



# MacBook Program Guidelines

## Overview

Sacred Heart College is committed to providing learning environments that will engage students and give them independence and flexibility in their learning.

We believe that students should be able to share learning experiences with their classmates and the wider community. This philosophy has strong links with the International Baccalaureate (IB) Middle Years Program (MYP) which all students from Years 7 to 10 are immersed in at Sacred Heart College.

### IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organisation works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### IB Learner Profile

The aim of all IB programs is to develop internationally-minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

**Inquirers** - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** - They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** - They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

**Communicators** - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** - They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Experience shows us that the above characteristics can be enhanced and extended through the use of technology and as such Sacred Heart College has introduced a one-to-one MacBook program. The program aims to expand the learning environment beyond the walls of the classroom in order to give students the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible.

One-to-one learning allows every student access to their own laptop computer in a wireless environment, allowing them to learn at their own pace and ability levels. One-to-one initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students to succeed in the new digital economy.

In the one-to-one program, students' access to a laptop and the Internet enables them to be self-directed and receive highly personalised instruction. Students use their personal devices to do research, homework, problem-solve, team projects, email and academic coursework. At the same time, they gain valuable 21st century skills that will be beneficial throughout their lives and careers.

Students in one-to-one laptop programs use computers more often and for a wider array of purposes than do students with less ubiquitous access to computers. They possess greater levels of technological literacy and most often use productivity and design tools in ways that are integrated into other classroom activities and assignments.

This style of learning reflects real life situations found in today's workforce.

## Using the MacBook + iPad Mini

As the MacBook Air and iPad (Year 7 only) will be operated by the student for the majority of the time, it is important that a number of guidelines be established to ensure basic maintenance, backups, etc are performed. The expectations of the program for families are as follows.

### iTunes Store and Apple Accounts

The iPad mini requires the use of an Apple iTunes account to download content and register the device. It is important the following guidelines are followed:

- Students should create a new iTunes account using their school email and password.
  - **Parents should NOT link their credit card to their daughter's account. Linking your credit card will allow instant purchases to be made without entering the card details again.**
- iTunes cards can be purchased from all major retailers should you wish to purchase Apps, music, etc.
- All installed Apps should be of an educational nature.

### Basic Maintenance

The basic maintenance of the laptop is the responsibility of the student.

- A basic hard drive check can be performed by the student. This should be done at least once a term.
- Students will have 'administrator rights' on the MacBook enabling them to install printers, set up home internet as well as software which may be purchased separately.

### Backups

Backup of important files on the laptop is the responsibility of the student. If a student's MacBook has a hardware or software fault the College will maintain a set of loan machines enabling the student to continue their work. The problem is that the student's existing work will not be on the loan MacBook, however if a backup has been done her work can still be accessed easily. It is important to complete this task regularly.

- The MacBook comes with extremely easy to use backup software called Time Machine which will automatically backup nominated files when an external drive or USB 'thumb' drive is connected.
- The family has the option to purchase a backup drive at any time.
- USB 'thumb' drives can be used as the backup media.
- Students should ensure that this process is completed regularly. Time Machine will automatically warn the student if a backup has not been completed recently.
- Every student also has access to Google Drive, an online file storage system. This can be used to automatically backup important files.

### Battery use / Charging

To ensure the MacBook and battery are well maintained the following guidelines should be followed.

- Students should bring their MacBook to school fully charged.
- Batteries should not be allowed to completely drain as this can lead to lost work and damaged files. A warning will appear to inform the student when the battery is very low and to shutdown as soon as possible.
- The MacBook power charger should be left at home and not brought to school.
- There are a number of charging stations in the Learning Centre which are available to all students.
- Students will learn strategies to maximise their battery life whilst at school.

### **Treatment of the laptop**

The MacBook is a durable machine designed for the education market, however it still needs to be treated with care.

- Students should not 'decorate' the MacBook or laptop bag with stickers, labels or pen/texta and should not remove the identification tags of the MacBook.
- Laptops should **never** be left in lockers overnight. Laptops can be stored in the Learning Centre if the student is unable to take them home due to a valid reason, eg After school sport, etc.
- Cleaning chemicals should never be used to clean any surface of the MacBook.
- The MacBook and iPad are the responsibility of the student at all times. If either device is placed in a position where damage could occur the responsibility belongs to the student for repairs or damage caused.

### **Acceptable use and Internet Policy**

- Sacred Heart College has a number of ICT policies including: An Acceptable Use and Internet Use policies. Each policy is available from the College website <http://www.shcgeelong.catholic.edu.au>. All students are expected to comply with these policies.

### **Repairs and Warranty**

Sacred Heart College has an Apple Authorised repair center located at the College. This means repairs can be completed on-site, allowing a fast turn around for the MacBooks. Together with this a number of loan machines will be made available to students while repairs are being completed.

