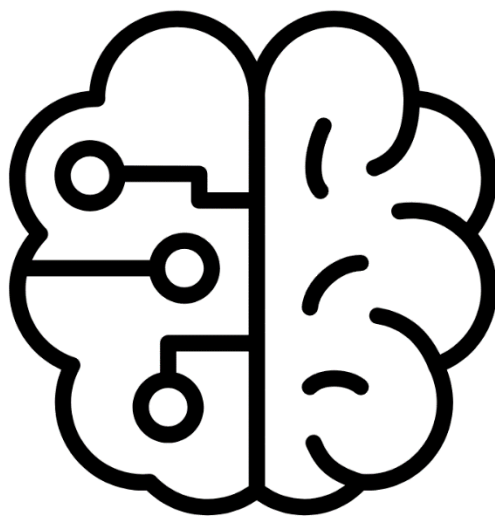




2024 1:1 Handbook
Indooroopilly State School





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Our Teaching & Learning Vision

What is 1:1?

A 1:1, one student: one device, program is an initiative that allows students to bring their own agreed upon device to school and use it for educational purposes under the direction of their teacher.

It allows for **seamless access** to technology and students to have access when required.

Why 1:1?

It is our vision that **empowered students** are conscious, connected creators and consumers that demonstrate **Digital Literacy Skills** to thrive in an ever-evolving world.

Indooroopilly State School has identified the need for seamless technology enhanced learning to prepare students for an ever-evolving world. Rich technological experiences and digital integration will allow students to build their skills and digital literacy to prepare them for lifelong learning in the 21st century.

A device is a powerful learning tool for differentiation and personalising a student's education. A device provides agency to the student for them to learn and decide which application suits their learning and communication intentions. Communicating is one of the 21st century learning skills, as Galatis and White (2013) state "It is not a case of learning how to use a device -- one needs to have the skills to adopt and adapt as the situation demands it.". Through leveraging information & communication technologies (ICT), we aim to equip and empower all students with the knowledge, skills and competencies needed to be independent and confident learners now and in the future.

The device provides great tools and new applications; however, teacher guidance and explicit instruction still remains pivotal towards a 21st century education.

There are three aims of the 1:1 program.

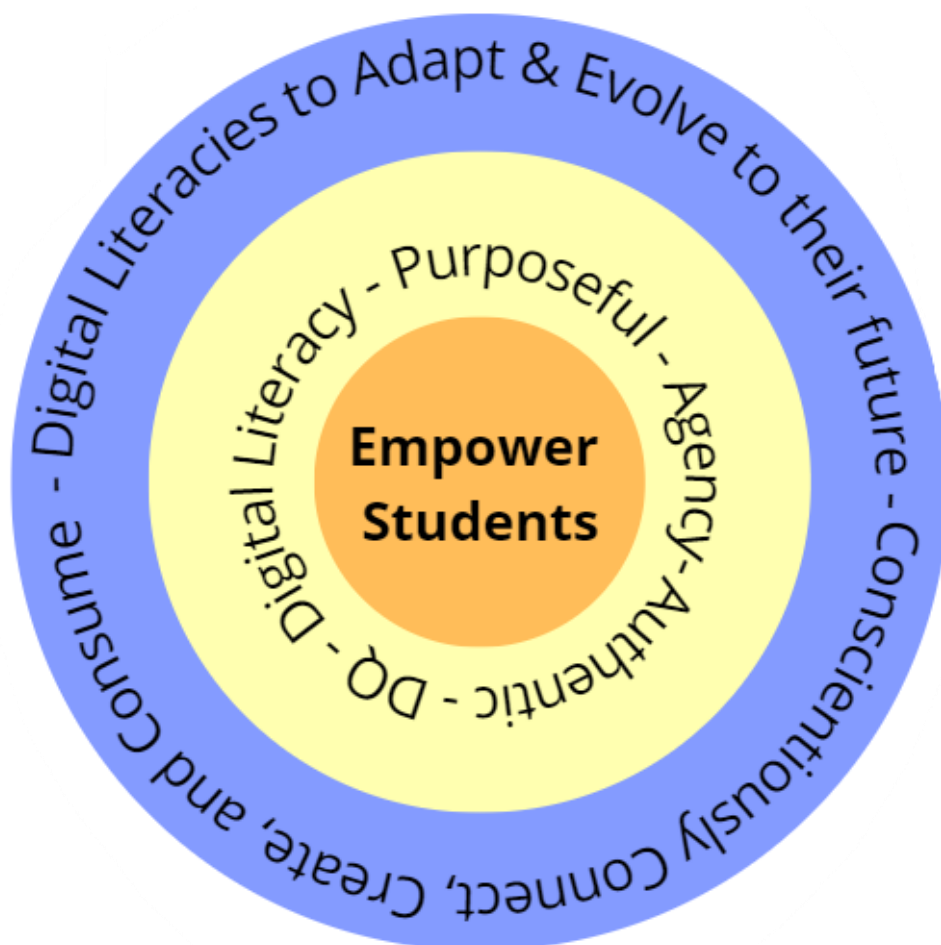
1. Equip and **empower all students** with the knowledge, digital literacy skills, digital intelligence (DQ) and competencies needed to be independent and **confident** learners.
2. Increase accessibility to the curriculum therefore improving learning outcomes.
3. Empower students to be **conscious, connected, creators** and **consumers** of technology



