



*Inspiring optimistic, successful and sustainable futures for all*

# **ONE-TO-ONE TECHNOLOGY CHROME BOOK USER HANDBOOK 2015-16**



*We are committed to using digital technologies to leverage traditional to transformative ways of teaching and learning.*

*This is based on the principle that the knowledge and technological age has transformed education.*

## Executive Summary

**What:** Each Year 4-7 student to have a Chrome Book

**When:** Ongoing, program commenced in 2014

**Who:** Current Year 5-6 students in 2014; from 2015 - Year 4-7 students

**Why:** To provide rich, diverse and flexible learning opportunities for a digital generation, in line with current education research

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## The Digital learner

New technologies have resulted not only in significant changes in our society and economy, but also in how current generations think and learn. Because of digital bombardment, children's brains are adapting to accommodate the technology they are surrounded by. Digital learners think and process information differently than previous generations, use different parts of the brain and exhibit different preferences for learning. For example, because of the effects of digital immersion, many students are no longer auditory or text-based learners, but rather they think graphically and are "visual or visual kinaesthetic" learners. We acknowledge that the world has changed, our students and how they learn has changed. In line with educational best practice, at Black Forest Primary School we understand that our instructional model needs to change in order to meet the learning needs of our students and to equip them to succeed in the future. To support this, at Black Forest we work to provide a rich and engaging curriculum that reflects a globalised and interconnected world. Technology-rich learning and teaching can increase student participation, engagement and achievement, and enable students to connect with experts and with other learners all over the world.

*(21<sup>st</sup> Century Fluencies Project Understanding the Digital Generation).*

### Used effectively, digital pedagogy:

- Offers rich, diverse and flexible learning opportunities
- Provides the basis for engaging students in actively constructing and applying learning in purposeful and meaningful ways.
- Enhances opportunities for authentic, contextualised assessment

### Core beliefs about effective learning:

- Learning is both an individual and a social process, which relates to both understanding and behaviour. Prior learning and environmental factors are important dimensions in learning and need to be taken into account.
- Learning requires the active engagement of the learner and the ability to monitor, review and reflect on learning
- Learning ability is not fixed, but capable of development with the support of others
- Dialogue which promotes critical thinking and an active engagement by the learner is a key component of effective learning processes
- New learning is most effective when it is connected to something that the learner already knows and has made meaning of
- Learning is very personal and needs to be relevant to the learner (not the teacher) –previous knowledge and experiences must be considered.
- Learners must be given repeated differentiated learning opportunities over extended periods of time.
- Consistent, constructive and timely feedback is critical for learning.

### The students in our school today are 21<sup>st</sup> Century learners. In their learning at Black Forest and into the future, they will need to develop the ability to

- solve complex problems
- think divergently and creatively in both digital and non-digital environments to create solutions
- think analytically by comparing, contrasting, evaluating, synthesizing, and applying without instruction or supervision
- collaborate seamlessly in both physical and virtual spaces
- communicate effectively through text, speech and other media
- *(21<sup>st</sup> Century Fluencies project Literacy is not enough)*

## Background Information

Providing Chromebooks at Black Forest Primary School supports access to current tools and resources for the modern learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools is Chromebooks. Use of these devices is a way to empower students to maximise their potential. Learning results from the continuous dynamic interaction among students, educators, parents/caregivers and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from director of learning to a facilitator of learning.

## What is a Chromebook?

A Chromebook is a slim, inexpensive, light weight laptop that runs all programs through a web browser. It is secure and relies on a WiFi connection for most effective use. Chromebooks operate on the Google operating system, and run all applications through the Chrome browser, including Docs, Sheets, Slides and more. The emphasis within the Google operating system is on the ability to share information and collaborate on learning tasks. As part of their student account, students have 30GB of free storage for the duration of their time at Black Forest.



## Why use Chromebooks?

- The Chromebook needs little maintenance, updating automatically
- It has an effective battery life of up to 8 hours
- Student work on Chromebook saves automatically to their personal Drive on the cloud
- Learning tasks can be continued and completed across any device with an internet connection at school, home or elsewhere
- The Chromebook is built around the ability to effortlessly collaborate on learning tasks, and to share and access documents and other digital items seamlessly from device to device.

## Goals for Student Users

- To increase student's productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, media, apps, and best practice.
- To enhance and support communication within and beyond the classroom
- To develop personal organisation and management of learning
- To facilitate mobile learning across the school
- To promote leadership in and responsibility for one's own learning by establishing access to educational resources
- To develop responsible online behaviours in a regulated and monitored environment
- To use Chromebooks as a tool for more effectively developing 21st Century Skills described in the General Capabilities of the Australian Curriculum.