- A three year warranty covers the MacBook and power supply for mechanical faults.
- The Battery is covered for failure or defectiveness for three years or 1,000 cycles however it does not include degradation over time.
- During repair a Sacred Heart College MacBook will be loaned to the student, enabling them to continue with their work. **Whilst in the care of the student the loan MacBook is the sole responsibility of the student and any damage to the loan MacBook will be repaired and the cost passed on to the family.**

### **Compulsory Comprehensive Insurance**

The MacBook program has a comprehensive insurance component which covers the MacBook against theft, damage and any repair costs which may be incurred. Repairs claimed under the insurance program may use reconditioned parts. Replacement machines may also be reconditioned computers with corresponding warranty. All parts and reconditioned computers are fully tested by Apple Authorised repairers. The excess on any claim is \$250. The cost of this insurance is \$250. This one off payment covers the MacBook for three years and can be paid via any of the following methods;

- Pay online via TryBooking (link on Welcome Page site)
- Pay with cash on the collection day. (Please note you may experience delays if large numbers of people are waiting).

***Please bring your receipt to the collection day as proof of purchase.***

***The insurance policy covers both the iPad and MacBook (Year 7) or MacBook (Year 10) whilst in Australia ONLY. If you intend to take any device on an overseas trip (including school organised trips) the devices must be covered by your travel insurance.***

## The Financial Process

Each year students in Years 7 and 10 enter the SHC MacBook program. Each program lasts three years and once completed a \$10 residual is charged via the school fees and the MacBook becomes the property of the family. Each year the family is asked to contribute financially via the College fees, while the College will contribute the remaining costs, including support, etc. The staff at Sacred Heart have also been working towards a 'digital curriculum', reducing the need for families to purchase some text books on the booklist, therefore reducing the overall cost.

### Payment methods

- The family contribution will be included in your child's total fees. There are several methods of payment including Direct Debt, Credit Card and Bpay. We offer monthly payment or other payment terms may be accepted upon application to the Business Office.

### Financial Assistance

- As with all College fees, if financial hardship exists you must contact the Business Office on 5221 4211 to arrange for a confidential appointment to discuss your circumstances.

### Leaving the College before the end of three years

- Should a family begin the 1:1 program in 2018 and leave the College before the end of three years the family can;
  - Complete the remaining Family contributions and take ownership of the MacBook
  - Return the MacBook in good condition to the College
- If the MacBook is not returned in good condition the cost of repairs will be the responsibility of the family.

## Classroom Practice

The biggest area of change when implementing this type of program is undoubtedly classroom practice. Teachers no longer have to wait to book technology or send students to collect laptops, they can immediately and seamlessly engage their students with a range of learning resources. Students in Humanities studying Germany can instantly access information about the country from Wikipedia then use Google Earth to conduct a 'virtual excursion', viewing up-to-date satellite imagery, weather information, 3D models of landmarks, etc. Students in Japanese can use online translation tools to have words read in English then Japanese, use 'live' translation tools to convert the news of the day into Japanese and analyse the results. The possibilities are endless.

### Integration into the College Curriculum

The staff at Sacred Heart have been working towards a curriculum which facilitates delivery of content via technology. The weaving of technology through each Key Learning Area (KLA) has been a process which has been occurring for many years. Students can:

- Access resources posted by staff on the college Intranet.
- Communicate via chat, forums and blogs with their teachers and classmates.
- View videos relevant to the activities in the classroom.

### Practical Classes

During the day there will be times when the MacBook will not be required for classes, for example Physical Education practical classes or some Science practical lessons. The students can leave their MacBook;

- in their locker.
- in the Learning Centre where it can be charged (limited spaces are available).
- in a designated 'safe' area within the Science laboratory, O'Dwyer Centre or Food Technology Centre.

## **Other technologies to assist Teaching and Learning**

The College has been busy ensuring teachers have a variety of tools to effectively promote the use of ICT within their programs. A number of initiatives have been undertaken;

### **Intranet**

- The College Intranet has enabled staff to provide resources to students, gather feedback, host online discussions and a number of other contemporary learning resources. Students have access to a host of information and resources and communication tools connecting them with classwork and their teachers.

### **Projectors**

- Each homeroom and most practical areas within the College have been fitted with a projector and speakers. This enables teachers to instantly share their screen with the entire class without having to book and set up equipment. Students will also have the ability to connect their MacBook to the projectors for presentations, etc.

### **Books and online resources**

- A significant amount of planning has occurred to provide many digital resources for students including textbooks online. The Mathematics faculty, for example provides Pearson and Maths Online, a series of online reinforcement and revision tools for students and two different text books, both available via the College Intranet.

## **Having a laptop at home**

Some families may not already have a computer in the home and it is important to be aware of some good practices when young people are using technology, especially the Internet. Whilst the majority of Internet activity is positive, care must be taken especially when young people are new to the experience or the home has a wireless network enabling multiple devices to simultaneously access the Internet from various locations.

We recommend the following as a guide for families:

### **General Advice adapted from ACMA CyberSmart - <http://www.cybersmart.gov.au>**

Internet safety is equally important in the home, the library and other public places. By planning to be cybersafe in any location, children are most likely to enjoy fun and rewarding online experiences. There are four key steps to cybersafe practices in the home:

» **educate**

» **empower**

» **make the computer safe**

» **supervise.**

The four work together towards positive and safe online use. The aim is not only to protect children but to help them learn to make good decisions.