Benefits of 1:1

Analysis of literature and relevant studies show how 1:1 programs can:

- Enhance student accessibility to technology to promote 21st century skills.
- Enhance the curriculum by providing additional ways for students to create, develop, extend and share their understanding.
- Allow continuous and more frequent access to learning materials for more efficient learning that can happen anywhere and anytime
- Strengthen the relationship between home and school by providing parents an opportunity to access their child's learning, promoting more relevant, timely and quality conversations around what students are learning in class.





Supporting 1:1 and Your Child's Learning

Getting Ready for 1:1 and First Day of School

Preparation and assistance in the set-up of your child's device prior to the commencement of the 2023 school year.

Prior to Day One

- Read the 1:1 Handbook
- Purchase a suitable device that meets the [minimum specifications](#) listed in this handbook.
- The Digital Parent/Guardian *1:1 ICT User Agreement* document **must be read** by both parent/s and child, found at end of handbook
- The Digital Parent/Guardian *1:1 ICT User Agreement* document **must be completed and signed** by parent/s or Guardians. Digital Copy here: <https://forms.office.com/r/LmQsr8ms8u>
- The device **must be registered** with the Department of Education's Intune device management platform; and
- The device **must have all required software installed** ([see the list](#))

Tech Support available if required. Email tech@indooroopillyss.eq.edu.au

Rollout Day at School

- Your child brings in a **fully** charged device, protected in its carry case.
- Students will be presented with a Student Version of the *1:1 ICT User Agreement* document to be explained and signed in the classroom.
- Once the Digital Parent copy and Student version of the 1:1 ICT User Agreement is returned, your child will be permitted to access the school's wireless network, EQNET, and not before.**
- Procedures and Expectations are stated and taught.



Device

The preferred device for Indooroopilly State School 's 1:1 program is a 2 in 1 device. After research and collaboration with other schools, it is believed that these devices allow for multiple opportunities to interact with the interfaces of the device providing learners more ways to make use of the device.

Device features that benefit multiple learning areas are:

- Touch enabled
- World Facing Camera
- Foldable/detachable
- Stylus

Indooroopilly State School has set up a procurement portal with JB Hifi Solutions for Education. ISS encourages families to purchase from these portals because:

- Device is verified to work on the school network
- Educational Pricing is more affordable
- Optional insurances and Warranties are offered
- Support is available from JB Hifi
- Reduces technical support load required from teachers

It is **strongly recommended** that you consider an extended warranty/insurance in the event of loss, damage or repair.

How to use the Purchasing Portals

Parents who choose to purchase devices and or accessories via the JB Hifi BYOD Purchase Portal, should feel assured the devices have been selected to support your child's learning potential.



1. Go to www.jbeducation.com.au/byod/
2. Enter the BYOD code as supplied by your school.
Indooroopilly State School Code: INDOOROOPILLYSS23



3. Once logged in, select a student program. There are 3 different programs with different price points and brands. All devices meet the minimum specifications.
4. Choose your preferred delivery method.
5. Follow the prompts to select your products, accessories and nominate for insurance. Enter your details to proceed.
6. Choose a payment method and complete your order. No surcharges on credit card purchases

How to log a warranty repair claim

1. Visit <https://productcare.jbeducation.com.au>
2. Submit the details of your warranty claim
Warranty Request Portal: <https://productcare.jbeducation.com.au/log-product-care-request>
3. Once submitted, you should receive a notification email confirming receipt
4. A member of our warranty service team will then contact you and/or your school to determine if it is a hardware fault and then arrange repair of the faulty unit



Minimum Specifications (if you choose to independently find your own device)

For parents who choose to independently source a device for their child, the **minimum specifications** listed in the table below has been selected to ensure the device purchased is viable to support your child’s learning journey.

Devices which do not meet these **minimum** specifications have the potential of impacting how your child accesses their learning.

