Learning for the Future

St Francis School is committed to providing learning environments that will engage our students and give them independence and flexibility in their learning. We believe that students should be able to learn in teams, collaboratively, as a class, a whole community or independently. We believe that students should be able to share learning experiences with their classmates and the wider community.

Our use of technology in teaching and learning aims to expand the learning environment beyond the walls of the classroom, to give students the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible.

The ‘Learning for the Future’ program provides every student and teacher access to his or her own laptop computer in a wireless environment. It allows students to learn at their own pace and ability levels. Learning initiatives involving technology have gained momentum worldwide, and are increasingly seen as a key to transforming education and better preparing students to succeed in a global world.

The success of ‘Learning for the Future’ is reliant on co-operative practices involving students, parents and teachers. This document outlines guidelines for all participants to understand and implement so that everyone can become fully engaged in an exciting journey of exploring new frontiers in teaching and learning in the 21st Century. We look forward to the participation and commitment of students, teachers and parents.

“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.”

Alvin Toffler
What will St Francis and the teachers of St Francis do to support this program?

Teaching and learning

- Provide students with learning opportunities that will allow them to engage in technologically rich learning tasks, access digital learning resources, educational software and collaborative workspaces with their MacBook Pros.
- Support students to complete their Laptop Learners Licence ensuring that students have a solid understanding of their responsibilities to their school, family, friends and the wider community when using their MacBook Pro at school and at home.
- Provide ongoing support and professional development opportunities to staff ensuring that current teaching and learning practice continues to be an important educational focus.
- Use Apple Remote Desktop software, which is installed on each teacher MacBook as a way for students to share their work with the class and teacher. It is also used as a monitoring program to ensure that students are on task and using their MacBook Pros as a learning tool.
- Communicate with parents any issues that may arise through the use of the MacBook Pro.

St Francis School staff also welcome discussion from parents who require more information about the ‘Learning for the Future’ program or who have individual issues or concerns that may have arisen at home or at school through the use of the MacBook Pro.
What will St Francis School and the staff of St Francis School do to support this program?

Operational

- Provide a high-speed wireless network system, which will allow students to have access to all network resources in all areas of the school.
- Provide licensed software that meets the educational needs of the student. This software has been approved by the Catholic Education Office for use in our primary schools. (see Software page)
- Provide systems for the management of email, data storage, printers, copiers, and online resources and secure access to the Internet.
- Provide back up resources for those times when students MacBook Pros are out of service.
- Update software and programs as deemed necessary.
- Monitor and supervise the use of student MacBook Pros ensuring that they are being used according to policies developed by St Francis School.
- Update information on the senior area wiki about the ‘Learning for the Future’ (LLL) program.
What will the parents of students at St Francis School do to support this program?

- Attend meetings that communicate the roles and responsibilities of parents in the program.
- Understand that they have full authority to restrict MacBook Pro usage at home. Examples are: areas where MacBook Pros are used in the family home, examining the MacBook Pro contents, ensuring that MacBook Pros aren’t taken to other peoples houses or when travelling (except to and from school), making rules at their discretion.
- Understand that they have a right and responsibility to constantly check their child’s use of the MacBook Pro by checking Internet history, files on the Macbook and use of social networking sites whether they are designed for students under or over 16 years of age.
- Support their child to complete the Laptop Learners Licence (see LLL page). The LLL will give parents the opportunity to set rules about the use of the MacBook so that the MacBook fits in with the home life of families.
- Ensure that MacBook Pros are used according to the St Francis School 21st Century Learning policy when used at home.
- Inform St Francis School immediately of any damage or theft of the MacBook Pro. Theft of a MacBook Pro will require that parents complete a police report. (see When things go wrong page)
- Monitor student use of the MacBook Pro at home ensuring that students are using the MacBook Pro according to the guidelines and attachments set out in this document, updated information on the School wiki and the St Francis School Hire Agreement.

Parents will be required to sign the St Francis 21st Century Learning Policy and the Hire Agreement prior to students taking the MacBook Pros home.
What will the students at St Francis do to support this program?