## Australian Curriculum (AC) – General Capabilities

<http://www.australiancurriculum.edu.au/GeneralCapabilities/information-and-communication-technology-capability/organising-elements/organising-elements>

General capabilities are a key dimension of the Australian Curriculum. They encompass knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. The ICT capability is one of seven General Capabilities in the AC.

The **ICT capability** learning continuum is organised into five interrelated elements:

- Applying social and ethical protocols and practices when using ICT
- Investigating with ICT
- Creating with ICT
- Communicating with ICT
- Managing and operating ICT



### Applying social and ethical protocols and practices when using ICT

In developing and acting with information and communication technology capability, students:

- recognise intellectual property
- apply digital information security practices
- apply personal security protocols
- identify the impacts of ICT in society

### Investigating with ICT

In developing and acting with information and communication technology capability, students:

- define and plan information searches
- locate, generate and access data and information
- select and evaluate data and information

### Creating with ICT

In developing and acting with information and communication technology capability, students:

- generate ideas, plans and processes
- generate solutions to challenges and learning area tasks

### Communicating with ICT

In developing and acting with information and communication technology capability, students:

- collaborate, share and exchange
- understand computer mediated communications

### Managing and operating ICT

In developing and acting with information and communication technology capability, students:

- select and use hardware and software
- understand ICT systems

## Australian Curriculum (AC) – Technology Learning Area (pending final ACARA

approval)

<http://consultation.australiancurriculum.edu.au/Static/docs/Technologies/Draft%20Australian%20Curriculum%20Technologies%20-%20February%202013.pdf>

This learning area aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, students:

- Are creative, innovative and enterprising when using traditional, contemporary and emerging technologies, and understand how technologies have developed over time
- Effectively and responsibly select and manipulate appropriate technologies, resources, materials, data, systems, tools and equipment when designing and creating products, services, environments and digital solutions
- Critique and evaluate technologies processes to identify and create solutions to a range of problems or opportunities
- Investigate, design, plan, manage, produce and evaluate technologies solutions
- Engage confidently with technologies and make informed, ethical and sustainable decisions about technologies for preferred futures including personal health and wellbeing, recreations, everyday life, the world of work and enterprise, and the environment

### Content Structure

Table 1: Design and Technologies and Digital Technologies content structure

<b>Design and Technologies</b>	<b>Digital Technologies</b>
<b>Design and Technologies knowledge and understanding</b>	<b>Digital Technologies knowledge and understanding</b>
<ul style="list-style-type: none"> <li>• the use, development and impact of technologies in people's lives</li> <li>• design concepts across a range of technologies contexts</li> </ul>	<ul style="list-style-type: none"> <li>• how data are represented and structured symbolically</li> <li>• the components of digital systems: software, hardware and networks</li> <li>• the use, development and impact of information systems in people's lives</li> </ul>
<b>Design and Technologies processes and production skills</b>	<b>Digital Technologies processes and production skills</b>
<ul style="list-style-type: none"> <li>• critiquing, exploring and investigating needs or opportunities</li> <li>• generating, developing and evaluating design ideas for designed solutions</li> <li>• planning, producing (making) and evaluating designed solutions</li> </ul>	<ul style="list-style-type: none"> <li>• collecting, managing and interpreting data when creating information, and the nature and properties of data, how it is collected and interpreted</li> <li>• using a range of digital systems and their components and peripherals</li> <li>• defining problems and specifying and implementing their solutions</li> <li>• creating and communicating information, especially online, and interacting safely using appropriate technical and social protocols</li> </ul>

## Purchasing a Chromebook

Options:

1. Parents purchase a Chromebook through IPAU, a company connected to the school through provision of our ICT support. Education discount will apply. A manufacturer warranty applies to the device. The parent accepts total responsibility for the device. IPAU offers two purchasing rounds a year through their online store (<http://store.ipau.com.au/portal/>). These rounds are typically in July, and at the end of Term 4 into the end-of-year holidays.
2. Parents purchase a Chromebook from another company. The parent accepts total responsibility for the device, but must notify [joel.catchlove402@schools.sa.edu.au](mailto:joel.catchlove402@schools.sa.edu.au) in order to ensure licensing for school use.

