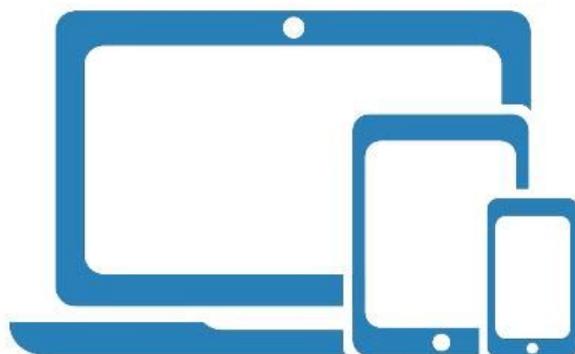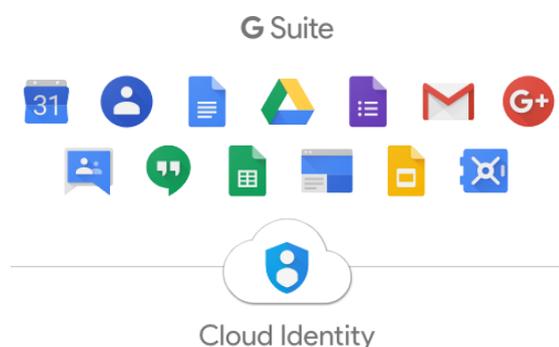# Stannies Technology Program Information Handbook

Overview

The focus of the technology program at St Stanislaus is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is a digital device. The individual use of a digital device is a way to empower students to maximise their academic and creative potential and to prepare them for the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion transforms the teacher from a director of learning to a facilitator of learning, empowering your child to learn in the way that suits them. Effective teaching and learning with technology supports and enhances the curriculum.

In the Stannies Technology Program, each student will attend the College with their own device to use at school and home, enabling communication and collaboration among peers and teachers. Students will also have around the clock access to educational

resources and support material to extend student learning.

Students and teachers now have access to a range of tools that assist in making learning richer more engaging and collaborative. St Stanislaus has extended the learning environment from the physical constraints of the classroom to give our students the capability to collaborate, share information and experiences, work across disciplines and take control of their learning.

The policies, procedures and information within this document apply to all technology used by students at St Stanislaus and have been structured to provide a safe, equitable and empowering learning experience for your son.

The Technology Program 2018 & 2019

BYOD or BYODD. What's the difference?

BYODD	BYOD
Bring **Y**our **O**wn **D**esignated **D**evice Covers years 7 - 9	**B**ring **Y**our **O**wn **D**evice Covers years 10 - 12
Devices for these year groups are pre-selected. You must choose a device from this selection and place. Available on the Stannies BYODD Portal. http://stannies.orderportal.com.au/	Devices for these years groups can be purchased provided they meet the minimum requirements outlined in the **Stannies Technology Program Student BYOD Requirements** document

Year 7: BYODD (Bring Your Own Designated Device)

Each student in Year 7 will be required to bring a Chromebook to school to assist them with their learning. Families new to the College in 2019 will be able to purchase an approved Chromebook through the St Stanislaus BYODD Portal.

Year 8 9: BYODD (Bring Your Own Designated Device)

Current Year 8 & 9 students are required to attend the College with an iPad. New students to the College in 2019 may also opt to purchase a Chromebook from the St Stanislaus BYODD Portal.

Year 10, 11 & 12: BYOD (Bring Your Own Device)

Current Year 10, 11 & 12 students are required to attend the College with a mobile device of their own choosing, providing it meets the minimum requirements outlined in the Stannies Technology Student BYOD Requirements Policy. New students to the College in 2019 may also opt to purchase a Chromebook from the St Stanislaus BYODD Portal.

Ownership and Cost

All BYODD & BYOD mobile technology will remain the responsibility of the students and parents.

No student will be denied access to a mobile learning device as a result of financial hardship. Families that are unable to afford a mobile learning device are able to contact the College to discuss arrangements on a case by case basis.

Warranty

Chromebooks supplied through the BYODD Portal will have a 3 year onsite warranty facilitated by the School. Additional accidental damage and theft policies will be available as optional extras. Physical damage or unauthorised modification may void a warranty, but may be covered by extra care options.

Parents are responsible for the insurance and warranty of any mobile device purchased outside of the St Stanislaus BYODD Portal. Parents may consider adding their sons device to their home and contents insurance.

