

Teamwork

Resilience

Responsibility

Respect

High Expectations

SOUTH OAKLEIGH COLLEGE



1-to-1

Learning Technology

Information

2020-2021

knowledge conquers all

High Expectations

Respect

Responsibility

Resilience

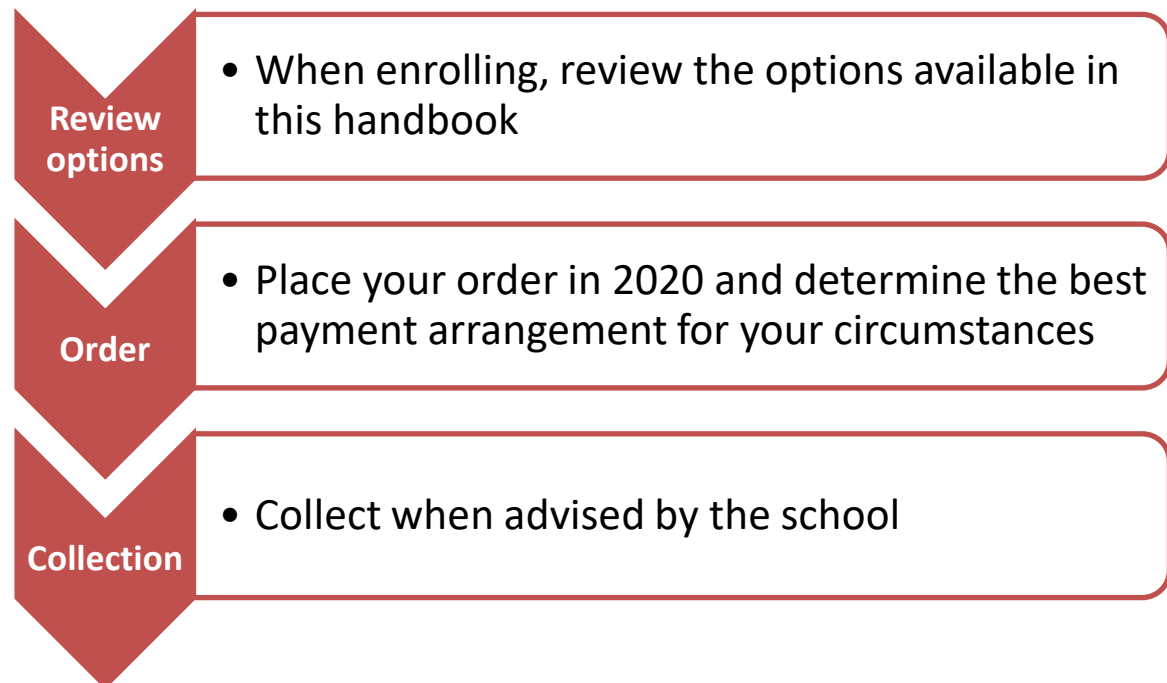
Teamwork



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Key Information



Introduction

At South Oakleigh College, we endeavour to provide all students with the opportunities for success, equipping students with the knowledge and skills required to become 21st Century learners in a rapidly changing and complex world.

Vision of the Instructional Model¹

The College is excited to continue to pursue an enhanced curriculum with a focus on incorporating digital technology into the curriculum. This has arisen as from the College's continual focus on improving student learning outcomes. The College continues to develop and refine curriculum whilst building teacher practice to ensure your child is best prepared for their post-school life. The next leap in our development is to better prepare students' 21st Century Skills through increased engagement with Information and Communication Technologies in the classroom. 1:1 technology is incorporated into the school's teaching and learning programs in every classroom across all year levels. This requires all students to have an advanced 2-in-1 Laptop (personal computer) in every class.

This guide outlines the College's digital technology strategy and details of the College's recommended device for 2021. We're excited that you will be joining us as we innovate and deliver improved outcomes for our students.

While we aim to be comprehensive in this guide, should you have any queries regarding the program please contact the College.

