



MERCEDES COLLEGE

1:World Digital Learning Guide

Bring Your Own Device Information

Contents

Introduction.....	3
Preferred Devices.....	4
Junior School	4
Middle and Senior School.....	4
Purchasing a device.....	5
Technical Support.....	5
Mercedes College ICT Help Desk	5
AppleCare Warranty	5
Extended Warranty.....	5
Insurance.....	5
Repairs	5
Loan devices	5
General College Expectations of Digital Devices	6
Responsible Use.....	6
Internet Usage at School.....	6
Social Networking.....	6
Digital Citizenship	7
Software installation, apps, games and music.....	7
Charging	8
Transporting devices.....	8
Consequences for breach of conditions of use.....	8
Advice for Students - Laptops	9
Software updates.....	9
Printing.....	9
Data storage and Backups.....	9
Laptop Care	9
Advice for Students - iPads.....	10
Updates.....	10
Accessories.....	10
iPad Care	10
Storage and Backup	10
Passcode.....	10
Promoting a Healthy Approach to Digital Technology	11
Internet access	11
Time limits.....	11
Privacy and Supervision of technology	12
Health and Safety Tips	12
Useful Resources for Parents.....	12

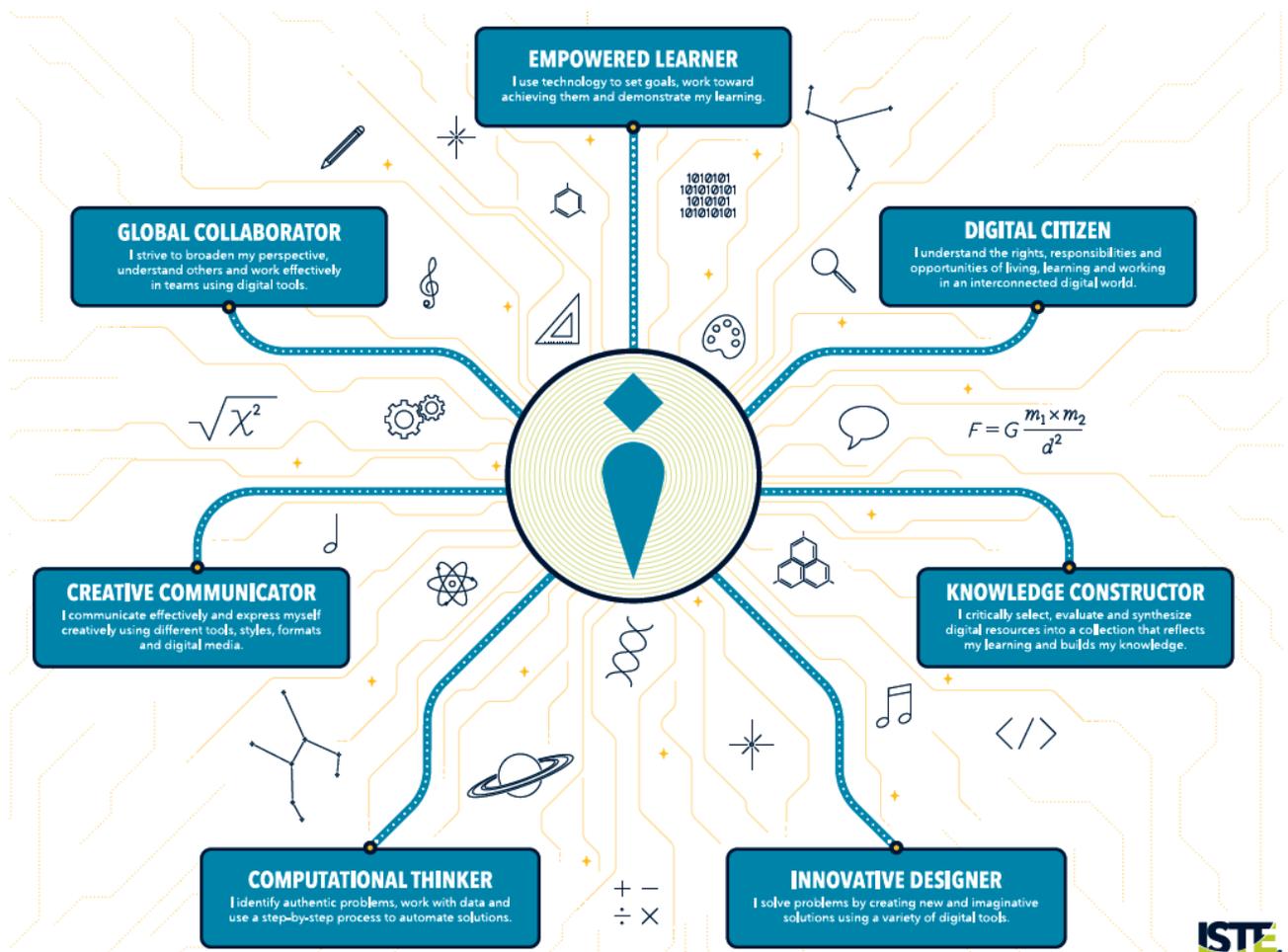
Introduction

Information Communication Technology (ICT) is rapidly becoming a ubiquitous part of a learner's life at school and beyond. Mercedes College's 1: World ("One to the World") digital learning programme aims to inspire creative thinking and collaboration, as well as extend learning beyond the classroom. The integration of technology at Mercedes College is purposeful and allows students to make meaning of its use in authentic contexts. Technology is utilised to provide students with meaningful opportunities to enhance inquiry in creative ways and to support them to participate fully in their learning.

Mercedes College recognises that students today have different needs from those in the past, particularly concerning digital technologies, and we aim to prepare them for a continually evolving digital age. The development of learning and innovation skills such as creativity, critical thinking, collaboration and communication is an integral part of this programme which continues to address the opportunities and challenges that new and emerging technologies are bringing to contemporary teaching and learning.

