SOUTH OAKLEIGH
COLLEGE

1-to-1
Learning Technology Information

HIGH EXPECTATIONS | RESPECT | RESPONSIBILITY | RESILIENCE | TEAMWORK

TABLE OF CONTENTS

INTRODUCTION....3
THE BENEFITS OF TECHNOLOGY IN EDUCATION....4
THE LEARNING-CENTRED CURRICULUM....4
CHOOSING THE RIGHT DEVICE- What Is a 2-in-1 Convertible Laptop?....5
THE RECOMMENDED OPTIONS FOR STUDENTS....6
FREQUENTLY ASKED QUESTIONS....7
ACCEPTABLE USE POLICY....9
NETWORK AND USER AGREEMENT....10
NETWORK AND ONLINE USE: TERMS AND CONDITIONS....10

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 Model[1]

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 guide outlines the College's digital technology strategy and details of the College's recommended device for 2027. 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 2022

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[2] recognises 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

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 several 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

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

CHOOSING THE RIGHT DEVICE- What Is a 2-in-1 Convertible Laptop?

While all students will be able to access the curriculum via any of the models listed on the South Oakleigh College order portal, the College has also included an option of a 2-in-1 convertible laptop. 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].

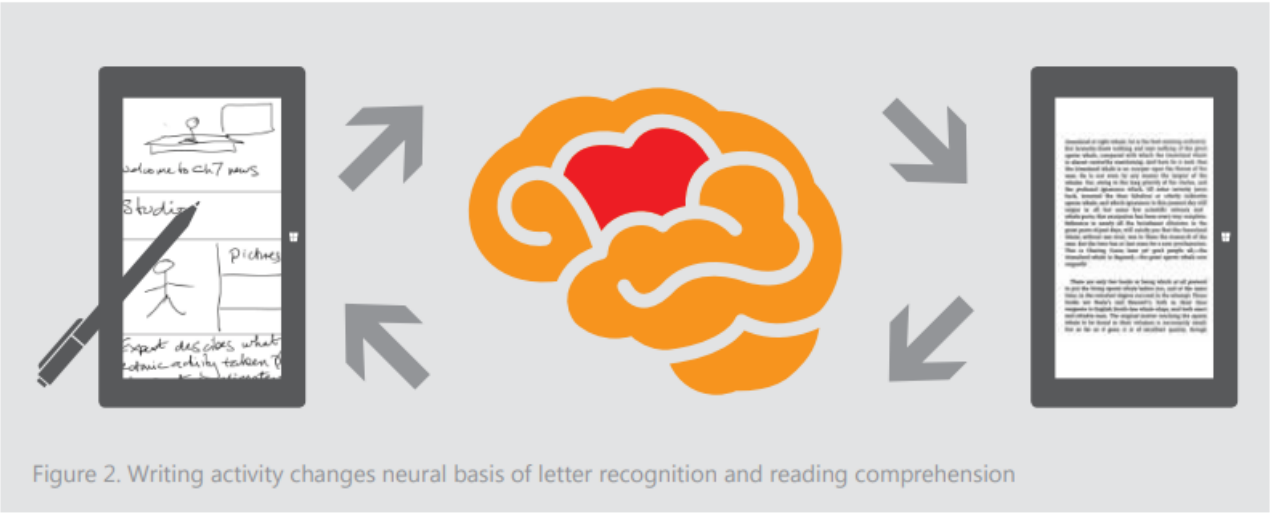


Figure 2. Writing activity changes neural basis of letter recognition and reading comprehension

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

THE RECOMMENDED OPTIONS FOR STUDENTS

The College has explored various models to ensure that students receive the most appropriate devices, working closely with parents and guardians throughout the process. Key factors considered included the essential features needed for optimal learning outcomes, as well as affordability, support, maintenance, and insurance. To make this happen, the College has teamed up with Edunet Computer Services, a recognized leader in educational technology, to provide a comprehensive solution.