¹ Learner Instructional Model – SOC website-Year 7 Transition 2021

The Benefits of Technology in Education

There's no questioning the importance of technology in everyone's life - whether child or adult - in our personal, academic and professional spheres. South Oakleigh College recognises the power technology has to transform learning outcomes by developing 21st century skills and utilising the latest technology.

It is important to recognise that technology is not a mere replacement for pen and paper and the associated learning activities; rather, it provides opportunities to innovate and reshape teaching and learning to improve learning outcomes. Using technology, students will enhance their 21st century skills such as communication, collaboration, creativity, critical thinking and teamwork. The learning environment will embrace the use of technology to practically apply these skills and better prepare your child for their post-school pathway.

21st century skills are critical for students to develop in a society where work and life is changing at a constant rate. The Federation for Young Australians ²recognises that young Australians are entering a workforce that demands increased digital literacy and the ability to create and manipulate digital systems. Furthermore, employees are required to collaborate and communicate at increasing rates, much of which is undertaken using digital technologies. South Oakleigh College believes it is imperative to incorporate 1-to-1 (1:1) technology in the learning programs of our students to effectively deliver student outcomes which meet the demands of post-school life.

Key Benefits of Technology in Education:

- Potential 24/7 access to information and resources, anytime, anywhere
- Enhanced opportunities for innovation and creativity
- Enhanced opportunities for collaboration
- An increase in learning engagement
- Development of digital competencies and skills for the 21st Century
- Development of critical thinking skills
- Increased educational relevance and engagement

² *The New Work Order*, Federation for Young Australians (2015)

The Learning-Centred Curriculum

Learning remains the imperative in the classrooms of South Oakleigh College and digital technologies will provide opportunities to transform the way learning and teaching is undertaken. The College has incorporated the 21st Century Learning Design (CLD) Framework as the core vehicle to enhance our delivery of curriculum in the classroom, ensuring that learning activities develop 21st Century skills. This framework complements the Victorian Curriculum and seamlessly integrates 21st century learning among the key skills and knowledge incorporated in the state's curriculum.

The College has invested in the development of a number of staff members who are now certified in the 21 CLD Framework and is championing the process of embedding the framework across the curriculum, in line with the 1-to-1 (1:1) implementation strategy.

Figure 1: 21 CLD Certification Badge



The Right Device

Considerable consultation with other schools and evidence-based research indicates that a 2-in-1 convertible laptop offers the maximum opportunities for students to improve their outcomes. 2-in-1 convertible laptops are characterised by an active stylus ('pen') which allows students to write directly onto the screen. It is important to note, not all stylus are equal and the active stylus acts like a real pen – being emboldened when more pressure is applied. A device where students may write directly on the screen offers key advantages over other devices. Most significant, is the ability for learning and cognition to be translated directly onto a digital medium in a natural manner. The pen offers the ability to operate in a non-sequential manner – similar to human thought-patterns which create ideas and connections readily. A keyboard and mouse do not allow you to easily represent such information on paper and therefore limit aspects of learning. Directly below is more information, drawn from the research of Professor Sharon Oviatt:

Why do pen interfaces have cognitive advantages?

Pen interfaces are more expressively powerful than keyboard interfaces. They more accurately accommodate how we think. They can convey all types of representation, including words, symbols, numbers, and diagrams. When students are solving a problem, they can shift flexibly among them. For example, diagramming a genetics problem, then writing formulas with numbers and symbols to solve it, and summarizing their answer in words. In subjects like math, about 80% of what students write is nonlinguistic content, rather than words.

Pen interfaces are better suited for expressing spatial content than keyboards (e.g., diagrams, symbols), which is considered the foundation of thought [6]. In studies including our own, where students diagrammed before solving a problem, their science scores were 25-36% higher than when they did not [13]. In other research, students who used a pen interface constructed and viewed more diagrams, which improved their inference accuracy [13].

