



# ONE-TO-ONE TECHNOLOGY

## Chromebook USER HANDBOOK

### 2017/2018

*Paringa Park Primary School leads innovation and change by transforming powerful teaching and learning for all within the context of the digital world. We create a culture of informed, responsible and autonomous digital citizens both locally and globally. Children will be extended through authentic contexts that require problem solving, creative collaboration and opportunities to build fluency and enhance learning through digital technologies.*

## Executive Summary

**What** - Each Year 3-7 student to have a Chromebook

**When** - From Term 4, 2017

**Who** - Current Year 3-7 children in 2018

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## **The Digital learner**

Today, we face a new kind of student. Our schools weren't designed for them, and our teachers weren't trained to teach them. New technology and global digital growth is affecting today's children. Because of digital bombardment brains are adapting to accommodate the technology they spend so much time surrounded by. The vast majority of children in any given classroom are no longer auditory or text-based learners. Because of the effects of digital bombardment, they think graphically and are, therefore, either "visual or visual kinesthetic" learners. Digital learners think and process information differently than previous generations and use different parts of the brain. As a result, they have different preferences for learning. As educators of our young children at Paringa Park Primary School we acknowledge that since the world has changed, our children and how they learn has changed. Therefore, our instructional model needs to change to something that both parallels the real world and is responsive to the future that these children will be part of. (*21<sup>st</sup> Century Fluencies Project Understanding the Digital Generation*).

Today's children need a richer and more engaging curriculum that meets the demands of an increasingly globalised and interconnected world. Access to Wikis, blogs, webcasting, distant experts, mentors, and to communities of collaborative practice and shared virtual environments can help to break down classroom walls, opening up exciting possibilities and creating a powerful educational journey. Teachers can harness internet based applications and new technologies to create learning opportunities that develop the knowledge, skills and behaviours children require to live, learn and work in the 21st century. ICT-rich learning and teaching can increase student participation, engagement and achievement, and enable children to connect with experts and with other learners all over the world.

### **Used effectively, digital pedagogy:**

- Supports, enables and transforms learning and teaching to provide rich, diverse and flexible learning opportunities for a digital generation
- Provides the basis for engaging children in actively constructing and applying rich learning in purposeful and meaningful ways
- Enhances opportunities for authentic, contextualised assessment that supports learning in a digital context

### **Core beliefs about effective learning:**

- Learning is both an individual and a social process, which relates to both understanding and behaviour. Prior learning and environmental factors are important dimensions in learning and need to be taken into account
- Learning requires the active engagement of the learner and the ability to monitor, review and reflect on learning
- Learning ability is not fixed, but capable of development with the support of others
- Dialogue which promotes critical thinking and an active engagement by the learner is a key component of effective learning processes
- New learning is most effective when it is connected to something that the learner already knows and has made meaning of
- Learning is very personal and needs to be relevant to the learner (not the teacher) –previous knowledge and experiences must be considered
- Learners must be given repeated differentiated learning opportunities over extended periods of time
- Consistent, constructive and timely feedback is critical for learning

## The children in our school today are 21<sup>st</sup> Century learners. They:

- Need the ability to solve complex problems in real-time.
- Need to be able to think divergently and creatively in both digital and non-digital environments to create novel and useful solutions.
- Need the ability to think analytically by comparing, contrasting, evaluating, synthesizing, and applying without instruction or supervision—in other words, being able to use the higher end of Bloom's Taxonomy.
- Must have the ability to collaborate seamlessly in both physical and virtual spaces, and with both real and virtual partners.
- Must be able to communicate not just with text or speech, but in multiple multimedia formats.  
*(21<sup>st</sup> Century Fluencies project Literacy is not enough)*

### Background Information

The focus of providing Chromebooks at Paringa Park Primary School is to provide current tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools is Chromebooks. The individual use of these devices is a way to empower children to maximise their full potential. Learning results from the continuous dynamic interaction among children, educators, parents/caregivers and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

