ACC LAPTOP PROGRAM

Information Guide

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LEARNING TECHNOLOGY AND THE GOSPEL

At Annandale Christian College, we believe that technology is a good creational gift from God. There are many benefits that digital technology brings us individually and also as a wider community of believers. Education is not isolated from these benefits of digital technology. New opportunities, experiences, and pedagogies can be developed to improve the understanding and learning of our students.

Ultimately, at ACC, our deep hope for our students is that they grow to proclaim the Lordship of Jesus Christ over all things.

Vision:
To be a College that celebrates life and learning through Christ-centred Education.

Mission:
To provide quality, Christ-centred education through a partnership of parents, teachers and students which recognises the Lordship of Christ and the integrity of the Scriptures.

The Vision and Mission of the school closely inform and direct the use and implementation of technology at ACC.

1. The good gift of digital technology has been tainted by the 'Fall of Man'. Our role as disciples of Christ is to engage with technology in such a way that restores it to the Lordship of Christ.

2. Technology can add to the difficulty of raising children in the 21st century. We endeavour to engage with technology in such a way that assists the parents, whom we serve.

3. The education that we provide must engage culturally with the world in which we live. That cultural engagement ought to demonstrate an awareness of the great benefits, but also inherent risks involved with digital technology.

4. Digital technology provides significant educational opportunities and experiences that might otherwise be unavailable. We should investigate and take advantage of these in the framework of continually improving pedagogy.

ICT is an important significant aspect of the College's strategic plan and the College has invested heavily to support this vision. The Bring Your Own Device (BYOD) Model is in parallel with the strategic and operational developments of a College-wide wireless network.

The goal is to ensure that all students have access to unlimited opportunities to learn anytime and anywhere and that they have the tools that make this possible.

It is anticipated that a Bring Your Own Device program will result in sustainable and meaningful change to teaching and learning in our College and to prepare students for further education and training, employment as well as equipping them to live and work in a dynamic digital world.

By 2023 we anticipate that all students, Year 10 – 12, will have a personal laptop, to use in the College's wireless network and at home, to cater to their individual learning needs and progression through their courses of study.

PERSONAL LEARNING DEVICES

Background

Annandale Christian College has been steadily developing computer resources and access for curriculum use. Subsequently, a mix of dedicated computer labs, class sets of iPads and some desktop computers located in classrooms have been used by Primary and Secondary School students.

We recognise the importance and value of using digital technology to enhance learning outcomes, and to prepare students to work in a digital world. Of greater importance, is our responsibility to teach our students to use digital technology in such a way that is culturally relevant, yet seeks to restore it to the Lordship of Christ.

At ACC, we are committed to supporting our teachers in the careful consideration of how they might make meaningful changes in their classrooms in order to enhance teaching and learning outcomes. The provision of digital technology to students gives our teachers another tool to assist these changes.

The Current Environment

Infrastructure

Annandale Christian College has a robust network infrastructure providing staff and students a reliable platform to access a wide range of services. Infrastructure to support digital technologies include:

- Network switching including core switches
- Wireless network infrastructure
- Printers / Copiers
- Phone system
- Servers and storage
- Primary internet connection
- Optical fibre cabling between buildings

The school has an ongoing relationship with an external technical partner who is able to bring a range of skills and specific expertise as we seek to continually improve our technical infrastructure.

Cloud Services

The school provides access to a number of specific services for our students for a variety of purposes.

- Canvas – Learning Management System

- Microsoft OneDrive and Office 365 – Software and Cloud based data storage

- Adobe Creative Cloud suite (where appropriate and necessary for learning)

- Autocad technical drawing program (where appropriate and necessary for learning)

Note Taking

At ACC, we understand the importance of responding to ongoing research to improve our practises in the classroom. From Jay Trevaskis – Director of Teaching and Learning (November 2016):

> "Technology has continued to offer many wonderful benefits to our classrooms through the access to information and the provision of tools that allow students to present their understanding in many different ways. However, earlier this year some research was released from a study in North America that investigated the impact of technology on student learning in lecture style classrooms. The study was conducted with three groups: one without technology, one with the use of a laptop, and one group who could use a tablet laid flat on the table. The results of the research found that students using a laptop or tablet to take notes while the teacher is talking had a lower learning outcome compared to those without technology as a result of the distraction it provided. Other studies have previously spoken

about the cognitive process of having to interpret what you've heard while making note of it as being of greater benefit than just when typing information in a lecture.