Pen interfaces enhance performance by minimizing cognitive load more than a keyboard interface. Work practice using a pen is already largely automated in our brains, so a pen interface can easily leverage these existing patterns. Interfaces that minimize cognitive load enhance average performance, and they also reduce the performance gap between low- and high-performing students [9].

Active writing with pen interfaces directly shapes brain functions. In research, children who drew letters, rather than viewing and naming them, performed better at recognizing them visually later. fMRI scans revealed that the motor act of writing increased neural activation in the brain area for visual letter discrimination [5], which facilitates word comprehension during reading (Figure 2) [1,4].

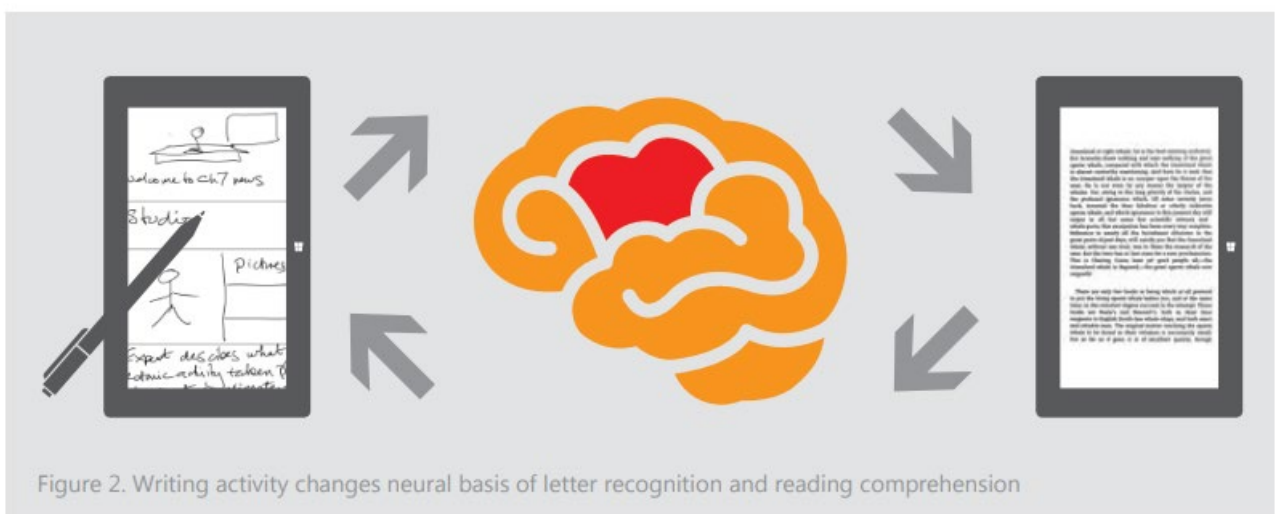


Figure 2: Pen? Keyboard? Voice? Touch? Sharon Oviatt (2013)

The Recommended Device for Students

The College has considered a variety of models to deliver the right type of devices into the hands of students in partnership with parents and guardians. At the forefront of consideration was the features required to deliver the intended learning outcomes, affordability, support, maintenance and insurance. The College has partnered with an industry-leading education technology specialist, Learning with Technologies, to provide a comprehensive technology solution.

Due to the rapid advances in technology and the need to keep up with the demand of learning programs, the school has nominated the **Lenovo ThinkPad L13 Yoga**. The school will provide this to families through a leasing arrangement (more details below) to minimise costs and support families to purchase the device. The package includes:

Windows 10 Home

Intel Core i5-10210U Processor (1.60GHz, up to 4.20GHz, 4 Cores, 6MB Cache)

13.3" FHD (1920 x 1080) IPS anti-reflective 300nits multi-touch display

Integrated Intel UHD Graphics

8GB DDR4 2400Mz SODIMM

256G SSD M.2 PCIe NVMe Hard Drive

2 x USB-C Gen 1, 2 x USB 3.1 Gen 1, 1 x HDMI, microSD card reader, Headphone mic combo, Micro Ethernet

