



1:1 Digital Learning Environment 2013

Monivae College

Background & Frequently Asked Questions (FAQs)

Updated November 2012

Monivae's digital future

Monivae College is working towards the implementation of contemporary learning spaces that support flexibility of curriculum delivery within and outside the school buildings and beyond the school day. As an innovative learning community, we see these technologies as a significant means of enhancing our endeavours to provide an exemplary and evolutionary learning environment for all users. ICT provides a platform to enable a more collaborative model of student and teacher interaction. We believe our students need to become more discerning users of ICT and we must offer experiences which will allow our students to seamlessly and securely integrate technologies into their learning.

The transition towards an ICT rich learning environment continues to be a challenging journey. The exponential rate of emerging digital learning technologies, limited offers of government funding, cost, hardware and software considerations, the implications of increased demands on infrastructure, up-skilling of staff and the endeavour to ensure the path taken enables a sustainable commitment to students to supports to achieve high quality outcomes have been some of the issues faced by the ICT Committee.

In the past few years, Monivae has made significant moves towards the realisation of a digital environment. This has included, the launch of a new ICT Strategic Plan, upgrades to the school network and wireless infrastructure, hardware and software integration for business management, timetabling, sports recording, student management, roll marking, report writing, Parent Teacher bookings, resource bookings, communicating with students, parents and teachers, etc. The roll out of laptops on trolleys around the school and the provision of a specialist technology lab, have seen an increase in the access to and use of technology in the classroom. These developments combined with the installation of data projectors in classrooms, laptops and e-learning professional development for teaching staff and video classrooms have evolved into an environment with limitless possibilities for a future learning environment.

In 2013 the College takes a further step towards integrating technology into the curriculum by asking all students to bring a personal IT device to class, use in private study sessions and take home to follow up on classwork. This will provide students the opportunity to become familiar with and develop ICT literate skills on an individual and personalised basis with the opportunity to develop essential skills needed for a connected, ethical and globalised society.

Frequently Asked Questions (FAQ's)

Which year levels will the 1:1 program affect?

Students enrolled at Monivae College in 2013 in the following years:

- Year 7 2013
- Year 8 2013
- Year 9 2013

Why is Monivae College asking all students to have a personal learning device?

Monivae College is committed to providing learning environments which will engage our students and give them independence and flexibility in their learning.

1:1 initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education, personalising learning and supporting collaboration to better prepare students for a digital world.

Why personal devices and not computer labs?

Teachers tend to use technology less in their classrooms when students do not have personal devices because of logistics in scheduling limited lab time and the issues associated with transferring work between school and home. This occasional, supplemental use of technology only has limited affect on student learning outcomes. Students within a 1:1 environment are more engaged in their learning and have access to a greater range of resources to support personalised learning.

How has Monivae College been working towards this 1:1 environment?

In 2009, the Commonwealth government announced the introduction of the Digital Education Revolution (DER) program. This major funding initiative was introduced to assist schools across the country with the aim of significantly increasing the level of access to computer devices.

The main objective of the program was to have all schools achieve a 2:1 student to computer ration for students in Years 9 to 12 by March 2010. Subsequently a 1:1 ratio was to be achieved by November 2011.

Monivae College has responded to the initiative by making a significant investment in the required network, infrastructure and digital resources to support a 1:1 digital learning environment. The government funding arrangement enabled the provision of "personal" laptops to Year 9 & 10 students in 2012 for a loan period of three years. At this stage no additional government funding commitments have been made. Schools will need to become self-sustaining in the ways they fund and support digital technologies in the future.

Why did Year 9 & 10 students receive a laptop this year and we have to purchase one?

Government funding through the DER Program enabled devices to be purchased for use by Years 9-12 students. By loaning the devices to each Year 9 & 10 student for their time at Monivae, we improved their access to technology and ensured the investment will have the longest positive impact on these students. Year 11 & 12 students received improved access to computers through the provision of more devices around the college, particularly in their study areas.