CPU:	Intel Core i3/Dual Core Processor (or equivalent)
GFX:	Intel HD Graphics 5000 (or equivalent)
RAM:	4GB
Storage:	120gb
Screen Size:	11.6”-14”
Wireless:	5ghz
Battery:	At least 5-6 hours balanced charge
Operating System:	Windows 10 64 Bit, Windows 11 64 Bit Note: MACOSX, ChromeOS not supported Devices using Windows 10 S must be switched out of S mode to function
Connectivity:	USB 3.0, No Cellular Devices allowed
Software: <i>Refer to setting up your 1:1 Device on school Website</i>	Microsoft 365 Suite (Free from EQ), Reputable Virus Protection Note: We recommend the free inbuilt Windows Defender Virus scanner and nothing else Adobe Reader (optional) VLC Player (optional) NAPLAN Lockdown Browser
Mandatory	Connected to Education Queensland’s device management platform – Intune (Computer Portal) prior to Day One at school Refer to the Setting Up Your Device

Additional recommendations below will assist in the learning

PC recommendations

- 11.6” to 14” Multitouch screen
- 360° Flip, Rotation or Detachable
- Stylus / Active Pen
- Integrated Webcam
- Insurances & Extended Warranties



Features not recommended

- 15" or larger screen

Protecting the 1:1 Device and Equipment

In addition to the device, we recommend the purchase of:

<p>Protective Case (Name, school and class clearly labelled)</p>	<p>Matches the size of the device</p> <p>hard shell and or a case with ridged corners.</p> <p>Zipper close Water resistant Handles and or shoulder strap recommended Fits snugly Stylus storage</p> <p>Cables and chargers will not be required at school.</p>
<p>Mouse</p>	<p>Wired or Wireless Labelled clearly with student's name</p>
<p>Headphones (already on Year 5 Booklist)</p>	<p>Over the ear headset (with microphone); clearly labelled with your child's name.</p>
<p>Stylus</p>	<p>If your device does not come with a Stylus and is touch screen, it may support a stylus. Please label your child's stylus</p>





Setting Up your Device

Before starting school, parents will need to prepare the device for use on the school's network. Download and install the following:

- Switching out of Windows S
- Uninstall Trial Virus Scanners
- Install Intune
- Set up Office 365
- Setting up Microsoft Teams
- NAPLAN Lockdown Browser
- Install VLC Media Player
- Install Adobe Acrobat Reader

Watch a video of Digital Coach, Kyle Walters setting up a device through this link:
<https://youtu.be/4rKydiNyAeY>

Tech Support available if any questions are required. Please Email tech@indooroopillyss.eq.edu.au

SWITCHING OUT OF WINDOWS S

If you want to install an app that isn't available in the Microsoft Store, you'll need to switch out of S mode.

[Switching out of S mode in Windows - Microsoft Support](#)

UNINSTALL TRIAL VIRUS SCANNERS

Most new devices will come with trial Anti-Virus software. This software is not recommended to keep on devices as it can hinder the devices use while connected to EQ networks. Search for "App and Features" in windows to remove these applications.

SETTING UP INTUNE

As part of onboarding, you will need to install Intune. Please follow the link for instructions on how to do the installation.

<https://indooroopillyss.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/One%20Student%20One%20Device/byoxlink-how-to-guide-windows-enrol-your-byo-device-into-intune.pdf>



SETTING UP OFFICE 365 SUITE

All Queensland state school students can download the latest Microsoft Office 365 to their personal home computers and mobile devices. Your Office subscription lasts for as long as you're a Queensland state school student.

Most new devices purchased will already have Office 365 installed. Intune will configure this for the students MISID account.

If it does not, please make sure that you sign into office using your EQ credentials.

To set up Office 365 from scratch please follow the link below.

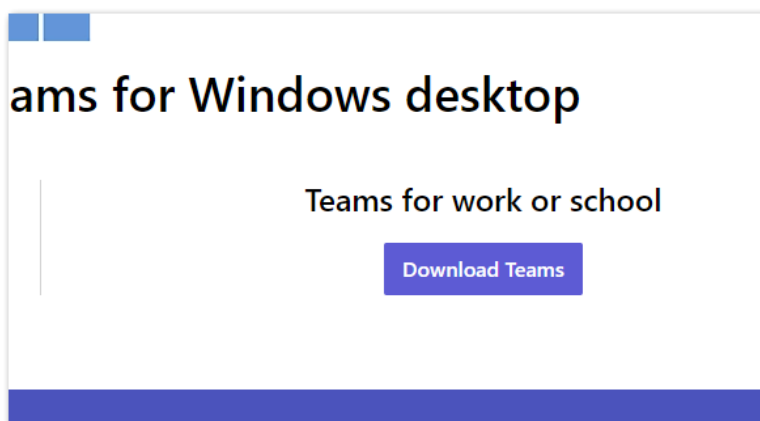
<https://learningplace.education.qld.gov.au/Documents/home-computer-support.pdf>

SETTING UP MICROSOFT TEAMS

MS Teams will be the learning hub for students. For ease of access, we will be using the desktop version of MS Teams.