Integrated 720p HD Camera + World facing camera

Intel Wi-Fi 6 AX201 + Bluetooth

4 Cell Li-Ion Polymer Internal Battery, 46Wh (Battery life - Up to 12 hours)

Lenovo 3 Year Onsite Warranty

Lenovo 3 Year Sealed Battery Warranty

Lenovo 3 Year Accidental Damage Insurance & Theft Insurance with \$100 excess (Read PDS)

ThinkPad Pen Pro

Fingerprint Reader

Protective bag

Delivery, configuration and packaging

[PDS Available here](#)

Indicative Price for the 3 Year Lease

\$1288

+ \$1 residual payment to SOC when exiting the College



Lenovo ThinkPad L13 Yoga

Leasing the Device

The device is available on a 3-year lease arrangement through the College. The College has pursued this form of arrangement as it allows us to maximise affordability for families. The lease allows families to immediately save the cost of the GST, which is over \$100; this cost is absorbed by the school. Furthermore, it reduces licensing costs by allowing the school to install software licensed by the Department of Education. It also provides peace of mind to families by ensuring that the device is fully supported by the school's IT Department, including onsite repair.

Payment and Delivery Options

Full Payment	Via Direct Debit	
Please complete the student laptop payment form and return to the College by: 18 September 2020	Please complete the student laptop payment form and return to the College by 18 September 2020	
<p>Option 1: Deposit of \$200 paid by 18 September 2020.</p> <p>Remaining balance of \$1088 to be paid to South Oakleigh College by Friday 11 December 2020.</p>	<p>Option 2: Deposit of \$200 paid by 18 September 2020.</p> <p>4 x Instalments of \$272 (18 October, 19 November, 18 December 2020; and 18 January 2021).</p>	<p>Option 3: Contact our Business Manager, Cara Ludbrook, prior to 11 September 2020 to organise a custom payment plan.</p>
*Expected availability from 14 December 2020	*Availability from approx. 21 January 2021	*Expected availability varies upon final payment

**Please note:*

- Deposits and payments are non-refundable
- Device collection date is dependent upon supplier delivery
- + \$1 residual payment to SOC when exiting the College
- 3 Year Warranty Accidental Damage and Theft begins for all devices from December 1, 2020

Frequently Asked Questions

Why do students need a laptop with a stylus?

Research has shown that when used for learning, an active stylus facilitates better thinking and allows students to express their ideas in a more organic way. Furthermore, the use of a stylus also builds fine motor skills and continues to develop handwriting, even though it's on a digital platform.

Do I have to use the schools recommended device?

The school strongly recommends the device supplied in conjunction with our technology partner, Learning with Technologies (LWT). Families may consider alternative devices for their child to use, however there are significant considerations to be made:

First, the device must meet the minimum specifications set by the school for it to be permitted to be used on the school network. This requirement exists to ensure that students can achieve the outcomes in the learning program. The minimum specifications are listed below. Second, families also sacrifice the cost advantage, having to pay GST and software licensing fees for certain programs not available for non-school owned devices. Finally, the school cannot guarantee continuity in learning if devices are used that are not from the school. Technical issues may not be resolved by the school IT department and all hardware problems will be the responsibility of the parent or guardian to resolve.

Minimum specifications for non-school provided devices:

- Windows 10
- Access to Microsoft Office 365
- 12" Screen or greater
- Intel i5 processor or greater
- 4 GB of Ram
- 128 GB Hard Drive
- Wireless 2.4/5 GHZ (G/N/AC)
- Keyboard
- Up to 12 hours of battery life
- Touch Screen with Stylus

I have an Apple laptop, will the school support this?

The College operates using a windows-based platform which does not effectively support Apple related programs. The device is used for collaboration purposes amongst peers; unfortunately, compatibility between Apple devices and windows-based devices is significantly impacted during collaboration learning activities.

I want to choose my own device, what are the disadvantages?