I already have children in Middle School (Years 9 & 10) who have received a laptop from Monivae in 2012. What happens to these devices?

Students in Years 9 & 10 who received a white Macbook as part of the DER Program have the loan of this device until they leave Monivae College. While on loan to students, these devices remain the property of Monivae College.

Why doesn't Monivae tell me one device to purchase for simplicity?

Monivae does not specify one device for its students but provides guidelines for the minimum hardware and software requirements for the devices to operate effectively at the College. The approach of 'Bring your own device' (BYOD), enables families to utilise an existing device from home or purchase one which best suits the child's needs and preferences. Today's technological world integrates many mobile devices and students should be able to make choices with the technology they use for their own learning. Local IT providers will be presented with a copy of the minimum software and hardware requirements given to families.

Are there any funding sources available to families?

Currently there are two main sources of funding available to families for offsetting the cost of a device through allowances and taxation rebates.

1. The School Start Bonus (SSB) is available for eligible students entering Year 7 to help meet the costs of purchasing school and sporting uniforms, school bags and other school items. From 2012, eligibility will be based on eligibility for the Education Maintenance Allowance. Further information can be obtained at <http://www.education.vic.gov.au/management/schooloperations/ssb/default.htm>
2. The Education Tax Refund applies to any family eligible for Family Tax Benefit Part A. The refund allows for a rebate of 50% for up to \$1500 for expenses for each secondary school student. Further information can be obtained at <http://www.educationtaxrefund.gov.au/>

What technical support will students receive from Monivae IT Services (MITS)?

The following will be supported by MITS:

- Connecting to the school network
- Connecting to the internet at school
- Connecting to school printers
- Software issues with school issued applications
- Configuration of students' school email account

The following are not supported by MITS:

- Connecting to home printers, scanners or other devices
- Connecting to the internet or network at home
- Software installed by the student or third party
- Personal email accounts and settings
- Hardware issues
- Software issues

How will laptops be used in classes?

Some of the things that students will be able to do include:

- Access pdf versions of textbooks and other documents
- View tutorial, learning tasks, text solutions etc. which are now often included on CDs that accompany textbooks
- Use dedicated software to complete subject tasks (e.g. a mathematical graphing application, astronomy application)
- Use the internet to complete research or to use on-line learning activities.
- Create audio, video or powerpoint presentations
- Use a complete office suite to create and edit documents
- Download documents such as homework sheets, revision sheets and past exams from the Monivae intranet and SIMON Learning Areas
- Use email facilities and other collaborative spaces to enhance communication between teachers & students
- Incorporate new software as it becomes available.

No doubt there will many more applications that do not exist at present but will exist before your child ends their schooling at Monivae.

What are the teacher expectations for the devices in class?

Students will be expected to bring a fully charged device to school each day. The use of ICT within the classroom will be progressively implemented in the first years of the program with the intention of working towards a common level of ICT competencies and expectations across the school.

How should students store their data?

The care of student data is the students' responsibility. Initially data can be stored on the Monivae intranet or on their own device. It is strongly recommended that an external hard drive with a minimum capacity of 1TB is purchased so that students can back up their data at regular intervals.

Should I buy a Mac or a PC?

You can buy either device as long as it is running a supported Operating System and meets the minimum requirements. If trying to decide then we recommend that you purchase the device or the Operating System you are most comfortable using.

What about an iPad or an Android device?

Generally our statistics show that approximately 80% of ICT use in the classroom is research via a browser. In this case any device that has a browser (iPad, etc.) would be sufficient for attending to these tasks. If time is to be used typing up work, it can be more tedious doing this on those type of devices, but still achievable. There may be instances where certain applications may not be accessible. For example, Mathletics (used in Maths classes) at this stage doesn't work on iPads.

In general therefore, we would expect devices like iPads or Android devices to be ok for general use with the understanding that it may not work for some specific tasks.

