1-1 Digital Learning

HANDBOOK AND GUIDELINES 2023

Lauriston
GIRLS' SCHOOL

1-1 Digital Learning

INTRODUCTION

In continuing our philosophy of offering the best possible learning opportunities for our students, Lauriston continues to enhance our Technologies program. All Year 5 students purchase a MacBook for use at school and home.

Rationale

Lauriston promotes the ideal of technological advancement wherein the students obtain leading-edge skills in information, communication, and technology. Lauriston has a very advanced approach to teaching and learning. It is important that we seamlessly align students' life experiences with their learning program.

Students need to have access to contemporary tools for learning at the point of need so that they can internalise and communicate new learning, so that they create and express, so that they can invent and take action. Students increasingly have access to a wide array of contemporary tools including portable devices, robotics and recording devices during any given inquiry. Teachers also need access to such contemporary tools not only for explicit 'just in time' or 'just in case' skill instruction but also for the ability to communicate effectively with students in the digital age.

The 21st century classroom should be alive with a wide array of multimodal digital interaction where students can create, express themselves and internalise thinking at the highest level. This process entails the manipulation of objects and the continued emphasis on varied and engaging group interactions based on problem solving, inquiry and authentic action.

GENERAL QUESTIONS

Care & maintenance procedures

To be outlined at compulsory introduction session

Tips for looking after the Macbook
- Always carry your Macbook in its case to prevent screen damage
- Never leave a drink anywhere near your Macbook
- Think twice before shutting the screen – is there anything on the keyboard
- Always ensure cables are well out of the way to avoid tripping
- Always have your Macbook fully charged before bringing it to school
- Never leave your Macbook unattended in public, even for short times
- Avoid storing too many photos and videos on your device

Can students install their own software?

This device is fundamentally for student learning. Storage space required for educational purposes may not be compromised by the storage of students' personal files or images. Personal use within the guidelines is encouraged to allow girls to develop their skills and competencies.

Music and movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading fonts, screensavers, music, games and videos from the internet during school hours is not allowed.

What educational benefits do Macbooks provide? How can they improve learning?

This is a technology-rich world and students are immersed in digital technology in all aspects of their lives. It is vital that students have high levels of digital literacy and are not only consumers of technology but creators. The Macbook offers students creativity apps such as Garage Band which is used in their Music program and for recording podcasts in their Library program.

At Lauriston, our teachers embrace and utilise the Macbooks effectively and creatively in their teaching and learning to ensure best possible outcomes for their students. Staff and students collaborate and use the devise as a tool that develops the student as information seeker, analyser and evaluator, problem-solver and decision maker. They use programs to create ways in which to communicate their findings and publishers their work.

With greater access to real – time information, digital learning resources, educational software and collaborative workspaces, students experience higher levels of motivation and engagement in their learning.

Will students use the Macbook 'too much' for schoolwork?

Macbooks will be used to complement the existing curriculum by providing appropriate digital learning tools in balance with traditional learning tools. Students will use Macbooks where they serve a purpose, for example in research, data analysis and presentations. Wireless access will allow students, 'just-in-time' learning, searching for information and collaborating with others in a real time context.

What about handwriting?

Writing with pen and paper will still have an important place in certain aspects of the curriculum. Activities will be provided that encourages students to develop both handwriting and keyboarding skills.

Won't students be able to 'cheat' using the spell checker?

Our existing school spelling programs will not be replaced by the Macbooks. The spell checker is a tool allowing students immediate feedback on the correct spelling of words and will supplement our spelling programs.

Battery charging – what is the expectation?

Students are expected to charge their Macbook overnight and bring it fully charged to school each day. Some access for charging will be available for emergencies during the day.

Where will the devices go when not in use?

When not in use the devices will be stored in the classroom. Unattended devices around buildings or school grounds will be confiscated and may incur a penalty for devices unattended invite theft and/or damage.

Safe use at home

This is the responsibility of parents. At home, encourage use in a family room. We advise parents to provide clear expectation and guidelines around the use of the device at night and on weekends. Examine the documents and other contents of the device.

Home internet connection is not supplied by the school. There is no mandated expectation that internet access is available at home.

How do we look after the Macbook?

At the beginning of Term 1 all students have lessons that will provide information in the care and basic use of the device. The training will include caring for your Macbook, connecting to your wifi at home, cyber safety and basic programs used at school. A parent session on the use of Macbooks at Lauriston will be held in Term 1, 2023.

How can we ensure students don't misuse the Macbook?

Part of the Macbook program will include students being instructed on safe use of the internet, best academic uses, and understanding issues around copyright and plagiarism. Macbook usage will be supervised by teachers and Macbooks may be checked from time to time to promote/regulate appropriate use. In addition, as a means of ensuring appropriate use parents and students will be asked to sign a User Agreement, which will set out students' responsibilities in using the device. It is important that parents, teachers and students share the responsibility of safe use of technologies. Parents may wish to set rules around the use of the Macbook outside the school grounds –eg only allowing your child to use the Macbook in family areas rather than the bedroom, restricting use of the Macbook to certain times and encouraging your child to share the contents of the Macbook with you.

What happens if my child's Macbook is damaged lost or stolen?

Your child is responsible for their device. If the device is lost or stolen at school or off site, parents will be required to pay for the replacement of the computer. You will also need to cover the cost of repairs in case of damage, including broken screens. We strongly encourage the girls to keep their device in its protective case when walking around the school. Students also need to ensure they keep their device away from liquids. We will endeavour to provide a temporary device to assist your child while their device is being repaired.

We strongly encourage families to purchase Apple Care + to mininse the potential the cost of repairs.

How do we access the internet at home?

It is the family's responsibility for internet connections outside of the school. The device will be configured to enable connection to wireless internet services at home.

How can I keep my child safe when they are online at home?

Parents and students are encouraged to visit the government website https://www.esafety.gov.au/ for practical advice on general tips on keeping student safe on-line.

APPENDIX

Parent Checklist (Please keep this as a resource to use at home)

We believe the teaching of cybersafe and ethical behaviour in the use of technologies is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun. If you have the internet at home, encourage your child to show you what they are doing online.

At home you may consider:

- allowing Macbook use in family areas, in preference to bedrooms
- restricting Macbook use to certain times of the day
- reviewing documents and the contents of the Macbook.

If you don't have broadband at home your child can participate by:

- accessing relevant learning software
- encourage your child to explore and enjoy the learning opportunities that using a Macbook offers.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are also experienced in the real world and not only 'virtual' issues, but they are real and can harm and hurt. At home we recommend you:

- explain to your child not to give out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games etc
- have the computer with internet access set up in a shared place in the house – not your child's bedroom
- negotiate appropriate times for you child's online activities
- ask questions

- when your child shows you what they are doing, how does it work, how do you set it up and can you block out people?

- can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?

- what are you doing to protect yourself or your friends from these potential dangers?

- when would you inform an adult about an incident that has happened online that concerns you?

Some general ways you can assist with your child's Macbook:

- Ask questions about what your child is doing and learn together. You don't need to be an expert in technology to help your child learn.

- Remind your child to store the Macbook in its protective cover. Don't put heavy items on top of the Macbook in the schoolbag as the screen may crack. Remind your child that she is responsible for bringing Macbook fully charged to school each day

- Remind your child to carry the Macbook inside their schoolbag when travelling to and from school. To help prevent theft or damage children should not use or display their Macbook in public.

- Ask your school for help if the Macbook needs repairs.