## Licensing

All Chromebooks must be licensed by Black Forest Primary School's IT support staff to provide access to the school Google account and wireless network. When a student concludes their schooling at Black Forest, they will need to present their Chromebook to the IT staff to have the license removed. The Chromebook can continue to be used using a private Google/Gmail account.

## Requirements

- Each child will need a Chromebook, protective case, and a charger.
- Parents/guardians and students must sign and return the Digital Technologies Agreement (based on DECD User Agreement), and the Digital Citizenship User Agreement before a child is able to use a Chromebook at school.
- Students are responsible for following the Acceptable Use Policy and appropriate handling of the device at times.
- The Chromebook and all student activity on the device may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on the Google platform.

## Charging

Chromebooks must be brought to school each day fully charged. To preserve the life of the battery, the Chromebook should be charged when the battery monitor is displaying less than 10% of battery power. Failure to bring a fully charged Chromebook to school may significantly impact upon a student's ability to engage independently in learning for that day.

## Labelling

- Chromebooks and other accessories (eg wireless mouse, protective cover) need to be labelled in a manner that the child can easily identify their own device.
- Labelling should include first and last name.
- Personalising devices should be appropriate and consistent with the BFPS code of conduct for students.
- A luggage tag or similar on the protective cover may support easy identification.

## Chromebook Care

- The responsibility for the care of the Chromebook solely rests with that individual. Students are advised not to lend their Chromebooks to another person.
- Chromebooks must be charged for school each day. This is the student's responsibility
- Chromebooks must be taken home at the end of the school day.
- Avoid spilling liquids in the Chromebook.
- Do not attempt to gain access to the internal electronics or repair of a Chromebook.

- Never throw or slide a Chromebook.
- Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Chromebooks must never be left in a school bag or in an unsupervised area.
- Chromebooks must not be left in a vehicle.
- It is recommended that all work/storage should be backed up regularly. Google Drive is no exception to this general good practice.

## **Cleaning and care**

Students are expected to take responsibility for the care of their Chromebook in relation to carrying, cleaning, storage and security both on and off-site. Avoid using sharp objects on the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaner household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

## **The LCD screen**

The LCD screen is made of plastic and is susceptible to damage. You should not apply undue pressure to the screen with your finger or an object. Pressure on the screen may cause a permanent 'bruise' like effect. Excessive pressure on the screen may also cause the screen coating to crack rendering the Chromebook unusable. The LCD screen should not be twisted or bent as this will cause the screen to crack. Items should not be placed between the keyboard or screen or on top of the Chromebook.

## **AC Adaptor**

Wrapping the power leads around the AC adaptor creates excessive heats and stress where the lead joins the adaptor body and will cause premature failure of the leads. The lead should be removed from the wall and the Chrome Book before wrapping. The adaptor should be stored in the protective case where it will not put pressure on the LCD screen. Cables should not be crimped or the adaptor swung around. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

## **Carrying Chromebooks**

The school recommends a strong, suitable, protective case as students will be transporting their device to and from school. The following brands could be considered: Targus, Kensington, STM and Everki. We suggest that the Chromebook be protected by a protective case at all times.

## **Using a Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook charged, to all classes unless specifically instructed not to do so by a teacher.

### 1. Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for completing all work as if a Chromebook were present.

### 2. Chromebook Undergoing Repair

Students will still have access to the Google platform through the school devices.

### 3. Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted

#### 4. Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/earbuds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be school approved. If unsure, ask your teacher.

#### 5. Appropriate Use

- a. Use or possession of hacking software is strictly prohibited and violators will be subject to school discipline Policies and Procedures. Violation of all applicable Australian laws may result in criminal prosecution.
- b. Students must not interfere with the normal operation of the Chromebook.

#### 6. Printing

Students will be given information and instruction on printing with the Chromebook at school.

#### 7. Storage

- a. Classrooms will be locked at all times when the class is not present. Therefore, students will need to leave their Chromebook at their workspace in the classroom at times when they are not in the classroom.
- b. Chromebooks are to be taken home every day and charged at home overnight.
- c. For students attending OSHC, upon arrival, they need to hand their Chromebook to the staff member in charge for locking in a cupboard. The Chromebook can be used for homework with permission from an OSHC staff member.

### **Device Management/Security**

The school will purchase a management license for each device which enables us to implement security procedures, allows access to our domain and WiFi and other elements of management for safe use at school.

The school monitors traffic and material sent and received. The school uses filtering and monitoring software to restrict access to certain sites and data, including email.

The school may monitor and audit its network, internet access facilities, computers and other digital devices from time to time. Auditing of the above content, may include any stored content, and all aspects of their use, including email.

