

Mt St Patrick College Notebook Program

Frequently Asked Questions

2019/20

When will my child receive a personal learning device (Notebook Computer) and how often will it be replaced?

Students will receive a new learning device in Year 7 and Year 10. Year 7 & Year 10 students will be issued with the HP 360 G4 Hybrid laptop computer in 2019/20. Notebook computers will be covered by a three year warranty and parents will enter into a three year loan agreement for the device to be used at the College and at home on a 24/7 basis. At the end of the three year term, ownership of the device will be transferred to the parent (subject to conditions).

How will my child benefit from using a Notebook computer?

Notebook computers, used in integrated and meaningful ways within the curriculum, are the most powerful ICT tool for enhancing learning. Research has shown that anytime, anywhere computer access achieves the two outcomes of high engagement and deep learning. Using computers can enhance research, problem solving, collaboration, communication, written expression, presentation and publication.

Why do we need personal computers anyway? After all, the school has considerable resources and many students have access to a computer at home.

The Notebook is a powerful tool, allowing for learning that is not otherwise possible. At Mt St Patrick College, we see great merit in everyone having the same computer platform, the same programs and tools, and being appropriately configured to work within both the school network and at home. The main concept of the 'Digital Education Revolution' is the one-child, one-computer relationship with the learning device being available 24/7 to provide an effective work environment, toolbox, and resource for the student to aid learning.

What software will be used?

The Notebook will be a Windows 10 device. Core software installations will include Microsoft Office 2016, Understanding Faith, ClickView (a digital educational video library of more than 3,000 titles and a video viewer), Adobe CS5 Production Suite, Internet browsers, Moodle Learning Management System and Google Classroom. A suite of applications chosen by the individual Key Learning Areas will also be installed including programs like Google Earth, Movie Maker and Photoshop Elements. Also, a variety of Text Books relevant for the student's courses will be installed to allow access to text book material at any time. Every student has a Google email account managed by the Catholic Schools Office and access to the Google Apps For Education suite of applications and Google Drive for 'cloud computing'.

How will the Notebook be used?

The devices will be used at school and at home as a learning tool when and where necessary. The Learning Technologies Coordinator is working with the Leader of Curriculum, the Leader of Pedagogy and the Leaders of Learning and classroom teachers on the ongoing development of a pedagogy where personal computing devices are integrated into the teaching/learning programmes at Mt St Patrick College. In this way we are able to ensure that the Notebooks are used in a productive way to enhance the learning of your child. All NSW Board of Studies syllabuses include ICT outcomes and teachers at Mt St Patrick have embraced ICT in the curriculum; a Notebook program will allow anywhere, anytime access to ICT tools. Many Moodle Courses have been set up for subjects offered at the College. Moodle allows internet access to the teaching/learning material at any time via the internet and provides an effective communications medium between student and teacher. Many teachers are also beginning to use the Google Classroom and Google Drive app to communicate with students and parents.

Will my child still learn to write with pen and paper?

Yes. Notebooks will not replace all methods of teaching and learning, and currently there is a place for writing on paper and in exercise books. All teachers will continue to focus on appropriate handwriting as well as other literacy and numeracy skills for their course work.

What is the Board of Studies position on handwriting?

Currently BOS examinations are mostly pen and paper examinations. The Board of Studies is predicting that the HSC will become an online assessment sometime in the future. We will therefore be exploring strategies for Online Assessment at the College using the Notebook. The Naplan now completed online.

Will the Notebook be used every lesson?

This will depend on the focus of the lesson according to the programs and syllabus. Students will bring the Notebook to each lesson (except sports day and other special events days at the College) and it will be at the discretion of the teacher when the Notebook is used.

How much will the Notebook cost?

The Technology Levy will be \$720 per year for two years (2020 and 2021), however this figure may alter slightly depending on the buying market at the time. The levy aims to recover some of the expenses associated with the Notebook program. Since 2013, government DER funding has ceased and the 1:1 laptop program at the College has had to become a self-sustaining scheme. Accordingly, fees have been set at a higher rate than for previous rollouts. Other substantial costs for software licences, network infrastructure, internet connections and internet downloads and upgrades, as well as the technical staff to service the Help Desk, are paid for by the College.

Do I have to pay the levy?

Yes. You will pay the levy if you have a student at Mt St Patrick College. The levy provides your student with a personal Notebook computer to use at school and at home on a 24/7 basis for 3 years (Years 7, 8 and 9). There will be no need for a family to spend any money on the private purchase of any other device for the student while he/she is attending Mt St Patrick College.

What else do I get for the cost?

