

At Mount Clear College we will have a compulsory laptop program for all Year 7-9 students from 2018. It is a requirement that all students at Mount Clear College completing Years 7-9 in 2018 have a laptop computer that meets the College's specifications.

The laptop program is designed to enable our students to thrive as global citizens, allowing our students to:

- Learn anywhere, anytime
- Initiate their own learning
- Involve their family in their education
- Create media rich presentations and projects
- Instantly access information to enrich their learning
- Make communications from home to school quicker and easier
- Keep in close contact with the school's online portal for class changes, events and excursions, learning tasks and homework, as well as the College news feed

A stimulating and innovative learning environment is required to connect with today's student and equip them for tomorrow's world.

What are my options with obtaining a laptop?

All students within Years 7, 8 and 9 are required to have a laptop that meets our minimum specifications. All laptops will be installed with a modified eduSTAR image, which includes up to date antivirus software and software tailored to suit the needs of junior school students. If a student brings an Apple product (MAC) as their device, they will need to ensure they have downloaded Office Suite to match the software provided within the eduSTAR image. In addition to this there will be an option to have a parent administrator account on each device to enable parental control and monitoring.

1. Purchase a laptop through the school

Students have the option of purchasing a laptop through the school at a heavily discounted rate. Devices purchased through the school have the added bonus of an onsite warranty and are able to be worked on by the our IT technicians. Further information of the device offered in this round is listed over the page.

2. Finance/Payment Plan through the supplier (laptop available upon application approval)

We understand the cost of a laptop is sometimes not within the family budget, therefore we are pleased to advise we have negotiated an excellent deal and payment plan with the supplier. For as little as \$31.00 a month (interest free and no deposit required), you can equip your child with an essential device to assist with their learning. The payment plan is developed to fully purchase the device in 36 months and as an added benefit, also includes insurance for accidental damage with no excess applicable. For further information, please see: <http://portal.mtclearsc.vic.edu.au/>

3. Bring your own laptop to school

Students are welcome to bring their own laptop and have this connected to the College network as long as it meets our minimum specifications (listed on page 2). Students are welcome to retain a device they may have used in primary school, a device that is already owned at home or within the family, or they can purchase a new device from an external supplier (examples of acceptable devices are listed on page 4 under the FAQs).

Devices purchased through the College require a 50% deposit before they can be ordered.
Orders will close for the Term 4 round on 17th November 2017 (for Term 1 2018 delivery).

Timeline for the Introduction of Laptops at Mount Clear College

	2017	2018	2019	2020
Year 7				
Year 8				
Year 9				
Year 10	Optional	Laptop or iPad		
Year 11	Optional	Optional		
Year 12	Optional	Optional		

Recommended Laptop

ACER - TRAVELMATE P238

- Intel Core i3-6100U (3 MB L3 cache, 2.3 GHz, 15W)
- 13.3" HD Acer ComfyView LCD
- 4GB DDR3-SDRAM
- 128GB SSD
- Intel HD Graphics 520
- Intel Dual Band Wireless-AC 7265, 802.11ac LAN
- WiDi compatible + Bluetooth 4.0
- 48 Wh 3270 mAh 14.8 V 4-cell Li-ion battery pack
- Battery life: up to 12.5 hours
- Acer webcam with 1280 x 720 resolution & 720p audio/video recording
- 2 x USB 2.0 Port
- 1x USB 3.0 port
- 1x USB Type-C Port (3.1)
- 1 x Card reader
- 1 x HDMI port
- 1x RJ-45 Port
- 1 x Headphone/Speaker jack, 1 x Microphone -in jack
- 1 x TPM 2.0
- 1.5 kg (3.31 lbs.) with 4-cell battery pack
- 327 (W) x 228 (D) x 19.65 (H) mm
- HDMI to VGA cable included
- EVA Ruggedized case Designed to keep your netbook or laptop safe whilst in transit.