As stated above the school strongly recommends the device supplied in conjunction with our technology partner. However, if you chose to supply your own laptop and have ensured that you have met the minimum specifications as stipulated by school policy, the school will ensure your device has internet access and access to printing. Unfortunately, you may not have access a range of recommended learning software licenced by the school. In the event of software or hardware issues you will not be supported by the school IT department. Warranty, technical problems or repairs would have to be addressed by families privately. If your personal device does not meet minimum specifications, some learning activities may not be compatible.

I have decided to buy a device through the school, what can I expect to get?

There are many advantages that comes with a device acquired through the school. As stated above, you will save on GST and have the option to pay in instalments to help alleviate your family budget. You will have access to our full IT technical support and trouble-shooting. In the event of accidental damage, you will be issued with a loan device while you wait for any laptop repairs. Along with internet access and full printing access, preloaded into the device is a list fully licensed software by the school and the Department of Education for classroom and personal use.

Software that is pre-installed or available through SOC software centre includes:

- Microsoft Office 365 Professional that includes Microsoft Word, PowerPoint, Excel, OneNote, OneDrive and Teams.
- Adobe Creative Cloud that includes Photoshop CC 2018, Photoshop Extended CC 2018, Illustrator CC 2018, Lightroom CC 2018, Media Encoder CC 2018, Muse CC 2018, Acrobat DC, Dreamweaver CC 2018, Premiere Pro CC 2018, Animate CC 2018, Bridge CC 2018, etc.
- Sibelius Music Notation.
- Sketchup Professional 3D Modelling.
- Wolfram Mathematica 11 and Microsoft Mathematics.
- Yenka for Science, Mathematics, Technology and Computing.
- Arduino and PICAXE microcontroller IDE for Systems Engineering
- Visual Studio 2017 Software Development IDE that support languages such as C#, C++, JavaScript, TypeScript, Visual Basics in the .NET Framework.

The following table lists a comparative summary of a school-purchased device as opposed to a BYO (bring your own) device.

Features	School-Purchased	BYO Device
Microsoft 365 compatible	✓	?
Abode Creative Cloud preinstalled	✓	?
School-related learning software reinstalled	✓	✗
Satisfies school's minimum hardware specifications	✓	?
IT Technical Support	✓	✗
3 year warranty with accidental damage and theft cover	✓	✗
Printing access	✓	Limited
Internet access	✓	✓
Access to school loan devices	✓	✗
Save on GST	✓	✗
Flexible leasing arrangement options	✓	?

What happens if my device is broken?

If a school device breaks or malfunctions it can be taken to the IT Service desk for repair. If the issue is covered by warranty a job will be lodged with the manufacturer and a technician will fix the device here at school. Accidental damage is covered by insurance (read PDS for coverage and exclusions); however, there is a \$100 excess payable to the school which must be paid before the device will be repaired. Once your device is logged for repair, you will be issued with a loan device to continue with your learning programs.

What happens if my device is stolen?

Devices should never be left alone unless completely secured. When storing the device at school, it should be in a locker secured by a school-supplied lock (available from the front office). Families should consider storage arrangements at home to ensure the security of the device.

Please read the PDS carefully to have a clear understanding of what is covered by Theft Insurance.

[PDS Available here](#)

Can I take the leased device with me when I exit the school?

Yes, however, this must be arranged with the school to ensure the title of the device is transferred and school-licensed software removed. Devices must be signed off by the IT service desk before the device may be kept. A residual cost of \$1.00 is to be paid to the College upon exiting to release the device from our Asset Register and complete factory reset.

Can students share a device in the family?

Each student needs to have access to a device in all classes, so sharing is not possible.

Can students charge their device at school?

Students must come to school with their device fully charged each day to ensure their device will last the day. Devices may be charged during lunchtime at designated charging stations in the school. Devices should not be left unsecured to charge.

Does the school monitor the use of the device at home?

No, use at home should be overseen by parents and guardians. The school takes no responsibility for overseeing the use of the device outside school.

