# Chairo
# Christian School

## PERSONAL LEARNING DEVICES

# PERSONAL LEARNING DEVICES AT CHAIRO

The use of technology in the classroom has increased significantly over the years. As a result, the manner in which schools utilise these tools for learning continues to develop and enhance educational programs for students. At Chairo, we are committed to using technology in a way that brings glory to God. The integration of technology into the classroom and understanding what it means to be eSmart are important to promote ownership of learning and good stewardship of resources.

Our focus at Chairo is clear: the transformation of students so that their capability, commitment and character may reflect Christ. Transformation involves shaping the desires of students toward God's Kingdom, in a way that pursues shalom—the integrated wholeness, wellbeing, harmony and purpose in every dimension of life. As such, it is important that throughout their years at school students are supported in their technology journey.

### KINDER – YEAR 2

Students in kindergarten through to Year 2 have access to multiple technologies to assist their learning. These devices are utilised by students at the discretion of teaching staff to enhance curriculum programs, to assist with the development of basic technology skills, and to teach the Digital Technologies curriculum. There is a focus on using technology wisely and being safe online.

### YEARS 3–6

Each student in Years 3–6 is issued with an individual stay-at-school PLD (personal learning device) to assist them with their learning throughout the week. Content saved on OneDrive is accessible on home computers, making it possible for students to continue their work at home and access the school's learning management system, Linc, when necessary or desired. Students are more involved in eSmart curriculum, providing them with the necessary skills to make the right choices when it comes to technology use.

### YEARS 7–12

Students are issued with a PLD at the beginning of Year 7 and a new device at the beginning of Year 10. This device, whilst owned by the school, will be available for students to utilise at home to enable learning to continue outside the classroom. Internet provision at home will allow students to connect to Linc to access resources provided by teachers.

The cost of PLDs for students in Year 7 and above is included within tuition fees, according to the different requirements at each year level.

At Chairo, we value the partnership that exists between home and school. Our mission is '*To provide excellence in Christ-centred education in partnership with families within a caring Christian community*'. We take this commitment seriously and will make every effort to work alongside families as we travel the ICT journey together. Teachers and ICT Support Staff are always available to answer any questions that parents and guardians might have regarding the PLD program.

# CHAIRO'S LEARNING MANAGEMENT SYSTEM: LINC

Linc stands for Learning and Information Network at Chairo and is a tool used by teachers every day in conjunction with the PLD program. Linc is an online community portal and teaching and learning environment. Linc provides the tools for parents and guardians to partner in their child's learning journey and with our school community.

Note: Although we have chosen to use the name Linc, the actual name of the product is Schoolbox. Both names can be used interchangeably.

Every class in Linc has a page where teachers can post news and resources related to the class. Each class is then linked to a course that provides information, resources and assessment tasks related to the class. As students complete each assessment task, teachers can enter results and feedback for students online. This means that students can keep up with their work and see the areas for improvement as they progress in their learning. It also means that parents can log in and see their child's current progress in all subjects without having to wait for reports at the end of the semester.

Linc is also used for information about each campus and year level and if students are in any special interest groups such as sports teams or school productions.

Students can access Linc using their school log-in details. Parents and guardians who are new to Chairo will receive their log-in details shortly after your child has commenced at Chairo. If you are a current parent or guardian who has misplaced your log-in details, email support@chairo.vic.edu.au or call 5625 0118.