Follow the link to install and click "Download Teams"

[Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)



Windows 11 comes with Teams pre installed. Please be aware that this is the personal edition of teams and will not work with EQ credentials.

Department of Education and Training

Office 365 Suite

All Queensland state school teaching staff and students can download multiple free copies of the latest Microsoft Office 365 to their personal home computers and mobile devices.

Non-teaching school staff will need a licence assigned to their account prior to installation. Any staff member who has previously installed Office will have the licence already, but those who have not installed it previously will need to log a request to Service Centre to obtain a subscription prior to installation. Please use the online form at the [Service Catalogue Online](#), or call the Service Centre on 1800 680 445.

The below installation method is only to be used on devices which do not have the MCE build installed. Do not follow these directions to install Office on a MCE device.

Download, update to and install Office 365

Note: these instructions were created using Google Chrome. Your experience may differ slightly if using a different browser:

1. Open internet browser and navigate to <http://portal.office.com/ole/mysoftware.aspx>
2. You will need to **log into** the Office 365 home page using your EQ details. **Type** your @eq.edu.au email address.
3. **Click Next.**

Microsoft
Sign in
username@eq.edu.au
No account? Create one!
Can't access your account?

Next



SETTING UP NAPLAN LOCKDOWN BROWSER

All Student devices will be required to use the NAPLAN test player locked down browser to undertake the test.

The locked down browser is a secure browser designed to lock down the computer and provide limited access for Naplan testing.

Locked down browser Apps will **not** contain test content, therefore a connection to the Internet will still be required to take the test.

Please use the link below to install

<https://pages.assessform.edu.au/uploads/files/Release/NAP%20Locked%20down%20browser.exe>

INSTALL VLC MEDIA PLAYER (OPTIONAL)

VLC is a free and cross-platform multimedia player and framework that plays most multimedia files as well as DVDs, Audio CDs, VCDs, and various streaming protocols.

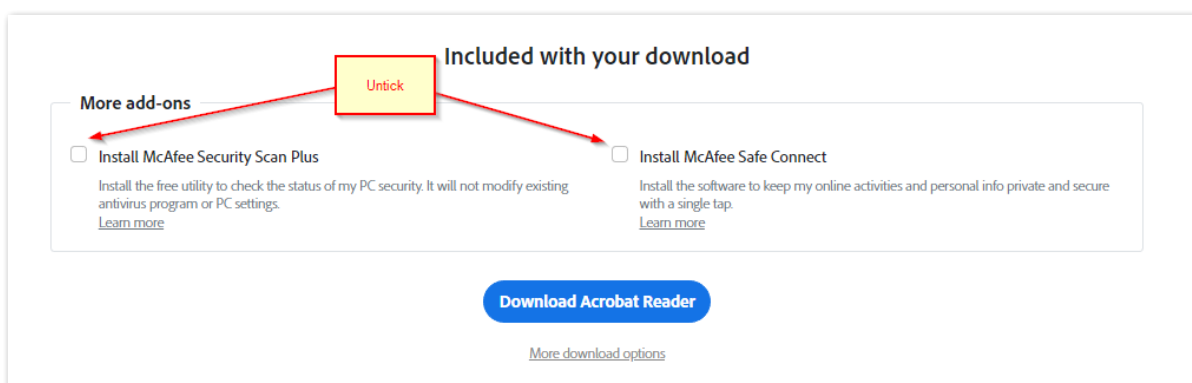
Please use the link below to install

<https://www.videolan.org/vlc/>

INSTALL ADOBE ACROBAT READER (OPTIONAL)

View, comment and sign on pdfs for free. Untick the Install McAfee Options

<https://get.adobe.com/reader/>





Responsibilities

As a school, we recognize and embrace the benefits of ICTs in helping us to achieve our mission of supportive learning environments. For this to occur, appropriate use, security and day-to-day management of student devices have been considered. Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines that outline the responsibilities of all stakeholders.