Other Technology Facilities

Although the students mobile device is their primary technology tool, there are other facilities available when this may be unavailable. The library is equipped with a bank of desktop computers with the software required for learning. Information about access times to these facilities can be obtained from library staff.

Student Responsibilities

Mobile device care

It is imperative that students use their mobile device in an acceptable manner and as a learning tool. Programs that allow students to access the internet, online chat, messaging, and email, should be used in a responsible manner.

Students must be aware of and abide by guidelines outlined in the Student Agreement & Acceptable Use of Technology Policy. Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to parents.

Mobile phone usage

The use of mobile phones during class time is strictly prohibited unless specifically allowed by the teacher during that period. Students should be reminded that the Student Technology AUP applies to all devices that enter the St Stanislaus College grounds, regardless of whether they are connected to the college network or not.

Offensive images or material

Students are prohibited from accessing or storing offensive images, audio and text on any mobile device that enter the college grounds.

Accessing the school network

It is a requirement that all devices access the internet through the school WIFI network. Devices must not be connected to other wired, wireless or cellular network while at school. The College takes no responsibility for students using devices on any network other than the College Wireless network.

Stickers and permanent markers

Stickers and markers are able to be used to help easily identify their mobile device, as long as it complies with the policy regarding offensive images or materials.

Charging of battery

It is the student's responsibility to ensure their mobile device is fully charged each night. Battery chargers should not be brought to school.

Transport

Mobile devices should be carried within a protective case at all times. This includes transporting the device between classes, and to and from school. Mobile devices are not to be taken out of the protective case in buses, cars or anywhere in between school and home unless directed by the school.

Storage at home and school

When not in use at home, mobile devices should be stored within a protective bag and never on the floor. The mobile device should be stored in a safe place, out of reach of younger children and away from areas of excessive heat. During lunch and recess breaks, or when mobile devices are not required for lessons, mobile devices should be stored in their protective case in a student's locker or school bag.

Organisation of files

Students are permitted to create and organise folders to assist them in the organisation of their work. This is to be encouraged as part of a good study practice. Students will be shown how to save and organise their work for storage. Using G Suite, students can complete work offline at home and sync the work to Google Drive when back at school.

Cleaning and care responsibility

Students are responsible for ensuring their mobile device is kept in a clean state. The mobile device's screen can be gently wiped with a clean damp soft cloth when not in use.

Loss or damage

If a mobile device is lost, stolen or damaged in a manner that deems it inoperable the student must report it to their Tutor as soon as practical during school hours. The Tutor will attempt to determine the reason for the damage. If damage is caused by a student at the school the normal behaviour management policies will apply.

If loss or theft occurs outside of the school parents should inform the police immediately. Personal information from a student may be required by the school or the police where appropriate. Parents will be notified if the Police request this information. Any action in response to damage or loss will be determined by the school.

Repairs for BYODD technology

St Stanislaus will strive to achieve a fast turn-around for repair of devices purchased through the St Stanislaus BYODD portal. Students will be given a replacement device whilst waiting for repairs. Students are reminded that care of the loan device provided is entirely their responsibility. Any damage sustained by the device or loss while on loan must be paid for in full by the parent/guardian.

Who is responsible for a lost or damaged mobile device?

While the school will provide technical support and, in some cases, facilitation of the repair of the BYODD mobile device, the repair costs in the case of accidental or non-accidental damage are the responsibility of the parents.

Maintaining a Safe Environment

We're all responsible for each others safety

The school shares responsibility with parents, government and the community to protect our children from the impact of inappropriate material on the Internet. This protection at St Stanislaus comes in the form of a number of mechanisms to block inappropriate content. St Stanislaus has web and email filters to ensure the safety of your child whilst working within the school's network. However, these are not foolproof and parents should be actively monitoring student use at home.

The School also encourages active supervision of your child at home. The Internet is a fantastic learning tool and enables access to information that supports all areas of the school curriculum. However, it can be a real time waster if misused. Technology can be a distraction for some students, so the school encourages and supports parent decisions to set boundaries and hours of use at home, whilst making sure that school work can be completed. It is advisable that parents take an active interest in their sons use of technology.

Whilst using Technology at home, the following guidelines can be very positive:

- Supervise your child in a public room like the lounge room.

- Avoid your child accessing technology in their bedroom or rooms that they can 'close' off to other members of the family.

- Don't be afraid to set boundaries for the hours of usage. Teenagers need adequate sleep. We strongly suggest that technology is not stored in the student's bedroom at night.

