



MERCEDES COLLEGE

1: World Digital Learning Guide



where students
flourish

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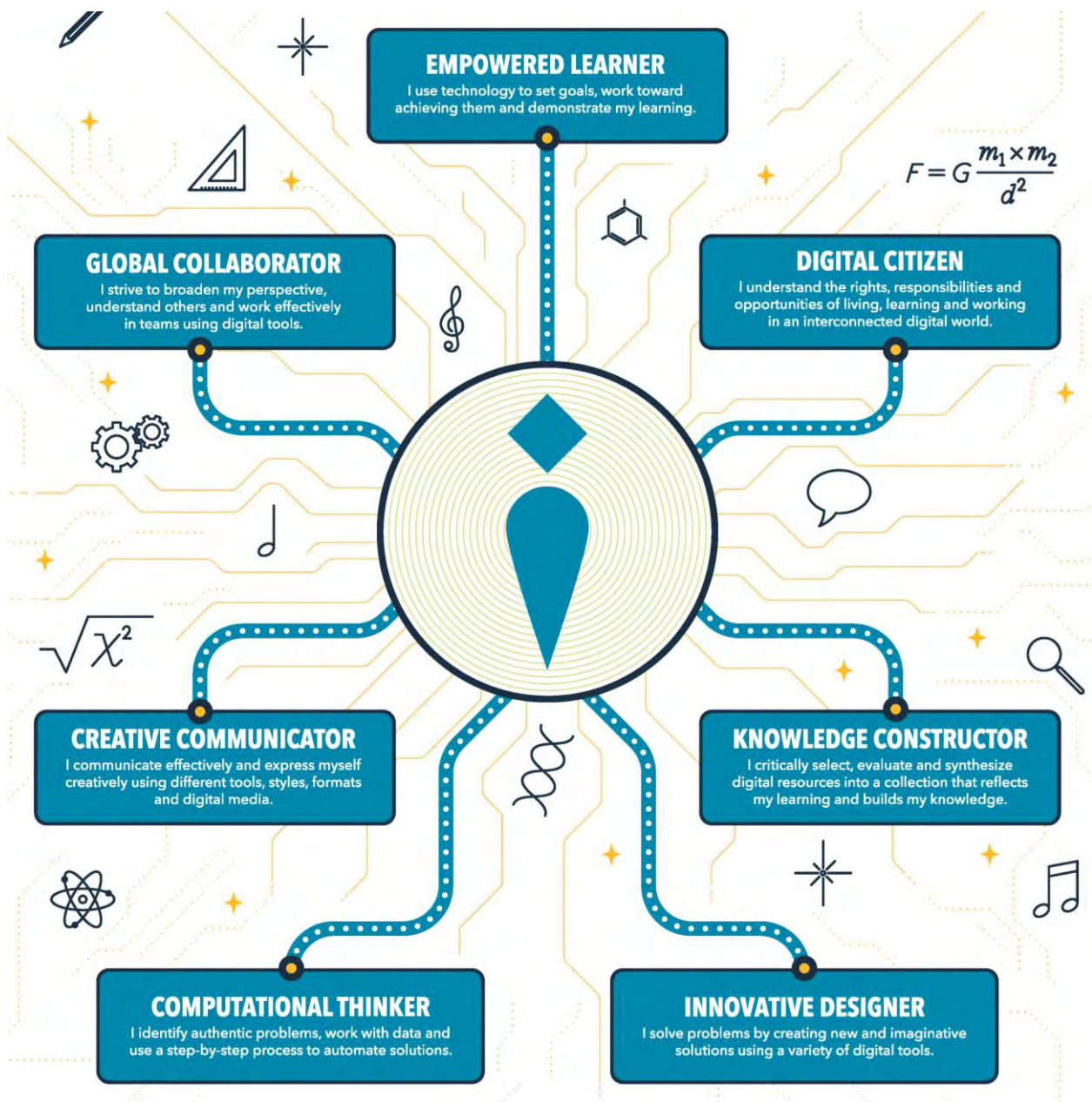
Introduction

Technology is 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 International Society for Technology in Education (ISTE) identifies seven 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.

This is known as the Bring Your Own Device (BYOD) system.

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 suitable 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 iPad which meets or exceeds the following device specifications.

- iPad 10.2 " 64Gb Wi-Fi (9th Generation)
(We strongly recommend the WiFi only model to reduce costs to parents and ensure internet usage at the College is filtered). This model still has a headphone jack.
- Wireless keyboard, protective cover and/or sleeve, screen protector, and headphones

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 to 5.

A list of required apps to be downloaded is provided on the Mercedes College website.

Middle and Senior School

Students in Years 6 to 12 will be required to bring a parent-funded laptop suitable to meet learning demands of a normal school day.

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.

macOS

Windows

Processor	Apple M1 chip	Intel Core i5 2.2GHz; AMD A6 1.8GHz
Operating System	OS X 10.14	Windows 10
Memory	8GB	8GB
Hard Drive	120 GB SSD (solid state drive)	120 GB SSD (solid state drive)
Display	13.3" screen with 1920x1080 screen resolution	14" screen with 1920x1080 screen resolution
Battery Life	7+ hours	7+ hours
Wi-Fi	802.11ac or better	802.11ac or better
Webcam	User facing, inbuilt microphone and speakers	User facing, inbuilt microphone and speakers

Devices should be under 2kg in weight. Earphones are recommended.

Smartphones are not acceptable learning devices

All BYOD are set up on campus at the start of the school year. We 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.

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.

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 and Contents Insurance covers and, if insurance is required, parents can select an insurance option from most retailers when purchasing a device.

Loan devices

Loan MacBooks and iPads may be available on a short-term basis from the ICT Help Desk in approved circumstances, such as when a device is being repaired. 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

Charging

- Students are expected to charge devices at home
- Students must not bring their charger/power adapters to school
- Charging facilities are available in the library and senior study for emergency charging

Internet Usage on Campus

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
- using VPNs to bypass College internet filtering

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.

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
- Students should not bring attention to themselves 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 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 can print to a number of printers through the wireless network.

Data storage and Backup

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.

OneDrive 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 all apps.

Accessories

Students are required to have a labelled set of headphones with them at school.

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 an 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.

Data Storage and Backup

Students are encouraged to delete data no longer required on the iPad 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/caregivers 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 SeeSaw, SEQTA and ManageBac as the main curriculum and learning management tools.

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 is acceptable (and at what ages)
- possible 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:

- whether technology is always needed for homework
- how the technology is being used for general organisation
- times of day that technology could be put aside (e.g. dinner time, after 10pm, etc)
- when your child can use technology for personal use
- special considerations 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 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
- managing passwords
- any appropriate restrictions
- whether devices should only be used in common areas

- conditions under which children may study in their bedroom
- expectations around levels of privacy and whether parents should access passwords
- whether parents should be Facebook/Instagram “friends” and what happens when friends come over
- parental controls that could 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-pubhlth-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/>