### What is a Chromebook?

A Chromebook is a slim, inexpensive, lightweight laptop that runs all programs through a web browser. It is very secure, but relies on being connected to the web through Wi-Fi in order to be most effectively used. Chromebooks operate on the Google operating system, and run a range of web-based applications, such as Google Docs, Gmail, Calendars, as well as a range of media creation tools and more. The emphasis within the Google operating system is on the ability to share information and collaborate on learning tasks. Your account at [Paringpkps.sa.edu.au](http://Paringpkps.sa.edu.au) can use unlimited storage!  
*(Read more: [www.google.com.au/Chromebook](http://www.google.com.au/Chromebook))*



### Why use Chromebooks?

- The Chromebook needs little, if any maintenance, with less technical support.
- It has instant on and an effective battery life of between 8 and 12 hours. It is possible to connect quickly to an existing internet connection
- Auto-save – student work on Chromebook saves automatically to the Google Cloud – which can be accessed anywhere anytime.
- The Chromebook provides a personal learning studio – it can be a Science lab, literacy tool, research station, history archive, language lab, art canvas and library.

- The Chromebook is built around the ability to effortlessly collaborate on learning tasks, and to share and access documents and other digital items seamlessly from device to device.

### Goals for Student Users

- To increase student’s productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school and beyond.
- To promote leadership in and responsibility for one’s own learning by establishing access to educational resources and providing a host of tools to support teaching and learning.
- To use Chromebooks as a tool for more effectively developing 21st Century Skills described in the General Capabilities of the Australian Curriculum.

### Australian Curriculum (AC) – General Capabilities

General capabilities are a key dimension of the Australian Curriculum. They encompass knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist children to live and work successfully in the twenty-first century. The ICT capability is one of seven General Capabilities in the AC.

The **ICT capability**-learning continuum is organised into five interrelated elements:

- Applying social and ethical protocols and practices when using ICT
- Investigating with ICT
- Creating with ICT
- Communicating with ICT
- Managing and operating ICT



#### Applying social and ethical protocols and practices when using ICT

In developing and acting with information and communication technology capability, children:

- Recognise intellectual property
- Apply digital information security practices
- Apply personal security protocols
- Identify the impacts of ICT in society

#### Investigating with ICT

In developing and acting with information and communication technology capability, children:

- Define and plan information searches
- Locate, generate and access data and information
- Select and evaluate data and information

#### Creating with ICT

In developing and acting with information and communication technology capability, children:

- Generate ideas, plans and processes
- Generate solutions to challenges and learning area tasks

### **Communicating with ICT**

In developing and acting with information and communication technology capability, children:

- Collaborate, share and exchange
- Understand computer mediated communications

### **Managing and operating ICT**

In developing and acting with information and communication technology capability, children:

- Select and use hardware and software
- Understand ICT systems

### **Australian Curriculum (AC) – Technology Learning Area**

<https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/>

This learning area aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, children:

- Are creative, innovative and enterprising when using traditional, contemporary and emerging technologies, and understand how technologies have developed over time
- Effectively and responsibly select and manipulate appropriate technologies, resources, materials, data, systems, tools and equipment when designing and creating products, services, environments and digital solutions
- Critique and evaluate technologies processes to identify and create solutions to a range of problems or opportunities
- Investigate, design, plan, manage, produce and evaluate technologies solutions
- Engage confidently with technologies and make informed, ethical and sustainable decisions about technologies for preferred futures including personal health and wellbeing, recreations, everyday life, the world of work and enterprise, and the environment

## **Purchasing a Chromebook**

Options:

1. Parents purchase a Chromebook through [Learning with Technologies](http://ppk.orderportal.com.au/) <http://ppk.orderportal.com.au/>
2. A manufacturer warranty applies to the device. The parent accepts total responsibility for the device.
3. Parents purchase a Chromebook from another company. The parent accepts total responsibility for the device.

## **Requirements**

- Each child will need a Chromebook, protective case, and a charger.
- Parents/guardians and children must sign and return the Digital Citizen Agreement (based on DECD User Agreement) before a child is able to use a Chromebook at school.
- Children are responsible for following the Acceptable Use Policy and appropriate handling of the device at all times.
- The Chromebook and school issued email account may be subject to inspection at any time. Children should have NO expectation of privacy of materials found on the Google platform. This includes Chromebook, school supplied device or supported email service.