After considering these results it has been decided that in 2017, when teachers are lecturing or talking to their classes, students will be asked to take notes by hand in a workbook rather than having students take notes on their laptops or iPads. This means that students from Year 7 – 12 will be required to have a notebook with them in class for such occasions – which most usually do anyway. It is also important to note that the research was only taking into account the learning outcomes from lecture style classrooms and so teachers and students will still be encouraged to make use of the technology we have available to research, create and collaborate as much as possible in their classrooms to continue to enrich their learning."

Laptops and iPads will still be used. However, when students are asked to make notes in a direct instruction style of lesson, those notes are to be made using pen and paper in response to the research mentioned above.

We are blessed at ACC to have great and thoughtful teachers who consider carefully when and how to implement technology during their lessons in a way that can benefit learning. An OECD report in 2015 states that heavy users of computers in the classroom "do a lot worse in most learning outcomes" and that "In the end, technology can amplify great teaching, but great technology cannot replace poor teaching." We are constantly aiming to use technology in a way that might amplify the great teaching that is happening in our school.

This means that we won't be using technology in every lesson. In some classes there might be periods of time where digital technology is not necessary. However, our aim is that every student from Years 10-12 has a device with them at school every day.

2021 TECHNOLOGY OWNERSHIP MODEL

Year	2021	2022	2023
10	**Compulsory** (notebook / laptop)	**Compulsory** (notebook / laptop)	**Compulsory** (notebook / laptop)
11	BYOD **Optional** (notebook / laptop)	**Compulsory** (notebook / laptop)	**Compulsory** (notebook / laptop)
12	BYOD **Optional** (notebook / laptop)	**Optional** (notebook / laptop)	**Compulsory** (notebook / laptop)

Model

- Warranty and accidental damage insurance.

- Parents reimburse the College via an additional levy not exceeding $100 per term for the 3 years 10-12.

- Ownership and responsibility for laptops is with the student/parent (Student retains laptop at no additional cost on completion of yr 12 providing all levies have been paid).

- Families may elect to use an alternate laptop of equivalent or higher specification providing they allow ACC IT staff to install monitoring software and agree to the terms and conditions of use.

- The use of laptops will be governed by a strict Code of Conduct for all students.

- Any student who is unable to have access to a laptop via the options above will be provided with a 2nd hand loan laptop for their use at a nominal cost ($25 per term). Ownership is retained by ACC. Parents agree to compensate the College in the event of loss or accidental damage.

PROGRAM DETAILS

Specifications and Cost

In consultation with Secondary Teachers, College IT staff have specified a mid-range laptop appropriate to the performance needs for all subjects excluding Industrial Graphics Skills and Digital Solutions (Yrs 11-12).

- o Laptop brand/model: Acer Spin 3
- o Processor: i5
- O Screen: 14"
- O 2-in-1 style/flexibility
- O Touch screen with stylus
- O RAM 8GB
- O Hard drive 256GB SSD
- O Long battery life (12hrs.* when used in eco mode)

Included with the laptop is a protective sleeve, 3 year extended warranty and accidental damage.

It is not necessary for students to acquire a higher specified/more expensive laptop to complete Industrial Graphics Skills or Digital Solutions as all computing work is to be performed on-site in the College computer labs. That said, parents of students considering this subject in later years should be advised accordingly.

Commencement

The process for students **commencing** the program is as follows:

- Return signed Laptop Program Agreement form to the Secondary Office at the beginning of 2021. Students who already are part of the Optional BYOD program (Year 11 & 12) can continue using their devices as they were in 2020 with no further action needed.

- Week 1 2021, Laptops issued to students and induction session with IT staff on setup and use. Students who have opted to supply their own device bring it to the ICT Office who will connect the device to the College's WiFi and ensure that it is configured to meet College requirements.

Software

The school will make necessary software for teaching and learning available for installation on the student device, where appropriate, under our licensing agreements, for the duration of their enrolment. This will include, at the time of publication, the MS Office 365 Suite of products. You are not required to purchase this software.

It is a mandatory requirement that the College's monitoring software *ABTutor* is installed on all laptops - both college provided or privately sourced.

For families who opt for their own device, it is their repsonsibility to ensure that the device has sufficient anti-virus software installed.

Files and Backup

Students are responsible for their own file management. They should save school files to **OneDrive**. Students can sign into OneDrive using their Annandale Christian College credentials.

Technical Support

The students will be supported to learn and understand the basic functionality of their laptop.

Technical support is available through the ICT Office. This should be done at times when this office is open, but not usually in lesson time.

The College may be able to allocate a College loan device if required during repair procedures.