Students

Students are expected to meet the following expectations:

- Use the device responsibly, appropriately and respectfully in accordance with the [1:1 ICT User Agreement](#).
- Take responsibility for safety and care of their device. For example, keeping it in a case to avoid physical damage and not leaving the device unattended.
- Respond to teacher direction regarding use of their device.
- Leave their laptop in their designated storage space when not in use (this includes lunchtimes).
- Demonstrate [Digital Intelligence](#) by considering their online identity, rights, communication practices, security, safety and emotional intelligence.
- Obtain permission before photographing, videoing, recording or sharing any content concerning any other person.
- Abiding by intellectual property and copyright laws
- Being mindful of both their own digital reputation and that of the school.
- Ensure that software is regularly updated to ensure the device is an effective tool for learning.
- Regularly save and back up work and files.
- Consequences of misuse or failure to fulfil these obligations will be applied and dealt with as a behavioral issue. This may include withdrawal or restriction of 1:1 privileges.

Parents and Caregivers

- Acknowledgement that the core purpose of a device at school is for educational purposes.
- Applying monitoring of student internet usage outside of school when not connected to the school's network.
- Encourage and support the development of [Digital Intelligence](#).
- Ensure installation of required software.



- Provide a protective case for the device.
- Consider and acquire adequate warranty and insurance of their child's device.
- Understanding and co-signing of the [1:1 ICT User Agreement](#).

Teachers and School

- Implement 1:1 program induction. Including information on connection, care of device at school, behavior and use expectations and support the development of [Digital Intelligence](#).
- Provide quality network connection at school in order to cater for effective classroom access.
- Utilize effective digital pedagogies.
- Regularly monitor student work in class to ensure appropriate use.
- Provide adequate internet filtering while the device is at school.
- Provide technical support.
- Provide instructions for accessing software available from department of education e.g. Microsoft office 365.
- Printing facilities
- Preparation and co-signing of the [1:1 ICT User Agreement](#).



Device Procedures and Expectations

Indooroopilly State School is committed to the health, safety and wellbeing of students and staff. When it comes to using digital devices, it must be remembered that these devices are tools for learning, and as such, are not used with every learning experience, nor are they used for the whole school day. To support students when using digital devices, students will develop and be encouraged to use healthy practises such as reducing screen brightness, stretching, correct posture and so on.

Microsoft Family

If you are concerned about the amount of screen time your child is accessing, we strongly recommend setting [Microsoft Family](#) for Windows laptops.



Microsoft Family

Establishing a family group is an easy, effective way to encourage healthy online habits and manage busy schedules. A family group is a set of individuals connected through the [Microsoft Family Safety](#) app on their Windows, Xbox, or mobile devices.

The Device at Home- Parent Support

Your child may need parental guidance in learning the following:

- Caring for their device e.g., not eating or drinking over or near the device; not walking with device open
- Ensuring the device is stored in a protective case;
- Ensuring the device is fully charged and ready to use each day (leave cables and chargers at home);
- How to access the internet at school and at home;
- Which programs and apps to access and to do it in a responsible and timely manner;
- Understanding the 1:1 ICT User Agreement;
- Being responsible in their daily use.



Management of the device at home is determined by parents at home. We encourage families to establish routines and expectations at home.

For more assistance:

<https://www.esafety.gov.au/parents/skills-advice>

The Device in the Classroom

The device is expected to come to school each day for learning.

- When not in use, the device must be stored in its pigeonhole
- Keep cords to a minimum. (only bring to school if leaving device at school overnight)
- Devices should always be carried with two hands and should be closed, unless explicitly directed to by the teacher.
- Students should never leave their device unattended or in an unsupervised area.
- Devices are to be stored in the classroom during class and break times.
- Students will not be permitted to use or carry devices outside the classroom, unless strictly supervised by the classroom teacher.
- Students are not permitted to use messaging apps or email parents; all communications must go through the school office.

Transport of Devices

The device is able to travel to and from school. Alternatively, the device is able to stay in a secure location overnight, an opportunity to charge will not be made. However, the device is to go home at the end of the school week.

- The device should be stored in its protective case, inside a suitable school bag.
- Ensure pressure is not applied to the device at any time e.g. books, other bags.
- Never leave the device in a car.
- Students will not be permitted to use or carry their device unprotected in or around the pick-up/drop-off zones. Device must remain in carry/school bag.
- Devices may be left at school overnight in a secure location determined by the school. (Not covered by school insurance.)