The Digital Education Advisory Group for Australia (DEAG) report highlights three principles of high-quality learning environments. These are providing students with the opportunities to be involved in meaningful and authentic learning engagements, opportunities for personalised learning and greater student-centred experiences (Digital Education Advisory Group, 2013, p. 27). Mercedes College's Digital Learning Programme aims to enhance these principles through the purposeful use of technology throughout the College.

The International Society for Technology in Education (ISTE) identify 7 attributes of a digital age learner.



It is our educational strategy to provide students at Mercedes College the opportunities to develop these key skills and aptitudes.

This 1:World Digital Learning Guide provides recommendations for devices and processes that maximises these opportunities.

Preferred Devices

Our experiences since the introduction of the 1:World Digital Learning Programme in 2011 have highlighted the need for reliable, adaptable and developmentally appropriate devices and resources to engage teachers and learners.

For this reason, **Apple** devices have been identified as ideally suited to our educational strategy and therefore are identified as our preferred platform.

Students may, however, opt for alternative devices which meet the minimum requirements and specifications outlined below.

Junior School

The **Apple iPad** is the preferred device for students in the Junior School. Other tablet devices may be suitable but smartphones, iPad minis and iPods are **not** acceptable devices.

Students in Reception to Year 2 will be provided with 1:1 College-owned iPads within classroom environments.

In Years 3 to 5, students will be required to bring a parent-funded Pad which meets or exceeds the following device specifications.

- iPad 10.2" 32Gb Wi-Fi

Accessories required:

- Wireless Keyboard
- Protective cover and/or sleeve
- Screen Protector

Optional Accessories:

- Apple Pencil

Alternative tablets must meet the equivalent hardware specifications and be able to run the list of core and recommended applications for Years 3- 5 (see [FAQ document](#)).

Middle and Senior School

Students in Years 6 to 12 will be required to bring a parent-funded laptop.

The **Apple MacBook Air** (13.3") is the preferred device in the Middle and Senior Schools.