Students will complete a series of tasks in order to gain their **Laptop Learners Licence**. The licence will cover the responsibilities and the skills that the student will need to understand before taking the MacBook home. (see LLL pg6)

Students are responsible for:

- looking after their MacBook Pro (see Looking after your MacBook page);
- making sure that system preferences, settings and software are not modified or deleted unless instructed by the teacher;
- ensuring that the MacBook Pro is used as a learning tool at school and at home;
- not sharing their MacBook Pro with siblings or friends;
- abiding by the rules and responsibilities set out in this document and the tasks described in the **Laptop Learners Licence**.

When at home students could use their MacBook Pro to

- access online collaborative websites such as class blogs and wikis (Internet);
- use school email (Internet);
- access online resources for school projects and homework tasks (Internet);
- create multimedia projects that form a part of school projects (iLife);
- create documents, spreadsheets and presentations (iWork).
What is the Laptop Learners Licence?

Before your child is able to take their MacBook Pro home they will complete a series of tasks in order to be given their Laptop Learners Licence (LLL). We hope that the LLL tasks will provide support for children and their families for the times when the MacBook Pros are taken home.

The tasks that children will be asked to complete will focus on the following areas:

- Management and organisation of their digital portfolio, files and folders. In particular, using the organisational structures available in iLife and Finder.
- Cyberbullying
- Cybersafety (21st Century Learning policy attached).
- Effective searching of the Internet for research purposes.
- Finding information and using it. Copyright and what it means.
- Being a respectful digital citizen and how we connect to others online.
- Where, how and when to use the MacBook Pro at home.
- ‘Looking after your MacBook’ rules and responsibilities.
- Care and maintenance of the MacBook Pro.

Many of these tasks will require discussions between family members about the use of the MacBook Pro at home. These tasks will be available online. Paper copies will be available if needed.

These tasks will encourage family members to talk to each other about the rules and responsibilities that they would like to set for home MacBook Pro use. St Francis School will give advice about home MacBook Pro use based on the understanding that the MacBook Pro is a learning tool both at school and at home.
Ownership

St Francis School has chosen to use the Apple MacBook Pro for this program. The MacBook Pro is a fully featured, powerful and robust computer with a proven track record in schools. Students will have home access to the MacBook Pro, however ownership of the MacBook Pro is retained by St Francis School.

St Francis School covers the majority of the cost of the lease of the MacBook Pro, however a hire fee determined by the school will be necessary to cover the full cost of the lease.

Ownership provides the following advantages:

- Access to lower software-licensing costs;
- Educational volume pricing;
- The provision of applications and an operating environment designed to support learning;
- Each MacBook Pro will be set up and managed for one student only;
- Full insurance, support and maintenance for the duration of the hire period.

At the end of the hire period or when a student leaves the school during the hire period, ownership of the MacBook Pro will remain with the school. The MacBook Pro and all accessories must be returned to the school in good condition and full working order.

MacBook Pro Hire Period

Families will pay a hire fee each year. This fee will be determined in consultation with the School Board and be additional to student’s school fees. During the hire period, St Francis School will maintain the hardware and upgrade software applications and operating systems as required. At the end of the hire agreement, parents must return the MacBook Pro in working order, good condition, and clean and free from any irreversible markings to the enclosure and screen.
What’s on your MacBook Pro?

The MacBook is supplied with a software image. All software on the image is covered through licensing agreements approved by St Francis School and the Catholic Education Office.

It’s important that software isn’t modified, shared or deleted. The operating system and software applications will be updated during the hire period as required.

Additional software restrictions

As a part of the Laptop Learners Licence students will discuss the importance of copyright especially in relation to music and games and the ethical use of someone else’s work.

We do not have the ability to allow individuals to add their own software to the MacBook Pro as other software could compromise the reliability and stability of the current MacBook Pro image.

We encourage the students to create their own music, photos, movies and podcasts with the programs available on the MacBook Pro. This will ensure that the student owns all files on the MacBook Pro. Students are not to install music, videos or games onto their MacBook Pros due to copyright restrictions and the difficulty that the school has in ensuring that the student owns all such files.