	Student	Teacher	
	Before School		
8:00am	<p>Student brings device, ensuring it is signed out of their personal account Students Drop school bag and device off to classroom port racks</p> <p>If at Before School Care, Student must follow their policy and procedure.</p>	Teacher monitors port racks	
8:50am	Start of Day		
	<p>Students to bring devices and accessories into classroom and put in designated area; pigeon holes or on desk. TBD by teacher</p> <p>Students who have stored device overnight sign out device and collect</p>	<p>Prior discussion regarding morning routine Teacher assists children in set up Teacher identifies how spare devices may be used for the day. Teacher identifies points on visual timetable when devices will be used</p>	<p>Accessories- Mouse, headphones Charger is expected to stay at home.</p>
	End of Day		



2:50pm	Devices packed into sleeves/laptop bags ready for transportation home Or Device is taken to Overnight storage trolleys and secured for overnight.		Storage trolley will be central to year 5 classrooms. Students will have to fill in a storage log/registrar
2:55pm	Students place in bags or carry using appropriate laptop bags. If at After School Care, Student must follow their policy and procedure.	Ensure devices travel in a safe manner Secure Storage Trolley	

Monitoring Student Devices

Devices are monitored by teachers when in use in the classroom. Software is able to stream their screens to the teacher's device. This will be used to share work with the class and to monitor.

Equity Bank

If the student does not have a 1:1 device at school, they may have access to device from the Equity Bank on that day. If parents opt not to provide a personal device, students may have access to a **shared school owned** device for use in the classroom. These devices are school owned, and as such, will not be permitted to go home with any student and we cannot guarantee regular access (due to potential demand for the school owned device).

Accessing Support from Indooroopilly State School

Indooroopilly State School will offer a range of support to our families including information evenings, online resources, newsletter articles and website updates. Additionally, opportunities will be provided on topics that will support safe use of devices for both students and parents. Some events may include student led sessions to showcase student learning and upskill parents in the many activities students engage in with their devices.

Tech Support available if required. Email tech@indooroopillyss.eq.edu.au



Care of Devices

Generally, devices have a life span of 3 years before needing to be replaced or upgraded. Although, when treated well, the device will continue to operate well past this timeframe. Research throughout Semester 2, 2022 has highlighted that device specifications at time of creation meet the requirements of Indooroopilly State High School; however, these specifications are subject to change. This partnership between our main feeder high schools ensures that students in Year 5 are able to take their device to high school with them.

Battery Life & Device Charging

The device is expected to come to school fully charged as outlined in the 1:1 ICT User Agreement. To minimize accidental loss of property, bringing the device charger to school is not required if not intending to leave device overnight.

Tips to Increasing Battery Time

- Reduce the screen brightness to a comfortable level.
- Disable connectivity such as Wi-Fi and Bluetooth when not in use.
- Close all running apps/programs when not in use.

Screen Care

The screen can be damaged if subjected to rough treatment or excessive pressure.

- Do not lean on the device, particularly the screen of the iPad or lid of the laptop.
- Do not place anything in the carry case that will press against the screen or cover.
- Clean the screen with a soft, dry, or anti-static cloth.
- Always close device to carry

Device Protection and Care

The school will provide support to help ensure the care and security of the device. Each student is responsible for taking care of and security of the device and accessories. Responsibility for the device at home, in transit or at school belongs with the student and their family.



Security, Insurance & Warranty

It is advised at the time of purchase a protective carry case and that extended warranties or accidental damage policies be considered at point of purchase. This will ensure that disruption of learning and financial impact is minimized in case of an accident.

*As the device belongs to the family, it is the family's responsibility to insure the device for loss and or damage. This **may** be possible through the family's home and contents insurance or through extended warranties.*

Device Loss and Damage

- Digital devices will be the responsibility of the student (owner).
- The School accepts no responsibility for the security or safety of the device.
- Parents are advised to review their insurance policies (for at home, school and in transit use).

Virus Protection

No computer is immune to viruses or spam so it will be mandatory that all students protect their devices through virus protection programs or apps. Virus protection will need to be regularly updated and scans carried out. If a device is found to have out-of-date or no anti-virus at all, it will be removed from the network until anti-virus protection has been updated.

- We recommend the Windows built-in anti-virus protection, *Windows Defender*.
- Third party anti-virus software may reduce the device's performance. We strongly recommend the privacy policy if you choose third party software.

Data and Security

With support, students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class work may be lost.

ISS staff will support students with the implementation of appropriate and responsible digital protocols. Each student will learn to be responsible for the backup of all data.

- While at school, students may be able to save data to the school's network
- Students are also able to save data locally to their device for use away from the school network.



- Important data should be backed-up on an external device, such as an external hard drive or USB drive.

Technical Issues

Teachers will be able to provide basic technical assistance to students such as connecting to the internet, basic troubleshooting, and advice on where more extensive work or repairs may be needed.