Non Apple laptops meeting the following specifications are also acceptable.

Intel Core i5 Processor
8GB RAM
128GB Hard Drive
Wi-fi

7 +hours battery life
Minimum screen size 13"
Operating system Windows 10 or MacOS
Sierra
Devices should be under 2kg in weight

Smartphones are **not** acceptable devices.

A device enrolment process will occur at the start of the school year to set up devices for use at the College.

The College will provide a subscription to Microsoft 365 which includes all the Microsoft Applications and 1 Terabyte (TB) of cloud storage which will be the backup mechanism for students.

Purchasing a device

A parent portal has been established with CompNow to facilitate purchasing devices that meet the minimum device specifications of the College. CompNow provide a choice from a select number of College-preferred devices as well as an extended 3-year warranty on MacBooks. Any purchase through CompNow is a transaction between CompNow and parents, with ownership of the device residing with parents.

This portal can be accessed at <https://shop.compnow.com.au/school/mercedes-college>

Please note that the College receives no financial benefit from this arrangement.

Parents are able to purchase both Windows and Apple devices from retailers including JB Hi-Fi, Officeworks and Harvey Norman. Parents will be responsible for arranging any required repairs and ensuring minimal disruption to learning. Please ensure that the minimum device specifications are met.

[See FAQ document](#)

Technical Support

Mercedes College ICT Help Desk

The ICT Help desk can be contacted between 8.00am and 4.30pm Monday to Friday on 8202 9432.

Students can seek assistance from the Help Desk throughout the school day for advice on using their device within the College environment.

AppleCare Warranty

Most Apple hardware comes with a one-year [limited warranty](#) and up to [90 days of complimentary technical support](#). To extend your coverage further, purchase AppleCare+ or the AppleCare Protection Plan. AppleCare+ may be purchased with MacBooks and iPads. AppleCare+ provides up to two years of expert technical support and additional hardware coverage for from Apple, including up to two incidents of accidental damage.

Parents are advised to check the coverage of AppleCare + Protection Plans on the Apple web site. The following links are provided for your convenience but may be updated.

AppleCare for Mac <http://www.apple.com/support/products/mac.html>

AppleCare + for iPad <http://www.apple.com/support/products/ipad.html>

Terms and Conditions

Mac <http://www.apple.com/legal/sales-support/applecare/appmacapacen.html>

iPad http://www.apple.com/legal/salesupport/applecare/applecareplus/docs/applecareplus_au_tc.html

Extended Warranty

When purchasing a device for your child, you may wish to consider a 3-year warranty or period of cover to safeguard your investment. Most retailers offer competitive deals/bundles when incorporating this into a device before payment.

Insurance

Please note that student devices are not covered by the school for damage, loss or theft. It is recommended that parents explore what their Home & Contents Insurance covers and if insurance is required, parents can select an insurance option when purchasing a device from most retailers.

Repairs

For all devices purchased, parents are responsible to source appropriate repairs.

Loan devices

Loan MacBooks and iPads may be available from the ICT Help Desk in approved circumstances such as when a device is being repaired. A copy of repair job details should be provided to authenticate requests for a loan device. Short term loans will not be made in circumstances such as when a student does not bring their device to school or when the battery goes flat. Devices will only be available for short term loans. Loan fees may apply for extended periods.

General College Expectations of Digital Devices

These general expectations should be read in conjunction with the ICT Acceptable Use Policy (available on the Mercedes College website) and includes the obligations of students and the responsibilities of staff and parents/caregivers.