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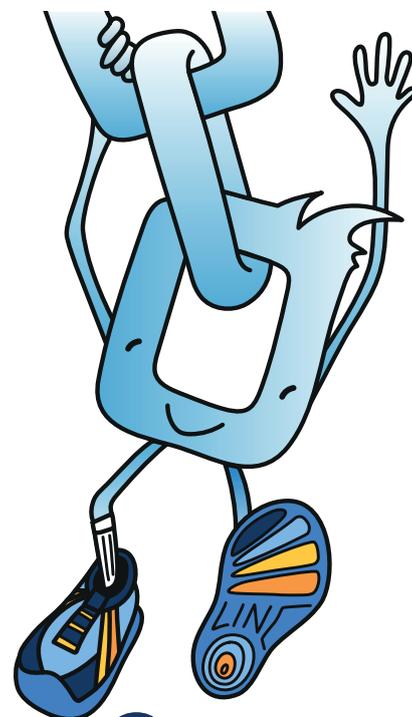
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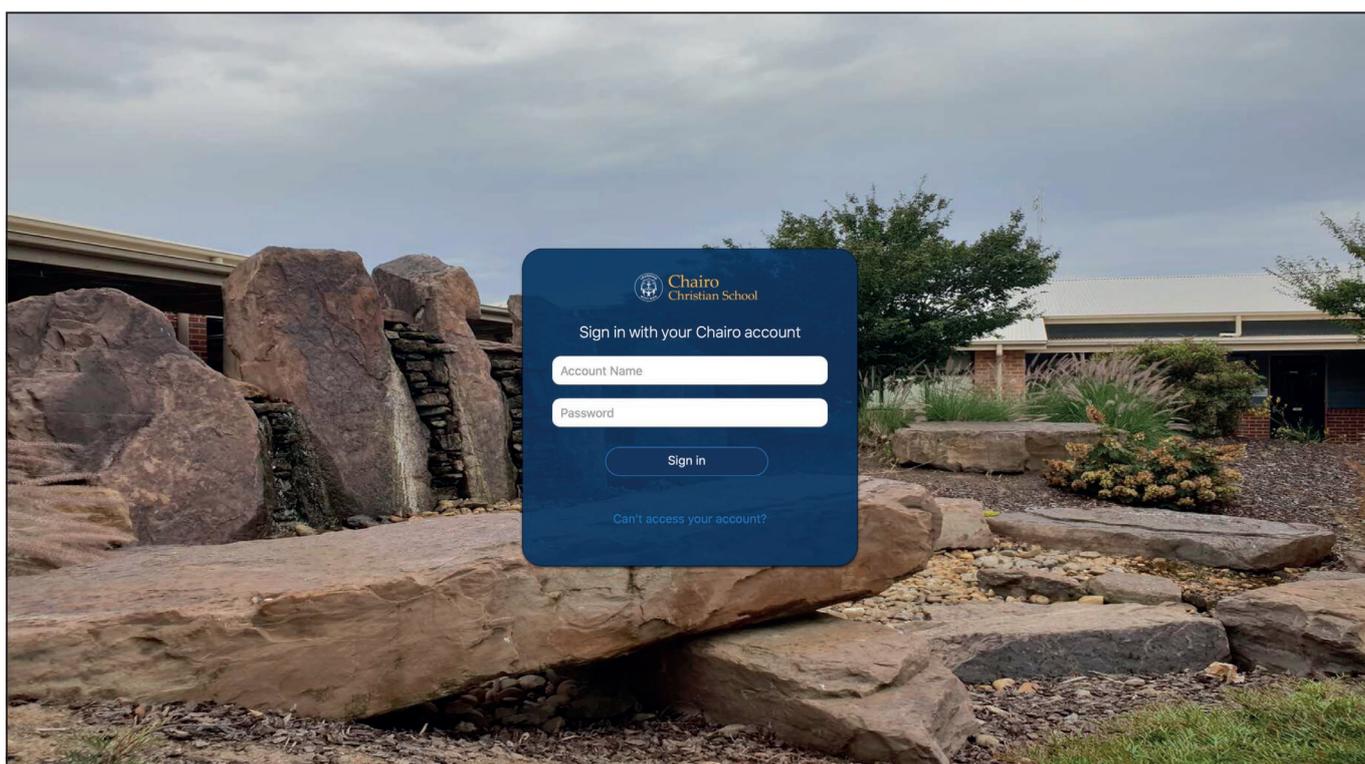
# PLD PROGRAM

Students in Years 3 to 12 are currently provided with access to robust devices that cater for the additional needs of students in their senior years of education. These devices utilise the Windows platform and fully integrate with the set-up of the school network, allowing students access to filtered wireless internet and school printers. Each device is covered by a three-year warranty along with an accident and theft insurance, which has a $100 excess.