Teachers will continue to be trained on how to best utilise technology to enhance the learning experience and learning outcomes of their students.

It may become necessary for students to restore their device using recovery software supplied in the box or by following another reset procedure. In these cases, students will need to take the device home and follow the recovery instructions provided by the vendor. Before restoring the computer make sure all of the data has been backed up to an external device. All warranty issues are to be addressed through individual suppliers. All legal liability of the device in terms of loss, damage or theft is also the responsibility of the owner and not the school.



Digital Intelligence

To ensure the 1:1 program continues to maximize learning, students will be supported to develop the necessary technical, cognitive, metacognitive and social emotional skills needed to be empowered users of technology. Our Digital Intelligence framework offers a way to develop the following concepts:

- **Identity** - Students will develop the ability to build and manage a healthy identity as a digital citizen and co-creator of the digital ecosystem.
- **Use** - Students will develop the ability to manage their life both online and offline in a balanced way by exercising self-control to manage screen time, multitasking, and their engagement with digital media and devices. Students will be encouraged to understand the benefits and harms of technology on one's mental and physical health and to use technology use while prioritizing health and well-being.
- **Rights** - Students will develop the ability to handle with discretion all personal information shared online to protect one's and others' privacy. When using and creating content, students will be encouraged to manage intellectual property rights including copyrights and trademarks.
- **Communication** - Students will consider the nature of their digital footprints and what it means to actively build a positive digital reputation. Students will be encouraged to use technology effectively to communicate and work collaboratively.
- **Security** - Students will be supported to detect and use suitable security strategies to manage cyber threats against their personal data and device (for example hacking, scams, and malware) and whilst using cloud-based collaborative digital environments.
- **Safety** - Students will be encouraged to identify, mitigate, and manage cyber risks such as cyberbullying, harassment, and stalking and content cyber risks such as harmful user generated content, hateful content and explicit images.
- **Emotional Intelligence** - students will be supported in developing the ability to be aware of and supportive of their own and other's feelings, needs and concerns online. Students maintain an awareness of their own level of digital competence and actively work to manage and update their skillset. Students manage their emotions as well as competencies in order to fulfill their goals.

Digital Intelligence 2022

Harness the good, Limit the harm



Why

Empower children to become informed digital citizens, who are conscious and responsible creators and consumers of technology in an ever changing world.

How

We will do this by empowering students, teachers and the community.

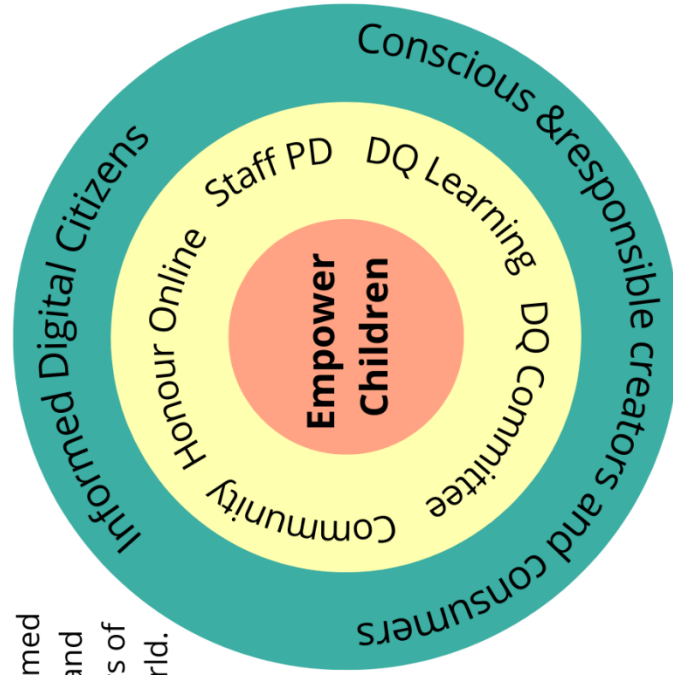
Key initiatives for 2022 are:

- HonourOnline
- DQ Framework & learning experiences focussed on Digital Safety & Digital use
- Creation DQ Committee
- Partnering with community
- Staff Development
- Authentic use of technology



What

In partnership with the students, teachers and community, our vision is to harness the good and limit the harm of technology. To empower our children to become **informed digital citizens**, who are **conscious and responsible creators and consumers** of technology.



Teachers-Students-Community





Australian Curriculum V9- Digital Literacies

Digital literacy encompasses the knowledge and skills students need to create, manage, communicate and investigate data, information and ideas, and solve problems. It assists students to work collaboratively at school and in their lives beyond school.