Responsible Use

- Students must take the device to all lessons unless the teacher has requested otherwise. Teaching and learning programs will make use of the device to benefit students' learning: to assist in inquiry, collaboration and new ways of demonstrating knowledge. As such, while using the device during lessons students will be on-task as directed by their teacher
- Off-task behaviour will be deemed at the discretion of the teacher who will apply consequences in line with Mercedes College's Policy on Personal Responsibility
- The use of the device is on the understanding that students will follow teacher instructions and access applications and files in safe and ethical ways. Students must not disrupt the smooth running of any College ICT systems nor attempt to hack or gain unauthorised access to any system. Students need to be aware that the College's wellbeing and behaviour management processes extend outside of College hours and off site
- Any images or material on privately owned equipment/devices, such as a mobile phone or USB/portable drive must be appropriate to the College environment
- Consequences for inappropriate use will be in accordance with Mercedes College's Policy on Personal Responsibility. Where a student is suspected of an electronic crime, this will be reported to the South Australian Police

Internet Usage at School

According to Mercedes College ICT Acceptable Use Policy, students may access the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material. This includes:

- distributing spam messages
- accessing or distributing malicious, offensive or harassing material, including jokes and images
- bullying, harassing, defaming or giving offence to other people
- spreading any form of malicious software (e.g. viruses, worms)
- accessing files, information systems, communications, devices or resources without permission
- use for personal financial gain
- using non-approved file sharing technologies (e.g. Torrent)
- using for non-educational related streaming audio or video
- using for religious or political lobbying
- downloading or sharing non-educational material

While Mercedes College will make every reasonable effort to provide a safe and secure online learning experience for students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that students will not be exposed to inappropriate material.

Social Networking

Under certain circumstances social networking sites may be beneficial for learning. However, in many instances social networking sites can be a distraction and potentially unsafe. Therefore, students must seek permission from their teacher or parent/caregiver before accessing social networking sites. Many social networking sites require users to be at least 13 years of age.

School Internet filters are configured to block most social networking sites. However, students may have access to these sites through their own personal cellular enabled devices. Students should note that using social networking sites without permission during lessons will be deemed by their teacher to be off-task and will be subject to consequences according to the ICT Responsible Use Policy and the Policy on Personal Responsibility.

Digital Citizenship

Digital Citizenship is the concept of educating students about how to use technology appropriately. This consists of several themes including

- appropriate online etiquette
- literacy in how digital technology works and how to use it
- an understanding of ethics and the law as it relates to technology
- the elements of cyber hygiene
- knowing how to stay safe online (cyber safety)
- advice on health issues relating to the use of technology

Key expectations include:

- students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information such as financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others
- students must use their school e-mail address for communication with teaching staff and to access all relevant curriculum applications
- students must use the digital media or equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke
- students must not forward inappropriate material to others
- students should never respond to messages that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher
- students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable
- parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow cyber-safe strategies

We encourage you to support positive and appropriate use of technology by:

- Communicating with your child about respectful online gaming
- Keeping all technology out of bedrooms and bathrooms at home, charging devices in a communal area each night, and turning off Wi-Fi at night
- Establishing a family contract or set of rules for technology use
- Encouraging your child to access social networking and online gaming sites that are age-appropriate

Software installation, apps, games and music

Students will be able to install software or applications provided they have acquired a legitimate license and are educational in nature or have a direct relationship to student learning. Under no circumstances may software and files be installed without the appropriate license. Students doing so will be liable to prosecution.

Non-educational software, apps, games and music are **not recommended** on personal devices used for education as they will unnecessarily drain the battery and use space on the device impeding its use for learning.

Students must understand their responsibilities associated to intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used. To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law. Installation of software and files without appropriate licences may lead to police prosecution.

Students using non-educational software and files during lessons will be deemed by their teacher to be off task and will be subject to consequences according to the ICT Responsible Use Policy and the Policy on Personal Responsibility.

Charging

Students are expected to charge their device at home and bring it to school every day ready for use.

Students must not bring their charger (power adapter) to school as it may be easily damaged or lost and may cause a safety hazard when plugged in to the wall socket.

Transporting devices

Care must be taken when transporting devices to and from school and between lessons.