Acceptable Use Policy

Rationale

In order to enhance student learning, South Oakleigh College is committed to the provision and use of appropriate learning technologies throughout the College.

Purpose

To ensure that students use Information and Communication Technology (ICT), including hardware and software, the Internet and Intranet, in an appropriate and ethical way.

Guidelines

- ICT at the College should be for educational use only.
- Software must be appropriately licensed for use.
- Material which is unacceptable to the College, for example sexually explicit, racist or violent material, is not to be knowingly accessed or downloaded through the College network or other personal carriage services onto College computers, student notebooks or other digital devices, including Bring Your Own Digital Devices.
- ICT must not be used to bully, defame or discredit any member of the College community or the broader community.
- ICT must not be used to discredit the College.
- Students should not publish material via the Internet or Intranet about the College or a person without the express permission of the College or the person.
- Every precaution must be taken not to allow computer viruses, trojans, malware, spam, phishing or other similar software which is detrimental to the functioning of the College network to enter the College computer network.
- All sources of material accessed from the Internet and Email must be cited in the appropriate format, in line with copyright protocols.
- Accessing network pathways and files which are restricted to staff and network administration is prohibited.
- Personal logon details are to be kept confidential.
- Appropriate care and consideration should be exercised with all electronic devices.
- College network security must not be circumnavigated via software i.e. VPN, bypass proxies, etc.

Consequences of Non-Adherence to Policy

Students who do not adhere to the College General Computer Policy will be considered in breach of the College Student Code of Conduct, which is published in the College Planner and Student Engagement policy. The penalties for breaches of the Student Code of Conduct may include, but are not limited to, the following:

- Parent contact
- Discussion followed by a warning
- Written or verbal apology
- Deprivation of privileges
- Removal from a group activity
- Being required to complete a task to an attainable standard
- Graffiti removal or community service
- Detention outside class time
- Discipline meetings

- Removal of Administration rights and restriction of device access
- Report to police
- Suspension
- Expulsion

Suspension is a serious disciplinary measure and will only be used when other measures have not produced a satisfactory response, and in situations where the Principal is satisfied that urgent action is required.

Permanent expulsion from the College is the most extreme sanction and will only be used in extreme circumstances. Behaviour which may result in expulsion include: significant violence, the threatening of the welfare and safety of members of the College community, or significant disturbance of the good order of the College program or facility.

Both suspension and expulsion will be managed according to the Student Engagement Policy.

Network and User Agreement

The following guidelines apply to all students accessing Network and Online resources throughout the College's various computer networks. It applies for the whole time that they are students of this College.

The signatures at the end of this document indicate that the parties who sign this document have read the terms and conditions carefully and fully understand their significance.

All students who use Network and Online resources will have discussed with their teachers the appropriate educational use of these resources. The Network Management Team may review files and communications to maintain system integrity and ensure that students are using the networks responsibly. Students should not expect that files stored on or transmitted by the College networks will always be private.

All students and their parent and guardian will have signed the Network and Online User Agreement prior to any access.

Network and Online Use - Terms and Conditions

1. Acceptable Use

Network and Online use must be in support of education and research, and be consistent with the educational objectives as set in the Charter of South Oakleigh Secondary College.

Students are responsible for their behaviour on the various College computer networks. Use of or sending any material that is threatening, offensive or obscene, or contravenes the College's Student Code of Conduct or harassment policy is not permitted.

2. Privileges

Access and use of the College Network and Online resources is a privilege, not a right, and inappropriate use will result in cancellation of that privilege.

3. Network Etiquette

Students are expected to follow the generally accepted rules of Network and Online use. These include, but are not limited to, the following (see list on next page):

A good user:

- shares access to the network when others have either a priority or equal need for use.
- uses the network in such a way that will not disrupt others.
- is conscious that academic study is a priority over casual use of the network and acts accordingly.
- uses acceptable and appropriate language and does not swear.
- respects copyright laws and does not plagiarise the work of others.
- does not damage or alter computers, computer settings, printers, printer settings, programmes, programme settings, computer network wiring, infrastructure or settings.
- does not create, introduce or intentionally spread computer viruses, rogue programmes or alter programme source codes.
- does not use or introduce unauthorised software.
- is aware that the use, storage or transmission of any material in violation of any state, federal or international law or regulation is strictly prohibited. This includes, but is not limited to; copyrighted material, threatening, harassing, pornographic or obscene material, or material protected by trade secret.