## **Charging**

Chromebooks must be brought to school each day in a fully charged condition. To preserve the life of the battery, the Chromebook should be charged when the battery monitor is displaying less than 10% of battery power. Failure to bring a fully charged Chromebook to school may significantly impact upon a student's ability to engage independently in learning for that day.

## **Labelling**

- Chromebooks and other accessories (e.g. wireless mouse, protective cover) need to be labelled in a manner that the child can easily identify their own device.
- Labelling should include first and last name.
- Personalising devices should be appropriate and consistent with the PPPS code of conduct for children.
- A luggage tag or similar on the protective cover may support easy identification.

## **Taking Care of a Chromebook**

Children are expected to take responsibility for the care of their Chromebook in relation to carrying, cleaning, storage and security both on and off-site. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaner household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

## **The LCD screen**

The LCD screen is made of plastic and is susceptible to damage. You should not apply undue pressure to the screen with your finger or an object. Pressure on the glass may cause a 'bruise' like effect which is permanent damage and irreparable. Excessive pressure on the screen may also cause the screen coating to crack (fracture) rendering the Chromebook unusable as a portable device. The LCD screen should not be twisted or bent, as this will cause the glass to crack. Items should not be placed between the keyboard or screen or heavy object placed on top of the Chromebook.

## **AC Adaptor**

Wrapping the power leads around the AC adaptor creates excessive heats and stress where the lead joins the adaptor body and will cause premature failure of the leads. The lead should be removed from the wall and the Chrome Book before wrapping. The adaptor should be stored in the protective case where it will not put pressure on the LCD screen. Cables should not be crimped or the adaptor swung around. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

## **General**

- The responsibility for the care of the Chromebook solely rests with that individual. Children are advised not to lend their Chromebooks to another person
- Chromebooks must be charged for school each day. This is the student's responsibility
- Chromebooks must be taken home at the end of the school day
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook
- Do not attempt to gain access to the internal electronics or repair of a Chromebook
- Never throw or slide a Chromebook
- Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action
- Chromebooks must never be left in a school bag or in an unsupervised area
- Chromebooks must not be left in a vehicle
- It is recommended that all work/storage should be backed up regularly. Google Drive is no exception to this general good practice

## **Carrying Chromebooks**

The school recommends a strong, suitable, protective case, as children will be transporting their device to and from school.

We suggest that the Chromebook be protected by a protective case at all times.

## **Using a Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Children are responsible for bringing their Chromebook charged, to all classes unless specifically instructed not to do so by a teacher.

### **1. Chromebooks Left at Home**

If a child leaves the Chromebook at home, the child is responsible for completing all work as if a Chromebook were present.

### **2. Chromebook Undergoing Repair**

Children will still have access to the Google platform through the school laptops.

### **3. Screensavers/Background photos**

While personalised screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted.



#### 4. Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Children should provide their own headsets/earbuds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be school approved. If unsure, ask your teacher.

#### 5. Appropriate Use

- a. Use or possession of hacking software is strictly prohibited and violators will be subject to school discipline Policies and Procedures. Violation of all applicable Australian laws may result criminal prosecution.
- b. Children must not interfere with the normal operation of the Chromebook.

#### 6. Printing

Children will be given information and instruction on printing with the Chromebook at school.

#### 7. Storage

- a. Classrooms will be locked at all times when the class is not present. Therefore, children will need to leave their Chromebook at their workspace in the classroom at times when they are not in the classroom.
- b. Chromebooks are to be taken home every day and charged at home overnight.

### **Device Management/Security**

The school will purchase a management license for each device which enables us to implement security procedures practises, allows blocking and unblocking, allows access to our domain and immediate joining to the Wi-Fi and all other future sets of the management for safe use at school.

The school monitors traffic and material sent and received. The school uses filtering and monitoring software to restrict access to certain sites and data, including email.

The school may monitor and audit its network, internet access facilities, computers and other digital devices from time to time. Auditing of the above content, may include any stored content, and all aspects of their use, including email.