Considering the fast-paced developments in technology and the necessity to align with our educational programs, the school has put together a diverse selection of devices across different price points and functionalities for families to consider. We have carefully chosen a variety of 2-in-1 convertible touchscreen models, complete with a stylus to support our educational initiatives. Families can conveniently view and compare these options through the order and payment portal link provided below. Please note that the availability of certain models and pricing options is limited to existing stock.

ORDERING AND PAYMENT PORTAL

Families may order and purchase their device by accessing the payment portal via the link provided. The Portal will also provide the specifications of the device.

https://soc.technologyportal.com.au/

The portal provides a convenient collection service, enabling families to either pay for the device in full or make contributions according to their preference. Once the total payment is completed, the devices will be dispatched to the College, and families will receive a notification when their device is ready for collection at our onsite IT Service Desk.

Edunet offers a Lenovo and Acer Education Warranty option, which includes the following:

A 3-Year Onsite Standard Education Warranty that covers protection against impact damage and liquid spills. If the device is deemed irreparably damaged, it will be replaced, at which point the damage coverage will conclude. For full details, please check the relevant terms and conditions from Lenovo and Acer.

Lenovo Warranty Flyer

Lenovo T&Cs

Acer Warranty Flyer

Acer T&Cs

HIGH EXPECTATIONS | RESPECT | RESPONSIBILITY | RESILIENCE | TEAMWORK

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, Edunet Computer Services. 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. Secondly, 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.

The college recommends the following specifications:

- **Processor:** Intel Core i5 or N150
- **RAM:** 8GB minimum (16GB recommended)
- **Storage:** 256GB or larger Solid-State Drive (SSD) with at least 50% free space
- **Operating System:** Windows 11 Home (Windows 11 Pro recommended)
- **Display:** 12 to 14 inches
- **Connectivity:** USB-A and USB-C ports, 5GHz dual-band Wi-Fi, Webcam, Microphone, and AUX 3.5mm output
- **Battery Life:** At least 10 hours
- **Weight:** Maximum 2kg
- **Accessories:** A physical keyboard (separate keys for A-Z).
- **Insurance:** Accidental loss and breakage insurance is also highly recommended

I have an Apple laptop, will the school support this?
The College operates on a Windows-based platform, which does not adequately support programs related to Apple. Our IT courses rely on Windows-specific software that is not compatible with MacOS. While the devices are intended for collaborative work among peers, the compatibility challenges between Apple and Windows-based devices often hinder effective collaboration during 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 to 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. You will have the option to pay in instalments to help alleviate your family budget. You will have access to our full IT technical support and troubleshooting. In the event of accidental damage, you will be issued with a loan device*[1] 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 Cloud

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. 3 Year Onsite Standard Education Warranty - 3 Year on Battery - covers impact damage, liquid spills - if unit is deemed uneconomical to repair due to damage, the unit will be replaced, and damage coverage ends. A loan device will be issued to the student until laptop is repaired ***1**.

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.

Edunet and Lenovo do **not** offer theft insurance under the new Lenovo Education warranty so there is a requirement for you to add the device to your current insurance policy.

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.

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.

***1** Loan devices are subject to availability.

ACCEPTABLE USE POLICY

South Oakleigh Acceptable Use Agreement

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.

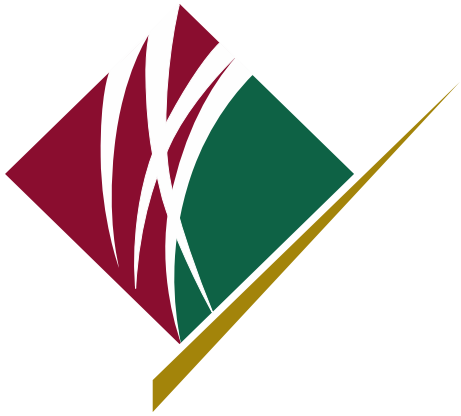
   Students should change their password(s) frequently. It is your User Account and you are responsible for ALL activity by that account.

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. Students must follow the Acceptable Digital Technology Usage Agreement found in the Student Enrolment book.

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