### **Home Internet Access**

While a home Wi-Fi connection is required for online access to online storage and many apps outside of school, the Chromebook and a range of apps are able to be used offline.

REMINDER: BFPS provides Internet filtering on the school network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting. It is the student's responsibility to operate this technology appropriately as per the Acceptable Computer Use Policy while at school.

### **Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capabilities. As with all recording devices, it is common courtesy to ask permission before recording an individual or group, and

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obtaining the subjects permission before sharing or publishing in any way. Cameras must be used responsibly.

### **Network Connectivity**

BFPS have invested significant funds in order to provide the infrastructure to support Chromebook use. However, technical difficulties can arise. In the case that the network is down, the school will not be responsible for lost or missing data.

### **Repairing or Replacing a Chromebook**

Parents take full responsibility for any repairs or replacements outside of the warranty period. Warranty repairs for devices purchased through IPAU will be managed by IPAU.

### **Teachers**

Each staff member at BFPS has been issued with a Chromebook and receive ongoing training in their use.

We recognise that teachers need to construct engaging, challenging and relevant learning experiences for students. Powerful learning occurs when students collaborate and work together in teams. Students benefit from the experience of learning with, and from, other students. Teachers will encourage students to learn from, and with each other, and share their innovative learning.

Teachers will encourage a culture of responsible use, supported by the whole school values and Digital Citizenship focus that forms the first part of every year. Students will be encouraged to support each other and to problem-solve any technical or organisational issues encountered, building a positive classroom culture.

Teachers will also be wary of extended device use. They will try to encourage the students to stretch, move around, and adopt ergonomic practices when using their Chromebooks.

## **Cybersafety**

Black Forest Primary School is committed to being a cyber-safe learning environment, and has a range of programs in place to support this. Please see the strategies to help students be cyber-safe below for additional information on safe use of digital technologies at school and after formal school hours.

It must be noted that if a student who is enrolled in a school behaves online in a manner that threatens the wellbeing of a child, student or member of the community, even if this occurs off-site and/or out of school hours, the Principal has the authority under the regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the Principal suspects an electronic crime has been committed, this will be reported to SAPOL. Whether there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on an electronic device, the device will be confiscated and handed to the investigating officer. SAPOL will determine any further action.

### **Strategies for helping students be cyber-safe**

Parents/ caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them, regardless of the time of day. Being cybersafe is no exemption, and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school digital devices until my parents/caregivers and I have signed and returned the BFPS Acceptable User Agreement.
2. If I have my own user name I will only log on with that user name. I will not allow anyone else to use my user name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any digital material or activity that might put me or anyone else at risk (eg bullying, harassment).
5. I will use the internet, email, mobile phones or any other digital equipment only for positive purposes.
6. While at school, I will access, attempt to access, download, save and distribute only age appropriate and relevant material.
7. I will take responsibility to report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material I will not show others, turn off the screen or minimise the window and report the incident to a teacher immediately.
9. To ensure compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
10. Any material accessed at home and stored on the Cloud must be appropriate to the school environment.
11. I will not save personal details online (eg full name, address, email address, phone number, photos of myself or people close to me) without adult permission

12. Parents will be informed if there is a breach of cybersafe practises. In serious cases, the school may take disciplinary action against me. If illegal material or activities are involved or e-crime is expected, it may be necessary for the school to inform the Police and hold securely personal items for potential examination by Police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

### **Inappropriate social media practices between students out of school**

Children and young people are held accountable for their actions outside of school hours where it has an impact on the wellbeing of others and the school environment. Parents are encouraged to consider installing the Australian Government's Cybersafety Help Button to enable direct access to cyber safety information and reporting procedures. The button can be downloaded for use on computers and mobile technologies. The Australian Government's Cybersafety Help Button is a free application and provides internet users, particularly children and young people, with easy online access to cybersafety information and assistance available in Australia. It offers counselling, reporting and educational resources to assist young people deal with online risks including cyberbullying, unwanted contact, scams and fraud, and offensive or inappropriate material. All you need do is choose one of the installation options. Once the help button is installed, you can access it anytime for help or advice about something unsafe or upsetting that you have encountered on the internet.

### **Further information and resources**

Australian Communications and Media Authority's Web site [www.cybersmart.gov.au/](http://www.cybersmart.gov.au/)

ThinkUKnow [www.thinkuknow.org.au](http://www.thinkuknow.org.au) – ThinkUKnow - Internet safe

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