Please note Android devices are not directly supported by Monivae IT Services (MITS) staff as it comes in many different options. This is not to say that it won't work but without being able to access every different device and version currently appearing on the market, it is difficult to guarantee support.

Should we get iWork 09 or Microsoft Office for Mac ?

iWork 09 and Microsoft Office for Mac are a suite of applications for creating documents, spreadsheets and presentations. You only need to select one or the other. Because iWork and Microsoft Office for Mac are different in many ways we recommend that you select the application suite that you are most comfortable with, if you have been using computers at home then its likely you have been using Microsoft Office. Therefore we would recommend you go with Microsoft Office for Mac. Teachers are able to open both iWork and Microsoft Office documents.

Will students be able to print from their devices?

Students will be able to print from most devices however, ipads and similar devices have limited enterprise printing features. Future printers for these devices will not be purchased by the college for student access. The move towards a greater digital environment also supports the college's strategic intent towards creating a more sustainable environment by taking measures to reduce its carbon footprint from printers and paper usage.

How will students submit work if they cannot print at school?

During this transition phase towards 1:1 learning, students and teachers are encouraged to move towards electronic submission of work via the SIMON Learning Areas. An increasing proportion of students submitting work electronically will be expected in 2013. This change presents a significant shift in teacher methodology and will take time for resources and skills to be developed.

Students are also encouraged to make use of their email to contact teachers if they have comments or queries about their learning. If students have any issues with the SIMON Learning Areas (or any other technology issues) they are expected to refer to the self-help desk on SIMON in the first instance. Teachers will be able to assist in determining whether this is an issue that needs to be resolved via the self-help desk or directed to Monivae IT Services.

As mentioned in the FAQs, a student's initial access to SIMON can be gained through the Monivae Resource Centre.

Will Cloud storage services be available to students when at school?

Cloud storage tends to congest the college network as data needs to be regularly downloaded and uploaded. Students will be able to access and synchronise their cloud storage from home but not whilst at school. Students are advised to store work locally on their device and ensure work is regularly backed up via a hard drive or other method.

Students must back up all electronic work they submit to a teacher. It is the individual student's responsibility to protect data. In general, loss of data will not be considered as an excuse for late work.

How will students protect their devices?

Students are required to transport their devices in an appropriate protective case while at school. The devices are not to be accessed during recess or lunchtimes or left unattended around the college. When not in use, devices are expected to be in their protective case and in the student's locked locker. Students should be mindful of not placing heavy objects on top of their devices and be aware of the potential hazards created from charging cables connected to their device. Families should ensure their son/daughter's device is listed on their home and contents insurance and should ensure this includes cover when the device used outside the home.

All students will be expected to read and sign a user agreement which outlines the terms and conditions of accessing and using the college network, the parameters of IT support and the expectation for use of devices in classes. This user agreement will be separate to the current Year 9 & 10 program where students are leasing devices. Instances of breaching the user agreement will be handled in accordance with behaviour management procedures of the college.

The college will be exploring future options for school bags which may assist in protecting student devices. In the meantime, students are urged to take care with their school bags and ensure their devices are also contained within a suitable protective case.

Can students leave their devices at school?

Students are advised to transport their devices to and from school to enable the device to become their primary personalised learning tool. Students are expected to bring their device fully charged at the start of each day. Currently the school lockers do not contain charge points for student devices and there are limited power points in the classrooms for students to charge their devices. Students should take this into consideration when travelling to school, using the devices on the way home rather than the way to school to prevent draining the battery before the start of the school day.

What about the additional weight in students' bags?

The additional weight of a device must be considered by students when packing their bags. The college is currently in a transition phase of moving towards a more digital environment. During this transition many texts will still be provided to students in hard copy format. Many of these resources have simple electronic (pdf) versions of the text which students will be able to download onto their devices. Resources will also progressively become available via the SIMON Learning Areas as teachers move towards documenting their curriculum on this learning platform.