Non-College Applications, Games and Music

Annandale Christian College does not object to the installation of non-College applications and files on the laptops provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads).

- Are ethically and morally acceptable (including consideration of College appropriateness, age appropriate ratings and privacy issues).

- Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use).

- Do not affect the College's wireless network.

- Do not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).

In particular, while some games have significant educational benefits and will be used under teacher direction, other games have little educational merit and may affect network function. As a result:

- The use of network games is banned (unless authorised by the teacher for educational purposes)

- Ad-hoc networks are NOT to be created or used.

- Where there is a contravention of this policy, consequences will apply. Other sanctions may be imposed in line with the Annandale Christian College ICT Acceptable Use Policy.

Warranty / Repairs

Computers acquired via the ACC laptop program include an extended 3 year warranty and accidental damage insurance. Claims are limited to 1 per year with a $100 excess in each instance. Theft or loss is not covered by insurance. The College does not have any responsibility for repairs or costs not covered by the warranty or insurance.

ACC will provide a loan computer at no charge whilst the original computer is being repaired or replaced under either warranty or insurance.

SAFETY AT HOME

Parental Responsibility

We believe that the responsibility of keeping children safe when using the internet and other technologies at home rests with the parents. We understand that this can be an intimidating arena for parents to manage, so we are committed to supporting our parents in a number of different ways. There are four parts to this process for parents: Protect, Educate, Supervise, Trust (PEST).

Protection

It is important to have some level of protection on your home network. There are multitudes of internet websites that are not appropriate for our children to have access to. We should take action to reduce the risk of them accidentally finding any disturbing content. There are a number of different methods that can achieve this. We recommend control 'upstream' from the device itself. This means that no extra software needs to be installed on the device itself, as children will, in many cases, have permission to add and remove apps from their device. By applying protection to the wireless network itself, every device that connects to that network is protected without the need to install extra software. An additional benefit of this type of protection, is that they will generally enable a schedule of internet access as well, and some also provide reporting on sites visited to enable improved communication between you and your child.

We recommend you carefully investigate whether the following products are suitable for your family:

- OpenDNS - https://www.opendns.com/
- Koala Safe - https://koalasafe.com/
- Family Zone - https://www.familyzone.com/anz/families
- Circle Home - https://meetcircle.com/

Important Note

It is important for families to realise that nearly all smartphones with a 3G or 4G sim will provide unfiltered internet connection. This connection can then be shared among other devices. If your child has a smartphone, they can by-pass your home wireless internet connection and access any website they desire.

Laptops and BYOD cannot 'hotspot' while at Annandale Christian College.

Education and Communication

While protection and filtering on an internet connection is an important step in helping our children to use technology in a wise way, it should not be the only thing that we do. Our children need to be taught about the dangers and issues that they will face. We need to teach them that while technology is a good creational gift from God, sin impacts the way that our society interacts with this technology.

Regardless of what form of protection you have chosen, it will never be perfect. The chances are that, at some point in time, as we engage with technology your child will be exposed to something that is inappropriate for them. They need to be taught what to do when (not if) this happens, and that non-judgemental communication will follow about what happened.

Open and deliberate communication about the way in which we use technology will assist our children to develop a healthy perspective. At Annandale Christian College, we talk about our students becoming Digital Disciples who use technology in such a way that is glorifying to Christ. Many of the protection devices listed above will also have reporting functionality built in that will report web browsing habits. These reports can become a great conversation starter.

Supervision

Our children need to be supervised when using digital technology. In the same way that we wouldn't let our children wander around a city alone, we should not leave them alone as they are wandering around the world wide web.

We strongly recommend that ALL technology is used and charged in a public space in the home. At the very least it most definitely should NOT be used in the bedroom. The temptations are many and varied, and the best deterrent for those temptations is to have visible screens in the home.

We would not expect that any students from Years 7-9 need to use their devices any later than 9:30pm at night. Remember, our homework guidelines are that Year 7 and 8 students should not have more than 1½ hours of homework each night.

Cyber Bullying

E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies – such as email, chat room, discussion groups, instant messaging, Webpages or SMS (text messaging) – with the intention of harming another person.

Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient. Activities can include flaming (repeated negative messages), trolling, sexual or racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.

Consequences

Any form of cyber bullying will be dealt with through the College's 'Bullying Policy' and 'Acceptable Computer Use Policy'. Serious breaches are a police matter and may be dealt with through State and Federal Laws and QLD Police.

