

# Information Technology Programme

The All Saints' College Information Technology Programme will aim to be a vital tool for students and will provide them with the following at school and at home:

- Wireless connection at the College with access to printers, the Internet and our online school management system, *Edumate*.
- Industry-standard software for creating, editing, designing and presenting
- Digital textbooks for many subjects
- Subject outlines, assessment tasks, feedback and results
- Online virtual classrooms, discussion boards and collaborative learning tools as they become available

## **Edumate**

Edumate is a School Management System that can be accessed from any web-enabled device. Edumate allows students access to learning materials, discussion boards and class announcements. Students may also view and submit assignments, access their marks, feedback and collaborate with their peers.

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## Questions and Answers

If you have further questions which are not covered here, please do not hesitate to contact the College via [it@saints.nsw.edu.au](mailto:it@saints.nsw.edu.au)

### ABOUT THE PROGRAMME

#### **Q: Why BYODD?**

A: The College anticipates the BYODD programme will not only provide students with access to expanded, global resources and content but also will give students the opportunity to take ownership of their learning and approach to creative problem solving. BYODD allows teachers to utilise technology knowing that all students will have access to a similar device (laptop) with similar capabilities. BYODD also provides you with the opportunity to select the hardware platform and software that you want your child to use.

#### **Q: Why Edumate LMS?**

A: Edumate is a cloud-based learning management system. It provides the platform from which teachers, parents and students can communicate and share resources using the BYODD devices. The College anticipates that *Edumate* will provide students and parents with real-time access to assignments, homework, resources, marks and teacher feedback through the adoption of this School Management System. Edumate is accessible from any device with a web browser

#### **Q: When does the change to the All Saints' College Information Technology program commence?**

A: Changes to the ASC ICT Program will take effect for all 2017 Year 7 students from the beginning of Term 1, 2017. Existing students in all other years in the Senior School who wish to purchase a laptop and use it in preference to their iPad are welcome to do so from the commencement of the 2017 school year. All students in the Senior School (Years 7 – 12) must have a laptop which meets the minimum specifications for the commencement of the 2018 school year. Year 11 and 12 students in 2017 should use a laptop as the designated device.

#### **Q: Who will be affected by the All Saints' College Information Technology Program?**

A: Students enrolled in Years 7, 11 and 12 in 2017 will be affected by the changes in the IT programme. From 2018, all students will be affected and must have a laptop which meets the minimum specifications outlined in the programme.

### PURCHASING A DEVICE

#### **Q: Which type of device should I buy?**

A: There are two options for device types the College is prescribing for the programme; a Windows-based Laptop or an Apple MacBook.

#### **Q: Can my child use a tablet or iPod?**

These will not be acceptable as student devices under this programme as the primary device. These can be used as secondary devices where appropriate and with permission from the Teacher for teaching and learning purposes such as taking images or video. However, as applicable to all BYODD devices, these will not be covered by the College's insurance policies and the College will take no responsibility for stolen, lost, or damaged devices.

**Q: What are the minimum requirements?**

A: We have included a detailed set of minimum requirements and functionality at the end of this document. We also have outlined recommended specifications to help parents choose the most suitable device. In most cases, if you purchase a new personal laptop computer it will meet these specifications.

**Q: Will the College suggest a model and where can I purchase the device?**

A: Should you wish to, we will provide links through the College website for suggested models and vendors. This will include Windows-based Laptops and Apple MacBooks (including educational pricing) and will be available towards the end of Term 3, 2016. However, you may wish to purchase your device from a local store of your choosing.

**Q: Should I buy insurance?**

A: You should purchase insurance for your child's device and all students should have **Accidental Damage Protection**. Insurance can be purchased through iBroker [www.ibroker.net.au](http://www.ibroker.net.au). The security of the device rests with the individual owner. All Saints' College takes no responsibility for stolen, lost or damaged devices. The College's insurance policies will not cover student devices under this programme. While College employees will help students to identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Q: I have an old laptop at home; can I give this to my child to use?**

A: We strongly recommend that the device your child brings to school is as new as possible so that it meets our minimum requirements and is as functional and reliable as possible. Devices already over three years old will probably not be suitable.

**Q: My children all share a laptop; will this do for the BYODD Program?**

A: Ownership of the device is important and students need '24/7/365' access to their technology. For this reason, it is essential that students have their own individual device.

**Q: Who owns the device?**

A: The school does not own the device in any way. It remains the property of you and your child at all times.

**Q: I have bought the device, now what do I do?**

A: We will provide detailed advice regarding the school-appropriate set up of the device at the start of 2017. In the meantime we recommend your child gets comfortable using the device and avoids installing too many programs or games which take up valuable memory.

**CONNECTIONS****Q: Will the school provide Wi-Fi?**

A: Yes. Whilst the school is open, students will be able to connect to the internet through the College Wi-Fi service when on College premises. Students choosing to stay at school after normal hours for study or homework help will be able to remain online.