Re-imaging a MacBook Pro

Problems with a MacBook Pro may mean that the MacBook Pro needs to be re-imaged. Re-imaging a MacBook Pro wipes out everything on the hard drive and installs a new software image. The MacBook Pro is set up just like the first time the student received it. Students will be shown how and when to back up their data onto their Grade Folder on the School server in the event of this happening. Students will learn, through the Learners Laptop Licence the importance of backing up their data regularly.
The following guidelines are provided for the transport, storage and security of the MacBook Pro to and from St Francis School. It is impossible to anticipate every situation that may cause a problem or issue with the MacBook Pro. These guidelines will be updated regularly on the School wiki. http://stfrancisnathalia.wikispaces.com/

Care when in use

- Avoid moving around with the MacBook Pro when it is in use;
- Always ensure that the MacBook Pro is on a secure, stable surface when in use;
- Make sure that the MacBook Pro is closed and carried with two hands when moving from one place to another;
- Don’t eat or drink when using the MacBook Pro and avoid exposing the MacBook Pro to dirt or other liquids.
- Do not turn the MacBook Pro on if it has been exposed to liquid spills;
- Do not squeeze, poke, put pressure on or pick up the MacBook Pro by the screen;
- Avoid bumping, dropping or shaking the MacBook Pro.

Handling and transporting

- Ensure that the MacBook Pro is in sleep mode or turned off when travelling to and from school;
- Use the MacBook Pro’s dedicated bag when transporting the MacBook Pro to and from school;
- Avoid placing heavy objects on or against the MacBook Pro. Pressure on the MacBook Pro can cause damage to the device.
The following guidelines are provided for the transport, storage and security of the MacBook Pro to and from St Francis School.

Storage
- Do not leave the MacBook Pro in unsupervised areas during the school day. Ensure that the MacBook Pro is in a classroom and located in a safe and secure area.
- Never leave the MacBook Pro unattended or on open display in an exposed area where it can be targeted for theft.
- Organise to have the MacBook Pro stored securely at school overnight if events, such as sporting commitments, prevent it from being in a secure place between leaving school and arriving home.

Charging
- Ensure that the MacBook Pro is fully charged each day. When at school charge the MacBook Pro in the Computer on Wheels (COW) provided. When at home the MacBook Pro needs to be shut down when charging overnight.
- Only use the power adapter that came with the MacBook Pro or the power adapters supplied at school for charging;
Sometimes things go wrong due to accidental or non-accidental reasons.

There are two types of damage as defined by the school.
- Accidental damage
- Non-accidental damage

Accidental damage is where a MacBook Pro is damaged or stolen and the student has met all the requirements and guidelines discussed in this document and during the completion of the Laptop Learners Licence.

Non-accidental damage of loss may include:
- Damage as a result of not carrying the MacBook Pro in the designated carry bag;
- Theft from an unlocked or unattended vehicle;
- Theft from a vehicle when the MacBook Pro was left clearly visible;
- Theft while left unattended and out of view of the student. This includes leaving the MacBook Pro outside a shop, on a sporting field, school bus or unattended in a classroom outside normal school hours or whilst attending any extra curriculum activity outside school hours;
- Scratching the casing and or bruising/cracking the screen as a result of misuse;
- Theft or loss of the AC adaptor or power cords;

The responsibility for covering the cost of a lost or damaged MacBook Pro due to accidental reasons will be 50% covered by parents and 50% by school.

In the case of non-accidental damage parents will be responsible for the full cost of repairs.

If a MacBook Pro is lost, stolen or damaged, parents will be required to contact the school immediately. Parents will be required to obtain a police report in the case of the MacBook Pro being lost or stolen.

MacBook Pros that are damaged or are no longer working as expected are returned to Apple. Apple makes an assessment as to whether these issues are covered by the Apple Protection warranty.
It’s important that the following organisations are acknowledged for the information that they provided in the formation of this document.

- DEECD key documents
- St Monica’s School, Wodonga
- Catholic College Wodonga
- St Brendan’s Shepparton

This document has been created by St Francis School, Nathalia.

We give permission for this document to be used and modified by any school that is implementing a 1:1 laptop program.

We appreciate the fact that an acknowledgement is included in all copies of this document.