All devices are connected to the school's filtering system that monitors search results and blocks access to some sites. This filtering system is currently controlled and monitored by Linewize and can be extended at home by using the Qustodio Parent App. We recommend that families make use of this monitoring service while the device is being used at home. Further information about the services provided by Qustodio can be obtained by sending a request to support@chairo.vic.edu.au.

# TECHNICAL SUPPORT

Support for students will be provided by our on campus technical support teams. These teams are found in the library at each campus and can usually be accessed by students at recess, lunchtimes, before and after school as well as online via the ICT Live Chat function in Linc. Technicians will try and fix the devices on the spot where they can. If a longer period of time is needed students will be offered a temporary replacement device (if available) until their device is fixed. Students can also log support requests online via email (support@chairo.vic.edu.au) if there are no support team members available or it is after hours.

# ESMART SCHOOLS FRAMEWORK

Chairo is an eSmart accredited school. This program provides a framework that guides the introduction of policies, practices and whole-school change processes to support the creation of an eSmart environment. The program was developed by RMIT University in consultation with education and industry experts from across Australia.

The eSmart system guides the whole school community through a process of developing and implementing best practice in the safe use of technology. It is based on research and evidence about what has worked to generate safe digital environments in schools, both in Australia and around the world.

The framework for eSmart schools is organised into *six domains*:

1. Effective school organisation
2. School plans, policies and procedures
3. A respectful and caring school community
4. Effective teacher practices
5. An eSmart curriculum
6. Partnerships with parents and local communities
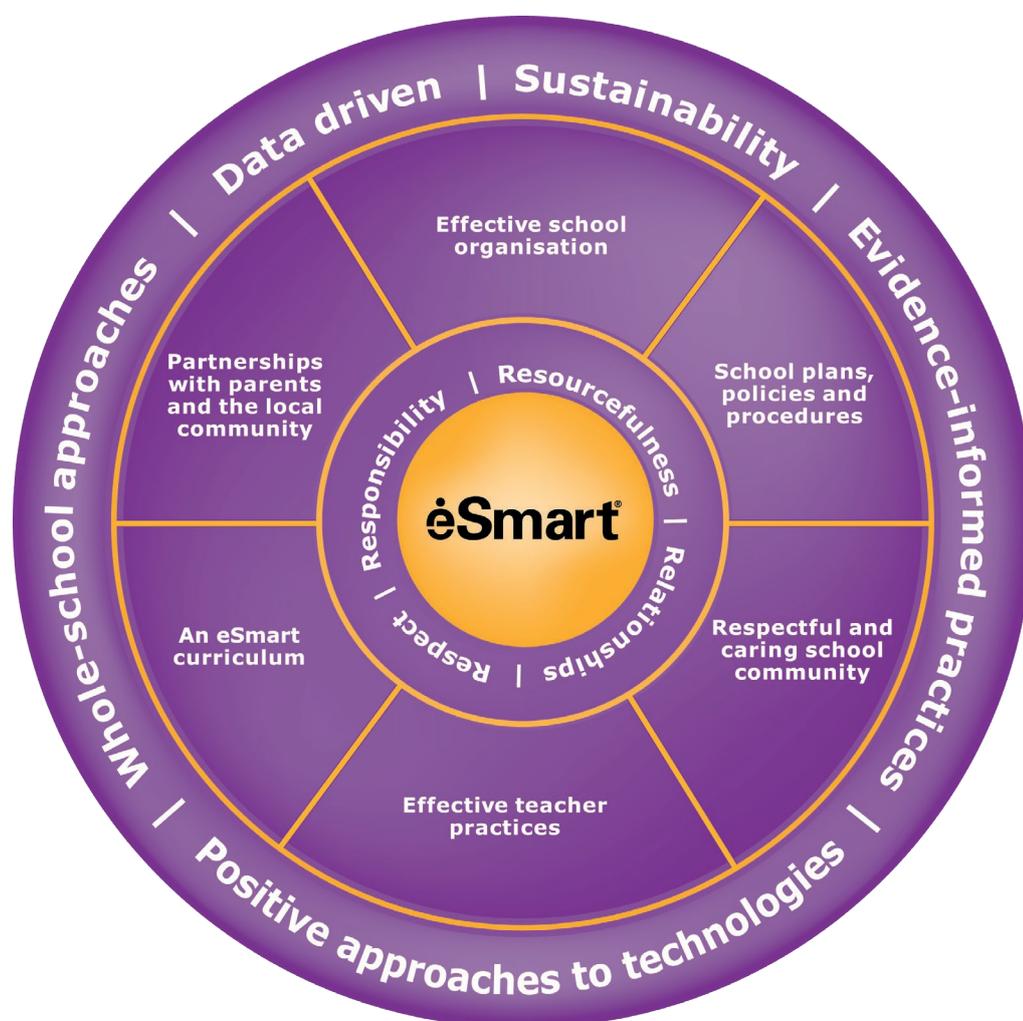
An eSmart school is a school where the smart, safe and responsible use of information and communications technology is the cultural norm. Students, teachers and the wider school community are equipped to embrace the best that these technologies can offer, while being savvy about the pitfalls.