- The device should be placed in its protective shell and transported to and from home in students' schoolbags
- The device should never be left in any unsupervised area. When the device is not in use it should be locked in students' lockers
- Drink bottles should not be transported in the same bag as the device
- Do not bring attention to yourselves by displaying the device in public. It should be concealed in the school bag at all times between school and home
- When moving around the school students should carry the device in its protective shell and/or a carry case at all times
- Students are advised to not carry their device with the screen open

Consequences for breach of conditions of use

Students who attend school without a device ready to learn will be subject to consequences as per the school's Policy on Personal Responsibility

The Head of School will investigate any breach of the ICT Acceptable Use Policy and other conditions of use outlined in this document

Parents will be notified of investigations and involved in the determination of appropriate consequences

Advice for Students - Laptops

Software updates

Students are encouraged to perform software updates on the devices at least once per month in order to install the latest virus definitions and security items. It is recommended that devices be re-started regularly to ensure updates are implemented.

Printing

Staff and students are encouraged to transmit work electronically and lessen the need to print documents.

Students are able to print to a number of printers through the wireless network.

Data storage and Backups

Students are recommended to use an external hard drive and backup files regularly. The hard drive must not be brought to school as it may be easily lost or damaged.

One Drive is a cloud-based storage system through Microsoft 365 that can be effective for sharing and backing up files.

External hard drives can also be attached to wireless routers in the home to enable 'cloud' style sharing and storing of files.

Laptop Care

Students are encouraged to protect devices from damage as much as possible. Clip-on shells are useful not only to protect the device from impact damage but enables personalisation of devices.

The following general principles of care should be considered:

- Food or drink must not be next to the device when in use
- Cords, cables, and removable storage must be inserted into, and removed from the device carefully
- Do not lean on the top of the device and place anything in the case that will press against the screen
- Avoid poking the screen
- The screen may be cleaned with a soft, dry cloth or anti-static cloth
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or headphones)
- Close the lid with two hands, one on either side of the lid.



Advice for Students - iPads

Updates

Students are encouraged to regularly update their iPad to ensure they have the latest iOS and updates for apps.

Accessories

Students are required to have a labelled set of headphones with them at school. Headphones are included on the student booklist and we encourage you to retain the headphones from the previous year, rather than purchase new ones. These headphones will mainly remain at school but may go home if an activity requires the use of headphones. Consideration may be given to keeping a spare set at home to use.

A Bluetooth keyboard is an important accessory to help students develop keyboarding skills. Students must take responsibility for charging and securely storing the keyboard.

iPad Care

Please ensure the iPad and all accessories are clearly labelled with your child's name and class.

Students are required to have a **protective cover**. Not all covers are the same. Please ensure that the cover protects the screen, each of the corners and the back of the iPad.

Handle your iPad with care to maintain its appearance. To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button, and then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, abrasives, or cleaners containing hydrogen peroxide to clean iPad. iPad has an oleophobic coating on the screen; simply wipe iPad's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

Storage and Backup

Students are encouraged to delete data no longer required on the iPad in order to keep the memory as free as possible. The iPad should be synced regularly with iTunes on a home computer.

Passcode

A passcode should be set for the students to secure their iPad when not in use. It is recommended that parents record this passcode in case the iPad is accidentally locked by your child.

Promoting a Healthy Approach to Digital Technology

Dr Michael Carr-Gregg, a respected psychologist, supports the importance of parental controls of technology. However, he does not intend this as a punitive approach but more an opportunity to protect children from inappropriate material and help children understand the impact of technology. He believes that, while children today may be “tech savvy”, they still need parental guidance to be “life savvy”.

We therefore recommend parents/guardians regularly discuss appropriate use of technology at home with their children. This should be an opportunity to engage in positive, constructive discussions that encourage responsible and ethical use of technology as part of the growing awareness of a growing digital world.

Internet access

The learning programme at Mercedes College is increasingly requiring students accessing the Internet to obtain resources or complete learning tasks. Your children should be able to show you the task to assist in validating the sites. The College uses ManageBac as the main curriculum and learning management tool. Parents can arrange access to their children’s learning programme on ManageBac to further assist in discussing whether the use of technology and the Internet is appropriate to the learning expectations.