### **Home Internet Access**

While a home Wi-Fi connection is required for online access to online storage and many apps outside of school, the Chromebook and a range of apps are able to be used offline.

REMINDER: PPPS provides Internet filtering on the school network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting. It is the student's responsibility to operate this technology appropriately as per the Digital Citizen Agreement.

### **Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras need to be used responsibly.

## **Network Connectivity**

PPPS has invested significant funds in order to provide a strong infrastructure to support Chromebook use. However, we make no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## **Repairing or Replacing a Chromebook**

Parents take full responsibility for any repairs or replacements outside of the warranty period. Warranty repairs for devices purchased through LWT will be managed by LWT.

## **Teachers**

Each educator at PPPS has been issued with a Chromebook and are continuing to develop the skills and knowledge to manage the student's use of these devices.

We recognise that teachers need to construct engaging, challenging and relevant learning experiences for children. Powerful learning occurs when children collaborate and work together in teams. Children benefit from the experience of learning with, and from, other children. Teachers will encourage children to learn from, and with each other, and share their innovative learning.

Teachers will encourage a culture of responsible use. Children will be encouraged to support each other and to problem-solve any technical or organisational issues encountered, building a positive classroom culture.

Teachers will also be wary of extended device use. They will try to encourage the children to stretch, move around, and adopt ergonomic practices when using their Chromebooks.

## **Cyber safety**

Paringa Park Primary School is committed to being a cyber-safe learning environment, and has a range of programs in place to support this. Please see the strategies to help children be cyber-safe below for additional information on safe use of digital technologies at school and after formal school hours.

It must be noted that if a child who is enrolled in a school behaves online in a manner that threatens the wellbeing of a child or member of the community, even if this occurs off-site and/or out of school hours, the Principal has the authority under the regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the Principal suspects an electronic crime has been committed, this will be reported to SAPOL. Whether there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on an electronic device, the device will be confiscated and handed to the investigating officer. SAPOL will determine any further action.

## **Strategies for helping children be cyber-safe:**

Parents/ caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them, regardless of the time of day. Being cyber safe is no exemption, and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school digital devices until my parents/caregivers and I have signed and returned the PPPS Digital Citizenship Agreement.
2. If I have my own user name I will only log on with that username. I will not allow anyone else to use my user name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any digital material or activity that might put me or anyone else at risk (eg bullying, harassment).
5. I will use the internet, email, mobile phones or any other digital equipment only for positive purposes.
6. While at school, I will access, attempt to access, download, save and distribute only age appropriate and relevant material.
7. I will take responsibility to report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material I will not show others, turn off the screen or minimise the window and report the incident to a teacher immediately.
9. To ensure compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
10. Any material accessed at home and stored on the Cloud must be appropriate to the school environment.
11. I will not save personal details online (eg full name, address, email address, phone number, photos of myself or people close to me) without adult permission
12. Parents will be informed if there is a breach of cyber safe practises. In serious cases, the school may take disciplinary action against me. If illegal material or activities are involved or e-crime is expected, it may be necessary for the school to inform the Police and hold securely personal items for potential examination by Police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

**Inappropriate social media practices of any description will not be tolerated** and people will be held accountable for their actions, including any such activity outside of school hours. Parents are encouraged to consider installing the Australian Government's Cybersafety Help Button to enable direct access to cyber safety information and reporting procedures. The button can be downloaded for use on computers and mobile technologies. The Australian Government's Cybersafety Help Button is a free application and provides internet users, particularly young people, with easy online access to cyber safety information and assistance available in Australia. It offers counselling, reporting and educational resources to assist young people deal with online risks including cyberbullying, unwanted contact, scams and fraud, and offensive or inappropriate material. All you need do is choose one of the installation options. Once the help button is installed, you can access it anytime for help or advice about something unsafe or upsetting that you have encountered on the internet.

**Further information and resources**

Australian Communications and Media Authority's Web site [www.cybersmart.gov.au/](http://www.cybersmart.gov.au/)

ThinkUKnow [www.thinkuknow.org.au](http://www.thinkuknow.org.au) – ThinkUKnow - Internet safe

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