For more information about eSmart schools, go to esmartschools.org.au.

# FREQUENTLY ASKED QUESTIONS

### HOW DO PERSONAL LEARNING DEVICES (PLDS) IMPROVE LEARNING?

Our students will have ready access to online information and resources, such as Linc (Chairo's learning management system) and online educational software.

### HOW WILL TECHNOLOGY BE UTILISED IN THE CLASSROOM?

This will vary depending on the year level and the learning being undertaken. However, teachers will design curriculum and learning activities to utilise the benefits of technology within the classroom to maximise learning opportunities.

### WILL STUDENTS USE THEIR PLD IN EVERY CLASS, EVERY DAY?

Students will not necessarily be required to use their personal learning devices at all times. The use of PLDs will take place alongside a range of learning activities. However, the PLD is an essential learning tool that must be available to be utilised when required and therefore should be taken to all classes unless specifically advised otherwise.

### WHERE WILL PLDS BE STORED WHEN NOT IN USE (E.G. LUNCHTIME)?

Years 3–8 students are expected to keep their PLDs in an area designated by their core teacher or in a locker. Students in Years 9–12 are expected to keep their PLDs in their locker when not in use and during breaks, with the use of locks recommended in order to keep PLDs secure.

### ARE STUDENTS EXPECTED TO TAKE THEIR PLD HOME EVERY DAY?

PLDs for students in Years 3–6 are stay-at-school devices. Students in Years 7–12 are expected to take their devices to and from school every day, unless specifically instructed otherwise.

### IS THE INTERNET SAFE?

Chairo students will be taught to be eSmart when accessing the school's filtered internet. This filtering system is used to minimise accessibility to inappropriate material on the internet. We recommend that families become familiar with and use Qustodio to monitor and filter internet use at home.

### THE SCHOOL MONITORS USAGE AT SCHOOL, BUT WHO MONITORS IT AT HOME?

Parents are responsible for the supervision of their children out of school hours and are encouraged to actively monitor the online and computer activities of their children.

### WHAT SOFTWARE WILL BE ON THE PLDS?

Each device will be loaded with software deemed necessary for the delivery of curriculum throughout the year, and this will vary for different year levels.

### CAN STUDENTS INSTALL THEIR OWN SOFTWARE?

Students in Years 7–12 will be able to install their own software. However, this software must be of an appropriate nature. Students must ensure that there is enough capacity on their PLD to allow for the completion of daily tasks. If there is found to be insufficient space, students must remove software or files that are not essential for their learning.

# FREQUENTLY ASKED QUESTIONS

**CAN STUDENTS BRING THEIR OWN PLDS FROM HOME INSTEAD?**

Students will not be allowed to utilise non-school supplied devices at school. Having all devices in the classroom with the same specifications and configurations allows teachers to maximise the use of the PLDs in the classroom, without having to troubleshoot issues caused by multiple devices with different operating systems and software. The use of phones is not an acceptable device for classroom learning. It is expected that phones will not be seen or heard while at school. This includes during class time and non-class time as outlined in school policy.