Trust

As our children grow, they will earn our trust. We should gradually give them more and more freedom, while continuing to communicate openly about how they are using technology. As we have educated them, we should expect them to do the right thing and to use technology in an appropriate manner.

At the same time, we ought not be too surprised when they make mistakes. We are all sinful and make decisions that are not congruent with God's will. When our children do make these mistakes, they need to know that there will be consequences, but that those consequences will be framed with forgiveness and grace.

Quick Best Practice Guidelines

- Devices should always be charged in a public place in the home.
- Devices should never be used in the bedroom.
- You should have some form of web filtering on your home internet connection.
- Be a PEST (Protect, Educate, Supervise, Trust).
- View https://www.esafety.gov.au/parents for further hints and tips.

ACCEPTABLE USE OF LAPTOPS

Students at Annandale Christian College are expected to use digital technology in such a way that brings glory to Christ, and encourages others to do the same. They are encouraged to consider carefully what it means to be a Digital Disciple as they engage with technology. All secondary students and one of their parents/guardians/carers must sign a *Computers: Acceptable Use Agreement* at the commencement of each school year before their account is activated. The key points from the *Acceptable Use Agreement are* also reproduced in the Secondary Student Diary for ready reference. The guidelines for the Laptop Program (below) should be read in conjunction with the *Acceptable Use Agreement*.

General Guidelines

- Laptops should be brought to school fully charged every day.

- Laptops should never be left unattended or left logged in. Always log off when leaving your device.

- Students are responsible for the security of the laptop and keep it secured when not being used. Although the College can investigate via CCTV footage, it takes no responsibilty for theft or the replacement of laptops.

- Students should back up their own laptop regularly.

- If a laptop is damaged in any way, students should notify College's ICT Office who can provide advice on next steps.

- Content stored on the laptop should always be of a nature that is considered appropriate by the school.

Classroom Use

- At all times, students should follow the direction of their classroom teacher.

- In a direct instruction syle lesson, notes should be taken using pen and paper.

- Students should avoid distraction, and respect the learning opportunities of others by not distracting them.

- Laptops may not be used every lesson, every day. They are learning tools rather than a replacement for an exercise book. Laptops should never be used for 'busy work' or for babysitting.

- Video footage should only be viewed as part of an educational program. Often letters home are required when viewing films or whole programs from the television.

Break Times

- Students are not permitted to use digital technology in the playground during the school day. This includes before/after school, recess and lunch times.

- If students have a specific need to use their laptops to complete school work during these times, they may do so in the library or the G17 Study Room.

FAQs

Mac vs PC?

We are committed to supporting both platforms equally if the software recommended is used; however, we lean more towards Windows PC's (for compatibility reasons). College-supplied laptops will be Windows PC's.

What happens if my child's device becomes infected with a Virus/Malware?

All college-supplied laptops will have an AntiVirus program installed. There are many good, free products that can do this such as AVG Free and Microsoft Security Essentials for those with their own devices.

Will my child be able to print at the College with their laptop?

Students with a college-supplied device will be able to print on college printers. However, students who opt to supply their device will not be able to do so. Students can log in to any school computer and print to the printers at the College. Documents can be saved to OneDrive and then printed from a school computer.

Will I need to buy software?

No. All of the software needed will be provided under the school's existing licence agreements. There may be small charges if any of the Adobe video or photo editing tools are needed.

What about convertible slate / tablet devices?

The latest generation of windows convertible devices that include a full-sized keyboard and run Windows 10 are likely to be suitable BYOD devices. Please check the minimum specifications carefully as these devices must meet minimum requirements.

Won't handwriting suffer?

Final external examinations still require students to write extensive answers in written examinations. The use of technology in the classroom should not be at the expense of the skill of handwriting. There are many different tools used to assist learning. Technology is just one of these tools and will only be used when it is most appropriate. We expect most classes to take a balanced approach. In direct instruction style lessons, students will still be expected to take notes with pen and paper in an exercise notebook. All external exams for ATAR require handwritten responses at the time of writing this booklet. Therefore legible handwriting is an important skill to maintain.

Will teaching methods suffer and be less personal?

We are blessed at ACC to have great and thoughtful teachers who consider carefully when and how to implement technology during their lessons in a way that can benefit learning. An OECD report in 2015 states that heavy users of computers in the classroom "do a lot worse in most learning outcomes" and that "In the end, technology can amplify great teaching, but great technology cannot replace poor teaching." We are constantly aiming to use technology in a way that will amplify the great teaching that is happening in our school. The college will provide targeted professional development of teachers in effective use of digital technologies in the classroom. Technology won't be used in every lesson. In some classes there will be periods of time where digital technology is not necessary. However, it is expected that every student from Year 10 will have a laptop with them at school every day.