**Educate**— an essential part of keeping children safe is making them aware of risks, and talking to them about how to avoid potential problems. Visit the Cybersmart website for internet safety information and educational programs suitable for children's use.

**Empower**— encouraging and supporting children is a positive step towards making them feel confident in their internet use. Children need to know they can make the right choices. They also need to know they can talk to a parent if something happens online that makes them feel uncomfortable.

**Make the computer safe**— one of the most practical ways to help children stay safe online is to set up the home computer with an internet content filter and other security software.

**Supervise**— children may behave differently online, than they do in person, so it's important to be involved. By placing the computer in a family area, supervision becomes easier. It is widely accepted that computers should not be located in the student's bedroom.

## **Using the internet safely at home**

### ***Before starting:***

- » talk with the family about the importance of staying safe online and having an internet safety plan
- » teach children how to use the internet safely. Use an educational program suitable for the child's age
- » learn about the internet and the types of internet services children use. Check with the local public library to see what courses are offered.

### ***Set up correctly:***

- » determine if your internet service provider can assist with advice for staying safe online. If not, switch to one that can
- » look at where the computer is set up. If it is in a bedroom, move it to a public area of the house where it's easier to supervise
- » make sure safety software is installed on the computer. This may include an internet content filter and other security software such as anti-virus programs, spyware and adware
- » use a safe search engine for all web searches. For example Google Safe Search, Victorian Government EduSearch.

### ***Create family guidelines:***

- » discuss with children the benefits and risks of going online and offer support if they get into trouble
- » create an internet safety contract with children, setting house rules for internet use.

### ***When online:***

- » stay involved in the child's use of the internet and new technologies. Work with them. Set up an account, join the child's 'friends' and see what they are doing. It can be a fun experience for parents too
- » help the child set up their profile to make sure that they don't put too much personal information online
- » check the privacy settings for internet services and see how to report abuse. Many social networking, virtual networks and gaming sites have facilities to do this
- » supervise and monitor the use of the internet, particularly with younger children. If issues arise, address them quickly and know who to report problems to
- » above all, keep the lines of communication open. Children need to be confident that they can talk to an adult about what's happening, without being afraid that they're automatically going to get into trouble.

## **Additional guidelines.**

### **When using social networking, befriend your daughter or ask another trusted adult to.**

If you are concerned about the use of social networking on your daughter's MacBook and feel comfortable, you should ask to become an online 'friend'. You then can see their activity online as would their 'normal' friends. A simple rule for young people online is that if you wouldn't want your family to see it don't post it!

### Use the MacBook in common areas.

Students should be encouraged to complete their homework in a common area of the home if possible. This allows parents to easily monitor the student's Internet use and provide assistance when necessary.

With wireless access to the Internet in most homes parents may wish to leave the power charger in a common area of the home. This will ensure that MacBook is not left in bedrooms overnight and it will be charged for the next school day.

### Check the browsing history.

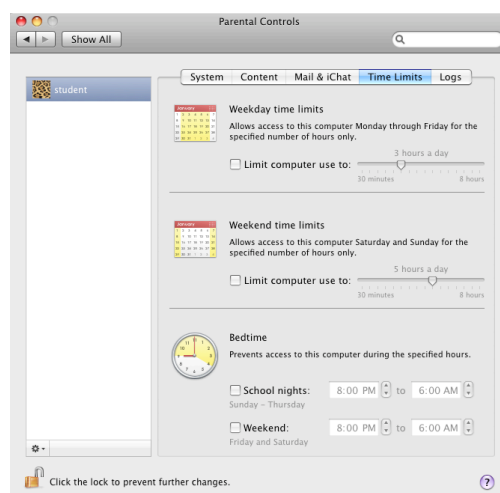
Families should be aware of the ability to look through the browsing history of the computer. Both Safari and Firefox keep a 'trail' of the recently visited sites which can be easily accessed from the history menu. The Parental Controls (see next section) of the MacBook also can track the usage of the Internet.

### Additional Internet Controls.

The College can install software on student's MacBooks to provide greater controls over Internet access. Time limits, can be enforced, Social Networking sites can be filtered and a number of other controls can be installed. This system is a subscription based service which costs \$45 per year. Please contact the Learning Centre staff for more information.

### Disabling or reducing the ability of the computer when necessary.

The College can enable Apple MacOS X Parental Controls when requested by families. This can assist by limiting the number of hours the MacBook can be used, reporting on usage and more. The image to the right shows the settings that can be configured on each MacBook.







**Sacred Heart College**  
G E E L O N G

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## **Sacred Heart College Macbook Program**

### **College/Family Agreement**

The Sacred Heart College MacBook program is an exciting opportunity for our students, staff and families. Participating in this initiative requires the acceptance of the following conditions:

- The student and family agree to abide by the College Acceptable Use and Internet Policy.
- The family agree to the financial commitments outlined.
- The family consent to a loan computer being made available to students during repairs to their MacBook.
- The student and family agree to abide by the conditions set out in the Program Guidelines document.