- Most Internet browsers have a 'History' menu that you can access to allow you to see the sites that they have visited recently.

- Advise your son not to provide personal information on the web or to identify friends or themselves in photos

Ideally, we would all like to simply trust our children but it is good to be more aware of what they are doing and take an interest in what they are accessing on the internet. Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour.

Good advice is available from the Federal Government Cyber Safety website:

https://esafety.gov.au/

"The Australian Government's Cybersafety Help Button provides internet users, particularly children and young people, with easy online access to cyber safety 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."

Cyberbullying

Cyberbullying refers to bullying through information and communication technologies, mediums such as mobile phone text messages, emails, phone calls, internet chat rooms, instant messaging – and the latest trend – social networking websites such as Facebook and Tumblr. Cyberbullying is a fast growing trend that experts believe is more harmful than typical schoolyard bullying. Today most people can be contacted 24/7 via the Internet or our mobile phones/mobile devices.

Victims can be reached anytime and any place. For many children, home is no longer a refuge from the bullies. "Children can escape threats and abuse in the classroom, only to find text messages and emails from the same tormentors when they arrive home."

The school sees this as no different to any other form of bullying and is not accepted.

Boarding Students

Social Media & Online Gaming

Every step has been taken to ensure that boarding students have access to the internet on a more personal and flexible level outside of normal school hours. However, boarding students are still accessing the internet using the college network and therefore still fall under the Student Technology AUP for their own safety and well being. Access to social media and gaming sites are permitted solely at the discretion of the boarding staff and the College is under no obligation to allow students to access sites that are deemed inappropriate for school use.

FAQs

I'm not sure what device to purchase. What does the College recommend?

St Stanislaus utilises the Google apps suite and as such, the Chromebook fits neatly into the current school network and system. The Chromebooks have proven to be more reliable and easier to use than other cheaper tablets or laptops on the market and are harder wearing, which is important within a school setting. In terms of online safety, the use of the Chromebook limits the availability of social media applications, thus reducing student risk and distraction from learning. The Chromebook is a device that can be entirely devoted to learning activities.

How often will the mobile device be used during class time? What will it be used for?

We as a school will place a major emphasis on students using technology to assist and drive their learning. However we also understand that, outside of an educational setting, skills are still required and relied upon to complete everyday tasks. Staff planning their teaching and learning programs will certainly take this into consideration. That students have a device for anytime, anywhere learning to take place, does not necessarily mean they will using their device all day, everyday.

I am thinking of buying a mobile device for my child. Which model should I purchase so it is compatible with school?

The St Stanislaus BYODD Portal will have multiple Chromebook models from which to choose. This is the recommended device for your son at St Stanislaus. If your son is in Year 10, 11, or 12 they may bring their own device providing it complies with the Stannies Technology Program Student BYOD Requirements.

Do I need to buy a protective case for my son's mobile device?

Yes, you will need to purchase a protective case for your son's mobile device. Purchases through the BYODD Portal can bundle a protective case into the cost.

What apps should I purchase and download for school?

The Chromebook comes with access to all of the Google Suite of apps. From time to time, teachers may ask students to download an Add On or extension or software. Any of these apps that cost money will be purchased through the school.

Do I need wireless internet at home?

As modern mobile devices are most effective when connected to the internet, it is recommended. However, you do not necessarily require wireless internet at home. We understand the difficulty with wireless connections, particularly out of town on properties and will keep this in mind when working with the students in class. G Suite applications can update information once re-connected to the Internet after working offline and this can be done at school.

Can the Chromebook open Microsoft Office documents such as Word, Excel or PowerPoint?

Google Chrome can be used to access and edit Microsoft Office documents online. The Google apps suite can edit and save these types of documents. There are minor limitations with heavily formatted documentations and presentations but with a new device comes a new way of working and students will learn how best to work across both Windows and Chrome OS platforms. It is the well-designed compatibility across multiple platforms that is, in fact, what the Chromebook does very well.

BYODD Chromebook Portal (Year 7 - 9)

The school has opted into a Portal arranged by Learning With Technology (LWT). This site is accessible at

http://stannies.orderportal.com.au/

The devices available on the portal that we have specified as a minimum will be sufficient for your child's educational needs. The device has been designed and constructed to military grade specifications, so will be durable enough for most classroom situations.

Other Questions?

Please ask! While we have tried, we may not have thought of everything and we would like you to feel free to ask any questions.