The college is reluctant to commit to many current 'etext' options for 2013, as new titles and updated capabilities are continuing to be published in light of the transition to the new Australian Curriculum in 2013. Faculties are exploring options for resourcing their units and a transition towards more digital resources will be progressively implemented over time as existing resources are superseded.

Families are advised to monitor 'over-packed' school bags and the weight of bags their child is transporting. Staff can support students with their organisation by encouraging them to access flexible methods of carrying information (e.g. pdf versions of texts).

What if a student has a tablet device in class and most students have laptops? Will this disadvantage them in anyway?

Earlier FAQs responded to the queries on iPad/Android devices and their differences and associated limitations. Families have also been provided with minimum software and hardware requirements their devices. Families are encouraged to use devices which they are most comfortable in using and which they can afford.

Currently Mathletics which is a Mathematics program used at Year 7 is not available for the iPad, however new apps are continuing to be developed and released on a regular basis and this may be one available in future. Subject teachers will be able to make alternative arrangements for those students using devices which cannot access this program. Students will then be able to access Mathletics via other devices at home.

Teachers have been working towards developing their programs to support web-based applications which can be used across multiple devices rather than specific device based software. In some cases, students can use similar programs (they are familiar with) which produce comparative results. Teachers have the ability to open both Microsoft Office and Apple products.

Do Year 12 students have to BYOD in 2013?

Under the federal digital education revolution funding, all Year 12 students will have access to mac laptops during the school day. These may be accessed during their study time or booked by classroom teachers.

In 2012 all students who are not part of the 1:1 program (Years 9 & 10) have been welcome to bring their own personal device. Students in Year 12 next year are welcome to bring their own device if they do not wish to use the college devices available.

How will students set up access to their devices at school?

All students will have access to the Monivae IT Self-help Desk which directs them step-by-step through the process of accessing the school's network. Students will select a guide based on their device.

Initially, students will be able to connect to the Monivae network with their devices by accessing the guides via the Resource Centre or other students who have already connected their devices or from their class room teacher in the first few days of the school year (subject teachers will be directed to guides which will assist students in

connecting).

Students must ensure they take the time to work through *each* of the steps listed in the guide to prevent technical issues later on. Once connected, students can then work through other issues by following the instructions provided in the self-help service.

If students have attempted to work through technical issues and cannot locate support via the self-help service, in the first instance they should contact their classroom teacher, then they can contact helpdesk@monivae.vic.edu.au for assistance. Please refer to the earlier FAQ on MITS (Monivae IT Services) to find out the level of technical support students can receive.

How will this transition affect the amount of pen to paper time?

Education is continuing to move towards a more enhanced digital environment, however schools must also continue to develop the skill of writing (pen to paper) to prepare students for senior subjects where still a large proportion of assessment is derived from written SAC (School Assessed Coursework) and examinations. The amount of pen to paper time will vary between subjects and faculties will continue to be working together to develop student writing in conjunction with other general capabilities outlined in the new Australian Curriculum. http://www.acara.edu.au/curriculum/general_capabilities.html.

What should be primary considerations when buying a device?

Families are encouraged to purchase devices which their sons or daughters will be comfortable using on a regular basis and which they can afford. Considerations should be given to existing devices in the home which may be suitable and meet the minimum specifications outlined on the college website. Families should also consider the battery life of their devices, a suitable protective case for safe transportation and the reasonable responsibility/ability of their child to take care of the device.

All local IT providers have a copy of the letter to families regarding the move towards 1:1 in 2013 and the minimum specifications.

Can students purchase ex-leased devices from the college?

No. The current mac laptops within the college are on a three year leasing arrangement with an external provider. At the end of their contract term, the devices will be returned to this provider.

What are the OHS considerations for students?

Ergonomics must be considered in any work place to ensure people approach their work in a way which enables them to do so safely on a regular basis. The ICT Committee has been exploring ways to raise awareness of OHS considerations with staff and students and will be actively promoting these in 2013.

Who do I ask if I have further questions?

You can email members of the ICT Committee at laptops@monivae.vic.edu.au