The Notebook will have Windows 10, Microsoft antivirus/anti malware software for security, Microsoft Office suite 2016, Adobe CS5 and other educational software, including digital text books, will be installed. The device is also covered by a 3 year HP on-site warranty and an Accidental Damage Protection Service agreement for one event for each machine for each year of the agreement (three years) with an excess of \$55. Your Technology Levy will also cover the costs of providing access to Mt St Patrick College computing network infrastructure and the internet, as well as on-site technical and ICT support to manage warranties, insurance and general trouble-shooting.

Will the levy change over the years?

The levy will not change for the life cycle of the Notebook, which is three years.

At the end of the three year agreement, will ownership of the Notebook computer be transferred to me?

Yes. The Notebook computer will be returned to you as purchased with the Windows operating system installed. Ownership of the Notebook computer will transfer to the student's family at the end of the three-year warranty period (after December, 2019) conditional upon full payment of all relevant school fees. At this time, the Notebook computer will be re-imaged to return it to its original, licensed specifications when purchased, removing all Mt St Patrick College networking software.

I have other children who may come to Mt St Patrick in the future. Will the levy be the same?

Mt St Patrick will negotiate the Notebook computer purchase every year for the incoming group. This is to ensure we have the best deal from the best vendor. The laptop scheme needs to be self-funding in the absence of further government funding and therefore the Technology Levy has had to be levied accordingly.

What if my family experiences financial difficulty and we are struggling to meet our commitment during the three years?

We understand that sometimes families find meeting commitments difficult. In these situations it is vital that you communicate with the College and let us know about your circumstances so we can make arrangements to assist you.

Will my child still need textbooks?

Yes. Students will gather information from a variety of sources including textbooks. However, the College is investigating ways to streamline the use of text books while enhancing learning. Publishers are beginning to produce excellent e-text books and other interactive material especially for the Digital Education Revolution. Where possible the College will be moving to purchase and install such digital applications on the Notebooks as they become available and are evaluated by our teaching staff.

Will my child have to take the Notebook to school every day?

Yes. The Notebook program has been designed to integrate into almost every aspect of the school's curriculum. There may be rare occasions when the Notebook should not be brought to the College (for example, the Swimming and Athletics Carnivals) and this will be communicated to the students before the day.

We have a spare laptop computer at home. Can my child use this instead?

No. It is important that all students have the same computer with the same software suite, licensed by the College. There needs to be consistency in the software and hardware to plan and enhance learning. The Mt St Patrick Notebook computers are much more than a computer. They are an integrated package of support software, data, spares, software, warranty and service agreement. During repairs students are provided with an equivalent Notebook to ensure no interruption in their workflow.

My child has a learning issue. Will this make high school harder?

Mt St Patrick offers individualised support for students with individual learning needs. For the past number of years, Notebook computers have been used by students with individual needs to help them access learning and feel a sense of achievement. This support will continue.

My child can't type. Will this affect performance on the Notebook computer?

The College does not run a touch typing course. However, an internet search of 'keyboarding skills' will reveal a number of interesting and effective, free on-line typing tutors. One of the key benefits of the Notebook program is the 24/7 access to resources that the students can make use of in their own time as needed. Nonetheless in our current environment penmanship skills are also important.

What if my child decides he/she just doesn't like working with the Notebook computer? Can we pull out?

Every effort will be made to support students in their learning, and in using the Notebook computers. For the Notebook program to be successful, every student will participate. As with any student who is having difficulty, or is feeling unhappy, we need to communicate with each other and work together to find solutions.

How will the Notebook computer be looked after?

Notebook computers are to be used according to the recommended guidelines included in the Mt St Patrick Student Notebook User Manual. Notebooks are to be transported to the College in the student's school bag in the Notebook case provided. During the day the Notebook is to be carried between classes in the Notebook case.

What if my child forgets to charge the battery and it runs out at school?

It is a student's responsibility to charge their battery overnight, **every** night and have it ready for school use every day. There will be no option to charge the computer at the College and a student with a flat battery will not be able to use their device. We want to establish good battery life habits. An uncharged Notebook computer is treated in the same manner as a forgotten textbook. It is expected that at some point late in the second year or during the third year, the battery may lose its capacity and a replacement battery may be required. The College will assess this event as it unfolds.

How will my child transport the Notebook?

It is expected that the Notebook will be placed into the case supplied. The Notebook must at all times be stored within its case. This includes when moving between classes or when it is in your bag whilst travelling to or from the College. This should keep the Notebook safe from accidental damage.

How will the device be secured at the College?

During school time it will be in the possession of the student or in the student's desk or locker.

What provisions will there be for printing?

Most of the work done by students using their Notebook computer will be submitted online or as a computer file and marked by the teacher in electronic format. The feedback sheet will also be presented to the student as a file. Printing will be very much reduced. When students do need to print documents at the College they will be able to print to specific printers. A print management system is in place to monitor student printing and a printing limit is in place. Whilst at home, students would need to print to the home printer in the normal way.