Digital literacy involves students critically identifying and appropriately selecting and using digital devices or systems, and learning to make the most of the technologies available to them. Students adapt to new ways of doing things as technologies evolve and protect the safety of themselves and others in digital environments.

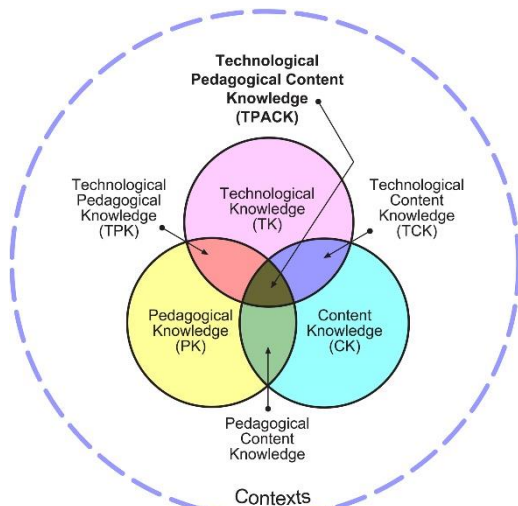


The Digital Literacy learning continuum is organised into 4 elements:

- Practising digital safety and wellbeing
- Investigating
- Creating and exchanging
- Managing and operating.

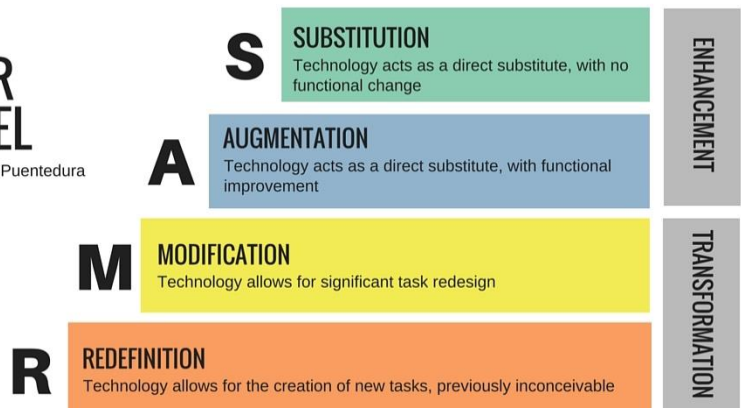
Teaching & Learning Frameworks

Teaching Staff at Indooroopilly State School have been using and integrating a range of technologies for many years to improve their knowledge and skills, pedagogy, differentiation and deep content connections. Teaching staff will continue to be supported through professional development from outside providers, digital coaches, sharing of best practice and latest research in order to develop practices that promote seamless access of technology. Teachers will use relevant frameworks such as the SAMR and TPACK to develop teaching and learning experiences for students that are authentic, meaningful and match the skills needed to live in the 21st century. The development of digital pedagogy will ensure the 1:1 program continues to meet its initial aims.



THE SAMR MODEL

Dr. Ruben R. Puentedura





ICT User Agreement

Student Version below is to be signed by students at school with classroom teacher. Parents may complete their copy by following this link.

<https://forms.office.com/r/LmQsr8ms8u>



Indooroopilly State School 1:1 ICT User Agreement

Indooroopilly State School deems the following to be responsible use and behaviour by a student:

- Use technology devices for:
 - accessing assistive technologies and tools specific to your needs
 - engaging in class work and assignments set by teachers
 - developing appropriate 21st Century knowledge, skills and behaviors
 - authoring text, artwork, audio and visual material for educational purposes
 - conducting research for school activities and projects
 - communicating or collaborating with other students, teachers, as part of assigned school work
 - accessing online references such as dictionaries, encyclopedias, etc.
 - researching and learning through the school's eLearning environments
 - ensuring the device is fully charged before school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a technology device.

It is unacceptable for students to:

- Use the IT resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Cyberbully, insult, harass or attack others or use obscene or abusive language/ imagery
- Deliberately waste printing and Internet resources
- Commit plagiarism by copying other student' work, software, information, graphics, or other data that may violate copyright laws.
- Use unsupervised internet chat or messaging platforms or spam e-mail
- Access external or 3/4/5G networks on school premises
- Knowingly download viruses or any other programs capable of breaching the Department's networks security
- Handle and use another student's device without teacher authorization
- Attempt to access other computer systems, accounts or unauthorized network drives without their permission.
- Record, photograph or film any students or school personnel without the express permission of the supervising teacher.

By signing this document, you are acknowledging your understanding of Indooroopilly State School's expectations of your 1:1 Device

Name	
Signature/Initials	
Date	