



ST STANISLAUS' COLLEGE

Year 7 Technology Program

Information Handbook

Overview

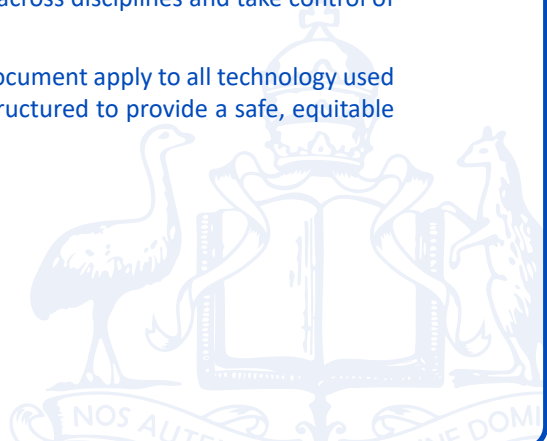
The focus of the technology program at St Stanislaus' College is to provide tools and resources to the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future and one of the learning tools of 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 enables the teacher to be a facilitator of learning, empowering your son to learn in the ways that suit him. Effective teaching and learning with technology supports and enhances the curriculum.

In the Stannies Technology Program, each student will attend the College with his 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 have access to a range of tools that assist in making learning richer, more engaging and collaborative. St Stanislaus' College has extended the learning environment from beyond the classroom to provide our students with 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' College and have been structured to provide a safe, equitable and empowering learning experience for your son.



The Technology Program

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

You can access the portal through website <http://stannies.orderportal.com.au/>

OWNERSHIP AND COST

All 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 can contact the College Accountant to discuss payment arrangements on a case by case basis.

WARRANTY

Chromebooks supplied through the Technology Portal have a three-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 Chromebook purchased outside of the St Stanislaus' Technology Portal. Parents may consider adding the device to their home and contents insurance.

OTHER TECHNOLOGY FACILITIES

Although the student's Chromebook 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

CHROMEBOOK CARE

It is imperative that students use their Chromebook 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 the 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. Students are reminded that the Student Technology Acceptable Use Policy (AUP) applies to all devices that are at St Stanislaus' College, 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 is brought onto the College grounds.

ACCESSING THE SCHOOL NETWORK

It is a requirement that all devices access the internet through the College Wi-Fi network. Devices must not be connected to other wired, wireless or cellular networks 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 a student's Chromebook, as long as they comply with the policy regarding offensive images or materials.

CHARGING OF BATTERY

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

TRANSPORT

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

STORAGE AT HOME AND SCHOOL

When not in use at home, Chromebooks should be stored within a protective bag and never on the floor. The Chromebook 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 Chromebooks are not required for lessons, Chromebooks 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 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 Chromebook is kept in a clean state. The Chromebook's screen can be gently wiped with a clean damp soft cloth when not in use.

LOSS OR DAMAGE

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

REPAIRS FOR TECHNOLOGY

St Stanislaus' will strive to achieve a fast turn-around for the repair of devices purchased through the St Stanislaus' Technology 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.

RESPONSIBILITY FOR A LOST OR DAMAGED CHROMEBOOK

While the school will provide technical support and, in some cases, facilitation of the repair of the Chromebook, the repair costs in the case of damage are the responsibility of the parents.

Maintaining a Safe Environment

WE'RE ALL RESPONSIBLE FOR EACH OTHERS SAFETY

The College shares responsibility with parents, government and the community to protect our children from the impact of inappropriate material on the internet. At St Stanislaus, this protection comes with several mechanisms to block inappropriate content. There are web and email filters to ensure the safety of your son whilst working within the school's network. However, these are not foolproof and parents should be actively monitoring student use at home.

The internet is a valuable learning tool and enables access to information that supports all areas of the school curriculum. However, it can be a 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 son's use of technology.

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

- Supervise your son in a public room like the lounge room.
- Avoid your son accessing technology in their bedroom or rooms that he 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.
- Internet browsers have a history menu that you can access to see the sites that have been 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 teenagers but it is good to be aware of what they are doing and take an interest in what they are accessing on the internet. Educate yourself and your son 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 www.esafety.gov.au

"The Australian Government's Cybersafety Help Button provides internet users, particularly children and young people, with easy online access to cybersafety information and assistance available in Australia. It offers counselling, reporting and educational resources to assist young people to 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, social networking websites such as Facebook, Instagram, SnapChat and TikTok. 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 College sees this as no different from any other form of bullying and it is not accepted.

Boarding Students

SOCIAL MEDIA AND 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 Acceptable Use Policy (AUP) for their own safety and wellbeing. The College will not 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' College utilises the Google apps suite and as such, the Chromebook fits neatly into the current school network and system. Chromebooks have proven to be more reliable and easier to use than other tablets or laptops on the market and they 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, reducing student risk and distraction from learning. The Chromebook is a device that can be entirely devoted to learning activities.

How often will the Chromebook 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 any time, anywhere learning to take place, does not necessarily mean they will use their device all day, every day.

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

The Stannies BYODD Portal will have multiple Chromebook models to choose from. This is the device for your son at St Stanislaus' College.

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

Yes, you will need to purchase a protective case for your son's Chromebook. 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 the full suite of Google apps. From time to time, teachers may ask students to download an Add On or extension or software. The cost associated with these apps will be purchased through the College.

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 and we understand the difficulty with wireless connections. Google suite applications can update information once re-connected to the internet after working offline. Your son's device will automatically re-connect to the school's internet when he is in the working environment.

Can the Chromebook open Microsoft Office documents such as Word, Excel and 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 documentation 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.

The devices available on the portal that we have specified as a minimum will be sufficient for your son'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.



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