Michael Carr-Gregg recommends limitations on Social Media for children under 13 years of age as they are not able to manage their digital footprint. For other children, he advises a simple message regarding to posting content on Facebook and other social media: Don’t post anything that you don’t want the 4Ps to see- parents, police, predators and your principal!

Some discussion points might include:

- Homework plans clarifying tasks which require Internet access
- Alert processes should inappropriate content be accessed
- What social media will be acceptable? (at what ages?)
- What are the dangers of social media?
- How to deal with cyber bullying

Time limits

Michael Carr-Gregg is also a strong supporter of balanced time. Limits on technology use are more about opening opportunities for physical activity or discussions with the family. Higher amounts of technology use may be justified in some circumstances depending on the learning being undertaken by the student. Rather than impose specific time limits, therefore, it is important to use these opportunities to remind students of the need to balance technology with physical activities. Michael Carr-Gregg suggests for every hour of technology use, children should engage in two hours of physical play.

To support a positive approach to limited late-night use of technology, Michael Carr-Gregg suggests establishing a common location where all family devices are placed for charging overnight. This removes the temptation to have devices next to the bed overnight and encourages a routine that ensures devices are ready for use the following day.

Discussion points might include:

- Is technology always needed for homework?
- How is the technology being used for general organisation?
- Are there times of day that technology should be put aside? (e.g. dinner time, after 10pm, etc)
- When can your child use the technology for personal use?
- What special considerations are made for weekends and holidays?

Privacy and Supervision of technology

All students will use technology in different ways and in different locations. As part of family discussions, it is useful to include the topic of personal privacy. We want students to take responsibility for their technology use and feel it is important to respect their privacy. However, these needs should be balanced with parental rights and obligations to ensure their children are safe.

Parents are encouraged to monitor their child's iPad and/or MacBook and provide their child with feedback about its cleanliness, appropriateness of data stored on it and general condition. Restrictions can be set on devices to help manage content accessibility.

Discussion points might include

- Development of appropriate digital citizenship responsibilities
- How to manage passwords
- What restrictions are appropriate?
- Should devices only be used in common areas?
- What are the conditions in which children might study in their bedroom?
- What level of privacy is expected? Should parents have access to passwords?
- Should parents be Facebook/Instagram "friends"? What happens when friends come over?
- What parental controls should be implemented?

Health and Safety Tips

As with any activity, staying in one position for extended periods is not ideal.

- Take breaks often. Look around the room, stand up and move a bit.
- Do a variety of stretches to keep you limber - particularly for your neck and shoulders.
- Switch positions. With portable devices, you can switch positions from sitting at a desk, laying down, sitting up, leaning back or even standing. Be aware of your posture and change it up a little.
- Work in an environment free from glare
- Don't use the device while walking
- Adjust brightness as required

Useful Resources for Parents

- School TV resources and advice <https://www.mercedes.catholic.edu.au/community/schooltv/>
- The office of the eSafety commissioner's website <https://www.esafety.gov.au/>
- Facebook Family Safety Centre <https://www.facebook.com/safety>
- Australian Government Stay Smart Online www.staysmartonline.gov.au
- Bullying No Way! www.bullyingnoway.gov.au
- Kids Matter <http://www.kidsmatter.edu.au>
- Media reviews and age guidelines <http://www.common sense media.org/>
- Australia's Physical Activity and Sedentary Behaviour Guidelines <http://www.health.gov.au/internet/main/publishing.nsf/content/health-publth-strateg-phys-actguidelines#apa512>
- Raising Children website - good video on parents and kids discussing screen time / access http://raisingchildren.net.au/articles/screen_time.html
- Dr Kirsty Goodwin's Blog for Parents - <https://drkristygoodwin.com/blog-parents/>
- Susan Mclean's Facebook Page - <https://www.facebook.com/the cybercop/>