**WHAT HAPPENS IF SOMETHING GOES WRONG WITH MY PLD?**

If any repairs are required, a student should simply take their PLD to the ICT Support Staff at their campus who will arrange the repair on their behalf. Each PLD is covered by insurance for repairs, damage and theft for three years with a $100 excess for each claim. Deliberate damage could incur a $200 charge and the privilege of having a device could be withdrawn if the school is not satisfied that appropriate care is being taken.

**WHO IS RESPONSIBLE FOR BACKING UP DATA ON THE PLD?**

Students are responsible for backing up their own data. We recommend the use of cloud storage or an external hard drive to ensure that all important documents, images and files are kept safe. In the event of a PLD needing to be reimaged, all programs licensed by the school will be reinstalled, but it may not be possible to recover other data.

**CAN STUDENTS CONNECT THEIR PLD TO A HOME PRINTER?**

Each PLD will have access to some printers at school. Students in Years 7–12 will also be able to add the printer from their home network.

**WILL SCHOOL BAGS BECOME TOO HEAVY?**

We have purposely selected light, yet durable, devices to reduce the impact of school bag weight for students.

**WHAT IF A PLD RUNS OUT OF BATTERY DURING THE DAY?**

Each student is expected to charge their PLD overnight and bring it to school fully charged each day. The battery life should be sufficient to last throughout a regular school day. However, in exceptional circumstances, a teacher may give permission for a device to be plugged in.

**WHAT HAPPENS IF THE PLD USER AGREEMENT IS BREACHED?**

If a student fails to follow the guidelines set by the school regarding the use of PLDs, they will be subject to appropriate disciplinary action as determined by the school.

**CAN OTHER FAMILY MEMBERS USE PLDS?**

The PLDs provided by the school are intended for the sole use of the student to whom they have been distributed and named in the PLD User Agreement.

**WHAT HAPPENS IF A STUDENT EXITS THE SCHOOL?**

The PLD remains the property of the school at all times and must be returned to the school as part of the exiting process. The cost of the PLD will effectively be spread over three years, similar to a rental agreement. Accordingly, no refunds will be applicable upon leaving.

# PLD AND STUDENT USAGE AGREEMENT

Each student, and at least one parent/guardian, will be expected to sign a copy of the PLD User Agreement below upon receiving a student device. Copies will be made available at the time devices are distributed.

- I will take good care of my PLD, ensuring that I don't leave it in an unsecure location or allow others to use it. I will be responsible for all damage or loss caused by neglect or abuse.

- I will bring my PLD to all classes to be used at the discretion of the supervising teacher. Any unauthorised use of my PLD will result in me losing PLD privileges for a time specified by the supervising teacher or Head of School in keeping with the conditions outlined in the Student Computer Use Agreement.

- I will use technology in ways that are God-honouring and meet the standards set by Chairo. I understand that my PLD is subject to inspection by the school at any time without notice.

- I will not attempt to access websites that are not in keeping with a Christian worldview and are not acceptable to the school.

- If I accidentally access an inappropriate website, I will immediately exit the site and contact a staff member. I will not, under any circumstances, discuss the inappropriate site with other students.

- I agree to notify a teacher immediately should I receive an email containing inappropriate or abusive language, or if the subject matter is questionable.

- I agree to follow the school's guidelines regarding the sending and receiving of emails.

- I will not record any conversations, take any photographs, or film any people or school activity, without explicit instruction from a teacher and the permission of those who are to be recorded or photographed. I will never post any school-related material, including pictures and recordings, to the internet without expressed teacher authorisation.

- I will only use appropriate apps and programs during lessons as permitted by the supervising teacher.

- I will not deface my PLD in any way and, when not in use, I will store my PLD in the protective case supplied by the school.

- I will notify a teacher or Head of School immediately in the case of theft, vandalism or other damage sustained to my PLD or to the PLD of another student.

- I agree to be responsible in the use of technology and information gathered that subscribes to the ethical standards of Chairo Christian School and the laws of Australia.

- I have read and agreed to the rules set out in the Student Computer Use Agreement and this PLD User Agreement. I understand that disciplinary action will result from violations of these provisions.