How do students back-up their work?

Students can back their work up using the Google Drive cloud computing app. Students have unlimited storage capacity in the Google Drive and their internet quota for uploading to Google Drive is currently unlimited (this may change in the future). It will be the responsibility of the student to back up their files systematically on a regular basis. Personal files will also need to be backed up and students are advised to use a USB memory stick or external hard disk drive for such backups.

What if my child uses the computer to access inappropriate websites or chat rooms? Or just surfs to waste time?

Most students will use their Notebook computers responsibly and teachers will continue to educate them in appropriate use. Mt St Patrick College has security and filters in place, but these are not infallible. A teacher or parent nearby is the best deterrent in regard to inappropriate use.

How will the College, in partnership with parents, manage access to the internet and appropriate computer use?

Mt St Patrick has existing Acceptable Use Procedures with which students are familiar. Security and web filtering will be consistent with existing policies. At home, parents would need to monitor computer use. The Notebook can be connected to your home network or wireless internet connection and would be subject to whatever filtering you already have in place.

How will cyber bullying be managed?

It will be managed according to our usual policies on Bullying and Cyber bullying and with ongoing education in relation to cyber safety. This is an issue that the College already addresses and there are policies in place to manage this. Parents are advised to investigate these issues and take a proactive approach to the prevention of these problems at home. It is recommended that parents visit the special government website relating to cyber bullying and Digital Citizenship at www.cybersmart.gov.au to familiarise themselves with the issues and appropriate solutions. The College Moodle home page has links to appropriate cyber-safety and on-line help sites for Parents and Students to access.

What if the Notebook computer breaks, stops working or is stolen?

Certain Notebook faults will be covered by a three year warranty. Accidental damage will be covered by the Accidental Damage Protection Service agreement for one event for each machine for each year of the agreement (three years) with an excess fee of \$55. For example a hard drive that stops working will be covered by the warranty, whilst a dropped Notebook with a broken case would have to be repaired as an insurance claim. Any subsequent accidental damage during that year will be paid for by the parent as outlined in the table presented on page 2 of the Mt St Patrick College Notebook Computer User Terms and Conditions Agreement.

Report any problems to the College ICT Help Desk. The problem will be managed at the College.

During repairs, students will be provided with an equivalent Notebook loan computer if required.

What happens if the machine is out of action?

Students will access the College ICT Help Desk, where they will receive support. Replacement devices can be accessed whilst repairs are made.

What if my child leaves Mt St Patrick College?

The Notebook computer would need to be returned immediately in excellent condition. If the student leaves the College in the third year of the loan agreement, it may be possible to negotiate a payout arrangement with the Principal in order to take private possession of the device.

Why is the platform PC and not Mac?

We are a PC College with a wealth of PC equipment and expertise. Research indicates that schools with mixed platforms create confusion among users. From a business perspective, we can negotiate with different vendors and achieve a better deal for the PC. In addition, all commonly used applications, including industry standard software titles are provided for our students on PC and are included in the Notebook program's software suite. Access to web-based documents and applications is independent of the platform; Windows laptops can access all relevant web-based learning material.

Will the Notebook computer work on our home wireless network and home printer?

Yes. If you are familiar with networking, the Notebook computer can be added to a home network, as long as the Mt St Patrick network and security settings are not interfered with. The Student Notebook User Manual provides some instructions about how to set up the wireless connection at home.

Will my child be able to load new software onto the Notebook computer?

Your child will have Administrator management rights for their device. They will be able to add their own legally acquired programs but only if the software does not compromise the functioning of the Notebook or give rise to compatibility issues with our own suite of software. If this happens, the Notebook computer will need to be re-imaged. The student will need to understand what caused the problem and how to avoid it in the future. Re-imaging will remove all files from the device and backup prior to re-imaging will be the responsibility of the student.

The Notebook computer has Bluetooth. Can I buy a Bluetooth mouse and install it?

Yes. You can use a Bluetooth mouse, or any other mouse, instead of the touch pad on the device.

Can I use the web camera at school?

No. The web camera is only ever to be used at the College under the specific instructions of the teacher. Failure to abide by this rule will incur serious penalties. At home, students are advised to use the web camera wisely and to be very careful about how they use recorded material. Special precautions must be taken about posting private material anywhere on the internet.

Will my child be able to bring their own Wireless device to connect to the internet?

No, students at the College are required to connect via the network connection at the College as it is monitored and filtered appropriately.

Can I claim fees relating to this Notebook on my personal tax return?

The Australian Taxation Department, or your accountant, is the best source of advice in this matter. For more information, visit <http://www.ato.gov.au/>



**2020-2022
HP 360 g4 hybrid laptop computer**