4. Security:

You are responsible for all actions or activities originating from your user account. Security problems must be brought to the immediate attention of College staff who must inform the Network Management Team. Therefore, please take note of the following points:

Students shall not:

- share their user accounts with any other person.
- log into or use another person's account.
- read, delete, copy, modify, forge or trespass upon e-mail folders, files or work of another person.
- send harassing, obscene and/or other threatening e-mail to another user (an extremely serious offence).
- arrange to meet people they have met on the Internet at any time unless they have the explicit permission of their parent or guardian.

It is strongly recommended that students do not reveal personal details (home addresses, phone numbers, credit card numbers etc.) unless they have discussed this with their parent or guardian.

Students should change their password(s) frequently. It is your User Account and you are responsible for ALL activity by that account.

5. Consequences of misuse

In addition to the consequences outlined in the Student Code of Conduct, breaches of Network and Online Policy, as outlined, may result in the following:

- Withdrawal and deletion of personal Web pages.
- Withdrawal of e-mail access.
- Withdrawal of open access to the Internet (limiting access to the Educational cache).
- Withdrawal of all College online access, printer access or network access.
- Withdrawal of Administration rights.

6. Terms of this Agreement

Please take note that the terms and conditions in this agreement may be changed following publication in the school newsletter.

STUDENT AGREEMENT

I understand and will follow the Network and Online User terms and conditions. I fully understand that any violation of these terms and conditions is unethical and may constitute a serious offence. Should I break the agreement, I will have my access stopped.

STUDENT NAME _____

(in block letters, please)

STUDENT SIGNATURE _____

FORM _____ **STUDENT ID** _____

DATE _____

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the Network and Online User Policy statement. I fully understand that access network and online resources are provided for educational purposes only.

I recognise that it is impossible for South Oakleigh Secondary College to restrict access to all controversial and unacceptable materials and I will not hold the College responsible for such materials acquired on the network.

I hereby give permission for my child to use the Network and Online resources of South Oakleigh Secondary College.

PARENT OR GUARDIAN NAME _____

(in block letters, please)

PARENT OR GUARDIAN SIGNATURE _____

DATE _____

If you have any concerns about this policy, or the use of the Internet at South Oakleigh Secondary College, please contact the school.

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The school has nominated the **Lenovo ThinkPad L13 Yoga** as our recommended device and will provide a leasing arrangement to minimise costs and support families to purchase the device.

Please fill out this form to purchase the laptop along with a deposit of \$200 or full payment of \$1288 so that we can order the laptop on your behalf. Laptops will not be issued to students until full payment has been made.

STUDENT LAPTOP PAYMENT FORM

Families that have paid their laptops in full by 11 December will be contacted to collect their device at the school between Monday 14 and Thursday 17 December 2020.

Families that have their laptops paid in full after 11 December will be contacted to collect their device from Thursday 21 January 2021.

Student Name: _____ Year Level: _____ Date: _____

Non-Direct Debit option:

Deposit of \$200 to be paid by 18 September. Final balance of \$1088 to be paid by 11 December.

Direct Debit options:

Deposit of \$200 debited on 18 September. Final balance of \$1088 debited on 11 December.

Or

Deposit of \$200 debited on 18 September; and 4 x Instalments of \$272 via Direct Debit.

(Debited on 18 October, 18 November and 18 December 2020; and 18 January 2021)

Name on Credit Card: _____ MasterCard/ VISA/ UnionPay

Expiry Date: _____ CCV: _____

Card Number: _____ Signature: _____

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Resilience

Responsibility

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High Expectations



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