**Q: Will there be web-filtering?**

A: When students are on school premises and connected to the internet through the school's Wi-Fi network, web-filtering will be engaged. Inappropriate websites detected to contain age-restricted material, potentially harmful material or illegal content will not be accessible. In addition, Facebook will be blocked whilst on site. When your child is connected to the internet at home, web-filtering will be limited to whatever your internet provider supplies.

**Q: Will my child be able to use 3G/4G connections instead of the school Wi-Fi network?**

A: We strongly recommend that your child uses the school's Wi-Fi service to connect to the internet whilst on school premises and does not use 3G/4G for their primary device. 3G/4G connections can become very costly and are not subject to web-filtering.

**Q: Will my child be able to download songs, movies and other media on their device?**

A: Your child will have local administrator rights to their device and will therefore be able to download and install any program or files they choose. Please be aware that all students have an allocation of a weekly download limit whilst connected to the College Wi-Fi. Therefore students should be browsing internet and downloading resources primarily for education purposes while on campus. All access to Internet resources, email, copyright, etc. on BYODD devices is governed by the College ICT Acceptable Use policy.

## **TEACHING AND LEARNING**

**Q: How will the devices be used in class?**

A: The over-arching objective for the programme is to give students access to a learning tool, which provides students with the opportunity to collaborate, communicate and research on a global level in real time. Currently our teachers deliver various teaching styles which range from setting specific online tasks to giving open-ended tasks where students are expected to find the solution however they can. With the enhancement of our All Saints' College Information Technology Programme this will become more fluid and prevalent.

**Q: What effect will the program have on textbooks and exercise books?**

A: The College will continue to support the use of e-Books across various subjects. The benefit of using an eBook, in addition to the reduction in weight, include the ability to search and enlarge content easily, show links to additional content, interactivity, portability and can be safely transported between school and home. Also, many students may wish to use their device in lieu of exercise books in many lessons – again, this will remain entirely up to students to decide upon but is fully supported by the College. Some subjects may require students to have hard-copy text and exercise books which will be notified via the book list.

**Q: What are the requirements if my child studies specialist subjects?**

If your child is studying a subject in Technological and Applied Studies or Visual Arts, students will have access to specialist software in the computer lab or on College owned laptops. Where possible, specialist software will also be made available to students in these subjects to support project work. If there are any concerns, please contact the Head of Department or class teacher for course specific requirements.

## **DAY TO DAY USE AND SUPPORT**

While developing skills in the classroom, students will become familiar with a variety of troubleshooting skills. There are a number of issues that students will face in general that require some immediate resolution. Our goal is to have students who know their own device and to be mostly self-sufficient.

Students can bring their device to the IT Support office for initial diagnosis in the event of malfunction. If the problem can be easily fixed within 15 minutes then the IT Support staff will do so. Issues that cannot be easily resolved by the IT Support staff, and all repairs, will be the responsibility of the student/family to arrange appropriate repair or replacement of the device. All students should have Accidental Damage Protection Insurance which can be purchased through iBroker [www.ibroker.net.au](http://www.ibroker.net.au). There will be loan devices for short-term loans (up to two weeks) to cover times without a device whilst being repaired.

**Q: What do we do about printing?**

A: Students will be able to print to multifunctional printing devices. Also, students may use the College computers to print. Instructions regarding printing will be provided on the Connection Days. However, the College is taking steps towards becoming a paperless environment and we encourage students to avoid printing unless absolutely necessary.

**Q: Will there be a means of charging the device at school?**

A: Personal devices must be fully charged before school each day and run on battery power while at school. Due to Work Health and Safety issues, charging of devices cannot be provided by the College. We strongly recommend you purchase a device which has a substantial battery life so that it lasts the full school day or a second battery should be purchased.

**Q: What happens if my child's device malfunctions or is broken?**

A: The College IT staff will provide technical support related to the connection to the College wireless network and Internet as well as printing. For software issues, we recommend using the 'help' menu or support feature of the website for the software itself. For hardware issues, you will need to contact a computer Technical Support service or the company where you bought the device. Unfortunately, the College IT staff cannot attempt to repair personal devices, as this will invalidate warranties and insurance policies. The device is owned by you, not the College. As a consequence, the responsibility of the maintenance and updating of apps is the responsibility of students and parents. The College IT department can offer advice and guidance regarding this.

**Q: Will the school provide spare devices while my child's is being repaired?**

A: A bank of College laptops will be made available for students should their device be unavailable due to repairs. These devices will be clearly labelled as College property and the loan time will be restricted to a maximum of two weeks. There will be no charge for this loan. We recommend that, should you anticipate a repair taking more than two weeks, you arrange an alternative spare device for your child.

**Q: Where is the device stored each day?**

A: The student device is to be stored in the student locker when not being used in class. The locker should remain locked with appropriate padlock at all times and the device should not remain on College grounds after the conclusion of the school day.