Will my child have too much screen time in and out of school?

Computers are currently in widespread use across all levels in the College. It is expected that changes to curriculum requirements and assessment practices will over time increase the use of computers both in and outside school hours. However, the introduction of compulsory laptops for senior secondary is not aimed at increasing computer use in the classroom – it is a strategy aimed at managing changes that are already occurring independent of ACC. Laptops in classrooms at ACC will primarily be used purposefully to meet learning objectives associated with curriculum objectives and in meeting 21st Century Skills, rather than every day note-taking etc. There is no expectation that they will be used every lesson. Managing student screen time remains a responsibility partnered with parents. Education and resources will be provided to teachers, parents and students to assist - similar to what was provided during the COVID learning from home period.

Are you using electronic textbooks too?

All necessary textbooks will be provided by the school. A number of specified texts also come with online companions, and pdf versions of the text on a DVD. Students may be able to transfer these to their device should they prefer to work this way. Materials may also be available on Canvas for students to access.

What about the physical safety of devices at school?

The responsibility for the safety of the device at school rests with the student. College-supplied laptops will come with a protective case and students who opt to supply their own laptop are encouraged to also have a protective cover. The school does not take responsibility for accidental damage to student property. However, college-supplied laptops do come with accidental damage insurance.

Will this make school bags heavier?

Most of the devices likely to be used will weigh less than 2.0kg. All Secondary Students have a locker in which to store school materials when they are not being used. It is imperative that all lockers are locked each night so that codes are not easily cracked. All laptops must be taken home every day and extended holiday periods and not left in lockers for opportunistic thieves.

Will laptop and internet use be monitored and filtered at school?

All student internet use is filtered and monitored whilst connected to the school's wireless internet. Our filtering and monitoring software should also alert us to any behaviour that may put the student at risk. Parents should, however, be aware that if they supply their child with a device with 3G/4G connectivity (such as a smart phone), students will be able to access the internet via this device and we will be unable to monitor this use. It is school policy that student mobile devices are switched off and stored in their locker during the school day. All laptops will also have *ABTutor* monitoring software installed that allows teachers to monitor student activity on their laptops whilst at school.

Will laptop and internet use be monitored and filtered at home?

No. The school will not be able to monitor the use of the laptop when it is not connected to our wireless network. Parents are responsible for the way in which this technology is used at home. Clear guidelines and expectations should be set. There are a number of tools and strategies that parents can use to assist this process as outlined above.

Will students be able to charge their laptops during the day?

Students should expect that they will **not** be able to charge their device during the day. Power cords and chargers can be a WHS hazard in the classroom and should not be used. Battery life, therefore, is a key consideration in the choice of device, and students should fully charge their device every night. Where possible and safe to do so the College will provide limited charging facilities for occasional use.

What if I can't afford to buy a laptop?

Any student who is unable to access to a laptop via the options above will be provided with a 2nd hand loan laptop for their use at a nominal cost ($25 per term). Ownership is retained by ACC. Parents agree to compensate the College in the event of loss or accidental damage.

Can we install games on the laptops?

The laptop program is designed to enhance learning. Students should not install games if they distract from learning or slow down the ability of the computer to access websites or school programs. Games, music, videos or other media may be uninstalled if they are deemed inappropriate or become distracting to a student or their classmates.

If students can still source their own laptop, how will the College deal with the "Mine's better than yours" scenario?

Elitism of this kind does not fit with our Christian worldview and will be addressed by staff. Office 365, Canvas and the large number of tools that students can access via the web browser means that a student with a $3000 device is experiencing the same application and the same set of functions as the student using a sub $400 laptop.

Can I buy a college-provided laptop if my student is in Year 11 or 12 in 2021?

Yes – If you place an order with the College by Friday 23rd October 2020 you will be able to participate in the laptop program with the cost spread equally over the remaining terms.

What if I leave the college early?

You can take the laptop with you at any time on paying out the balance of the original cost. In other circumstances:
- o Less than 6 months – you may return the laptop at no cost but will waive any levies paid to that time
- o Between 6 months and 2 years – you may return the laptop and receive a refund of 50% of levies paid
- o After 2 years you are required to pay the balance outstanding and may keep the laptop.

Do we have all the answers?

No! While we have been diligent in our preparation for this technology model, inevitably we will make some adjustments along the way. It is likely that this model will be modified and tweaked as we learn from situations as they arise.

Acknowledgement: