strategy that endeavours to create an environment where students have access to ICT devices on a more regular basis. This will assist in ensuring students develop a deeper understanding of how to learn and re-learn a variety of applications, whilst having the ability to collaborate more widely, and transfer their knowledge.

For these reasons, a 1:1 MacBook Air Program has been established to enable students and teachers to transition from the occasional, supplemental use of ICTs for learning to the more frequent, integrated use of ICTs in all subjects, facilitating effective teaching and learning in the classroom, and effective student learning at home.

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THE MACBOOK AIR

In 2023, students in Years 5 and 6 will each be provided with a 13-inch MacBook Air. The devices are the same specification to assist with management and curriculum development. Students are not permitted to change the device specifications, make modifications or add upgrades as the administration role is based at school.

The MacBook Air enables students to record, edit and arrange music, communicate and collaborate with teachers and peers, video conference and create books, film and presentations. We believe it can be used to inspire creative thinking and collaboration inside the classroom and extend learning beyond the classroom. The MacBook Air has built-in teaching and learning tools and reliable hardware suitable to education.

- Built-in video camera and microphone
- Built-in wireless technology that automatically finds an available Wi-Fi network as soon as it starts up.
- Easy integration with printers, cameras, science accessories and other peripherals
- Durable technologies include a unibody casing, mag-safe power adapter, magnetic latch and a sudden motion sensor that protects the hard drive if it is dropped
- Secure OS X operating system that is easy to learn and keeps up to date
- Built-in accessibility features to cater for different learning styles or disabilities. For a full overview of the features and functionality of a MacBook Air visit https://www.apple.com/au/macbook-air/

SOFTWARE

We aim to use software that is designed to work together seamlessly as well as utilise education focused online tools to build learning opportunities that foster higher order and critical thinking. Software installed by the school is copyrighted and must not be distributed or duplicated without written permission from the principal.

Please note, the school is not responsible for providing support on personal games and applications that have been installed onto the MacBook.

Learn how to use MacBook Air with online video tutorials: http://www.apple.com/au/findouthow/mac/

VIRUS PROTECTION

The Mac Operating System (OS) offers a multilayered system of defense against viruses and other malicious applications or malware. For example, it prevents hackers from harming your programs through a technique called "sandboxing"—restricting what actions programs can perform on the MacBook, what files they can access and other programs they can launch. Other automatic security features include Library Randomization, which prevents malicious commands from finding their targets and Execute Disable, which protects the memory in the MacBook Air from attacks. When a potential security threat arises, Apple responds quickly by providing software updates and security enhancements that can be downloaded automatically and installed with a click. This update will only occur if the MacBook is connected to the Internet.

Software Update and Virus Protection
Students are required to update the software on the MacBook as advised by ICT staff at St Catherine's School.

As determined by St Catherine's School, it may be necessary within the lifespan of the MacBook to update the

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operating system and software to maintain compatibility with the school's network. At such times the school may need to recall devices, reimage, and return the original MacBook Air to students. Students will be required to back up necessary files.

TECHNICAL SUPPORT

St Catherine's School ICT support staff will provide technical support to students as required. Please note:

- All devices are collected in Week 8, Term 4 for stock take and reimaging for the following school year.
- Students will not have devices over the Christmas holiday break.
- If a problem cannot be resolved by on-site ICT staff, the device may be sent off site for repair.
- Backing up of data is recommended. This is the responsibility of the student. The use of OneDrive is recommended for school related work.
- During the year some important updates may not be possible wirelessly. This will require devices to be returned to the ICT Support Office. In this event, students may be without a device at times during the school year.

LOSS, THEFT OR ACCIDENTAL DAMAGE

It is an expectation that students will handle their MacBook Air in a safe and responsible manner. Warranty faults and accidental damage will be covered by AppleCare+ policy. Each incident of accidental damage will incur a service fee of $149 for screen damage or eternal enclosure damage, or $429 for other damage, this charge will be payable by parents. If any damage to a MacBook Air is determined to be deliberate or deemed beyond normal wear and tear and not covered by the manufacturer's warranty, it will be the responsibility of the parent/guardian to pay the repair or replacement costs. Stolen/lost laptops must be reported immediately to the police and the school must be provided with a report number.

Please note theft, accidental loss or accidental damage insurance is covered within **Australia only**. All repairs must be carried out through the ICT department at St Catherine's School.

Note: The manufacturer device warranty is void if attempts are made to change the hardware configuration of the device in any way. If this occurs, all costs of repair to the device will be the responsibility of the parent/guardian. Damage caused as a result of water damage also voids the warranty.

OWNERSHIP AND COSTS

Ownership of all MacBook Air's remain the property of St Catherine's School for the duration of the program. St Catherine's School own the devices and there is not an option for families to buy the device at the end of the period. Where a MacBook Air is not returned the family will be invoiced for the entire replacement cost. If a student leaves the school they must return the MacBook Air and all accessories to the school ICT office prior to their final day. Any damage to the MacBook Air will incur a repair cost.

Students who begin at the school after the MacBook Airs have been assigned will be provided with a device soon after their commencement.

St Catherine's School will provide devices and infrastructure to support the use of school provided technology. The cost to families for the 2023 school year is $300.00 per student. Additional costs may be incurred if the device is damaged and requires repair or replacement.

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PROTECTION OF THE MACBOOK AIR

Each MacBook Air comes supplied with a protective cover and should not be covered with stickers, drawings etc. Parents are required to provide a bag or protective sleeve to assist with transporting the device between school and home.

TRANSPORTATION AND CARE OF THE MACBOOK AIR

The MacBook Air must be protected when transported in the student's schoolbag. The MacBook Air must never be left in any unsupervised area. Drink Bottles must not be transported in the same bag compartment as the MacBook Air. Students should conceal their MacBook Airs' in their school bag at all times between school and home. In the event that a threat to student safety occurs, students must place their own safety as first priority and reports the matter to police and the school immediately.

The following main principles of care apply:

- Food or drink must not be next to the MacBook Air at any time
- Cords, cables and removable storage must be inserted and removed carefully
- The MacBook Air must be used on a solid surface at all times and not on soft surfaces like a sofa, bed, couch etc., as it may overheat due to the location of the vents on the device
- Students must not etch or engrave any part of the MacBook Air. This voids the warranty and repair costs will be passed on to the parents/carers
- Students must not carry their MacBook Air with the screen open. The device must be closed when carried
- The MacBook Air must be securely stored whilst not in use at home and school
- Students must not lean on the top of the MacBook when it is closed
- Students must not place anything on the cover that will press against the MacBook Air
- Students must not place anything on the keyboard before closing the lid (e.g. pens, pencils, USB drive or headphones)
- The screen may be cleaned with a soft, dry cloth or anti-static cloth
- Data stored on school property (device, shared network drives or Cloud Computing Services) cannot be considered private
- Devices should be shut down and restarted daily as general practice
- The MacBook Air and any external storage used at school (e.g. USB flash drives) must not store any unlawful material.

Please note, at the end of the lease cycle, the MacBook must be returned to the school in its <u>original</u> <u>box</u> to ensure it is transported back safely. Please keep the box in a safe place so it may be returned to the school.

CLOUD BASED SERVICES AND INTERNET USAGE

At School
In 2023 students will have access to the Cloud Based Service, Microsoft Office 365. Students will have access to Microsoft Office Suite on their MacBook Air as well as new innovations including OneDrive. This allows students access to their saved files from school, home and anywhere they have a stable internet connection.

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Students will also have remote access to shared resources and will have the ability to collaborate with other students on documents using Microsoft Word, PowerPoint and Excel.

Students may use the Internet and Cloud Based Services for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or property and students must not access inappropriate material. This includes, but is not limited to:

- Knowingly creating or sending viruses, worms, Trojan horses or anything of a similar nature
- Tampering or interfering with the Cloud Computing Services
- Establishing contact with participants not associated with the school
- Using non-approved file-sharing technologies (e.g. Torrent)
- Using non-educational related streaming video and audio

ICT support staff through Catholic Education South Australia, monitor the use of all internet activity at school.

While St Catherine's School will make every attempt to provide a safe and secure online learning experience for students, internet filtering is not 100% effective and it is not possible to guarantee that students will not be exposed to inappropriate material unintentionally. We strongly encourage close supervision of students at all times while they are on the device.

The cost to access the Internet at school is currently included as part of the school fees and allows for students to make reasonable use of the internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads or inappropriate use of a school device will be held accountable.

At Home
Internet browsing by students at home or from other locations outside of our school site is permitted.

St Catherine's School accepts no cost for home Internet provision. The family chosen internet service provider provides your home Internet logon details, and it is the responsibility of the student and family to setup the home Internet connection on the MacBook Air. Students using their MacBook Air at home to access the internet must do so in a safe and ethical manner, with parent permission.

If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Guardian's responsibility to monitor student internet usage. The School accepts no responsibility for consequences of internet access outside the school. Parents/guardians should actively monitor and discuss their child's use of the internet with their child.

DATA STORAGE AND BACKUPS

In 2023 students will have access to the Cloud Based Service Microsoft Office 365. This will allow students access to 1TB of storage in the Cloud. Students will be able to access their saved files from school, home or anywhere they have a stable internet connection.

Cloud storage will not allow for large files from applications such as *GarageBand* or large photos or videos. It is recommended that these are backed up on another storage device e.g. USB or external hard drive. Students are encouraged to back up their data at least once a week on a storage device that is solely dedicated to backups.

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The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the laptops and the school accepts no responsibility for any lost data.

CHARGING

Students are expected to ***charge their device at home*** and ***bring it to school every day fully charged.*** Students ***must not*** bring the power adapter to school as it is easily damaged or lost and may cause a safety hazard.

SOCIAL NETWORKING

Students must seek permission from their teacher or parent/guardian before accessing social networking sites. School Internet filters block many social networking sites. Parents/guardians are reminded that many students do not meet the age requirements for social networking sites and therefore this is strongly discouraged.

Students using social networking sites without permission during school time will be subject to consequences according to the ICT Agreement.

Students are reminded to use Cyber Safe strategies and use the Internet in a safe, responsible and ethical manner.

DISTRIBUTION AND COLLECTION

Students will be able to bring their allocated MacBook home on completion of the following:
- Parent attendance at ICT Information Session (Year 5 students)
- Completion of the ICT User Agreement via Skoolbag

The $300 MacBook Program fee will appear on your statement of account. Payment can be made as a lump sum or added to your school fee payment plan.

Failure to comply with any of the above will result in the MacBook remaining under the care of St Catherine's School.

Please note, at the end of the year, the MacBook Air must be returned to the school in its <u>original</u> <u>box</u> to ensure it is transported back safely. Please keep the box in a safe place so it may be returned to the school.

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APPENDIX 1:

MACBOOK AIR LOSS/THEFT/DAMAGE INCIDENT REPORT

Students are to complete this form when reporting an incident that has resulted in damage to the hardware of a digital device or accessory that has been determined to be above normal wear and tear and requires an external repair quotation and possible insurance claim.

Personal Details:

Name: _____

Year Level: _____

Teacher: _____

Name of Parent/Guardian: _____

Username: _____   Password: _____

Incident Details:

Last time you noticed your MacBook working as normal:

Time you noticed the current issue/damage/theft:

Date/Time Reported to teacher:

Explain the issue/damage and how it most likely occurred:

_____

_____

_____

Loss/Theft of a device will need to be reported immediately to the police and the school must be provided with a report number.

What needs Attention?

- ☐ Bottom Panel
- ☐ Screen Damage
- ☐ Screen Bleeds
- ☐ Outer Case Crack
- ☐ Wireless
- ☐ Charging Port
- ☐ Ethernet Port
- ☐ Hard Drive
- ☐ Will Not Turn On
- ☐ Keyboard
- ☐ USB Port
- ☐ Track Pad

- ☐ Will Not Charge
- ☐ Short Battery Life
- ☐ Other

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