3 Year onsite warranty -- \$795.00 incGST

Devices cannot be picked up until 100% of the cost has been paid for. All receipts and records of payments should be kept



Minimum Specifications for Laptops

The minimum requirements for the devices are listed below:

Element	Minimum Device Specifications	Recommended Device Specifications
Screen	13.3" HD Acer ComfyView LCD	11.6" or higher
Memory (RAM) All	4GB or higher	8GB or higher
CPU	2.3Ghz CPU or higher	Dual-Core processor or higher
HDD/SSD (All)	128GB SSD	128GB SSD or 256GB SSD
Wi-Fi	Yes	Yes
Battery Life	6 hours or more	6 hours or more
Operating System (Windows)	Windows 10 (Which is included on school Image)	Windows 10
Operating System (Mac)	MacOS 10.11 or higher	MacOS 10.11 or higher

In order to use their devices at school and access the school Wi-Fi system students need to:

1. Have their device approved by the IT technicians
2. Complete and submit the Acceptable User Agreement

The IT technicians will install your device with the school's current eduSTAR image (windows only) which includes:

- The Wi-Fi certificate, shortcuts to the school website, Compass and Office 365
- Anti-virus and Microsoft suite (non-apple devices)

Student' Responsibilities for Devices and Safe Usage

Before devices are placed on the network students will be required to read, sign and agree to the terms laid out in the Colleges Acceptable Use Agreement for the Internet and Digital Technologies. This Agreement is attached at the end of this document (beginning on page 6).

Students have the following responsibilities in regard to their devices

- Students will be responsible for the care and maintenance of their devices. The College takes no responsibility for any damage or loss of a student's device. Parents are advised to take an extended warranty for their device and to ensure the device is covered under their home insurance.
- Students are to ensure their device is fully charged prior to the start of each school day.
- The device should be carried in a protective cover/bag at all times and stored safely in the student's locker when not in class use.
- Travelling to and from school the device must be in the student's school bag or in a protective bag of a similar nature.
- The device is to only be used for educational purposes while at school.
- Students should not access social networking sites/apps through their device and staff will be removing them if they are seen to be open during class time. The College network has filters in place which block the use of social networking.
- Students should not operate their device under a Virtual Private Network (VPN) whilst on the school network. Although VPNs can be used safely and positively on public networks, they are harmful to a private network's security and that of its users.
- Students are to ensure that non-educational material (eg. music, movies, games) stored on their device does not limit the capacity of their device to store school related material. We recommend at least 5Gb of free space for student documents.
- Individual students are responsible for their own device and should ensure that they take care of it at all times. Devices should not be left unsecured where other students can gain access to them.
- Students must be respectful of other students' property and privacy at all times. They must not share user names or passwords with anyone or interfere with another student's device.
- When using their devices, students must at all times abide by the College policies and Responsible Usage Policy for the Use of Computer Hardware and Software Including the Internet. Any breaches of these policies will incur disciplinary action.
- On days of sporting competition or excursions students should leave their devices at home.

Frequently Asked Questions (FAQs)

Do I need to go and buy a brand new device?

Not necessarily. If you have an existing laptop that meets the College's minimum specifications this may be appropriate. Students will be expected to use the device throughout their junior schooling and into their senior schooling if possible. The lifetime of the device should form part of your decision making, however students do not have to use the same device for their entire schooling.

What devices are and are not acceptable as part of the BYOD program?

Please refer to the table on page 2 of this document regarding the introduction of laptops at each year level. As of the beginning of 2018, iPads will no longer be accepted in years 7 – 9, and will be phased out gradually in the Senior School. All laptops are acceptable as long as they meet the College's minimum specification requirements.

Chromebooks, Smart Phones (Android or Apple), iPad Minis, PlayStation PSPs and Kindles are examples of devices that cannot be accepted into our Laptop program. The specifications of these products do not allow for a rich enough educational experience in a secondary school setting. If you are unsure if a device is suitable or not please make contact with the IT team at the College.

Will there be a warranty and what happens with Insurance?

If a device is purchased through us, or via a payment plan directly through the supplier, a three-year warranty is offered. Parents purchasing a device from an external supplier are encouraged to take out an extended warranty.

If the device is purchased via a payment plan directly through the supplier (option 2-page 1), a \$0 excess insurance cover is provided. If the device is purchased through our College (option 1-page 1) there is no insurance with the device for loss, theft or non-warranty repairs. Parents are advised to check home insurance policies and ensure the device is covered for accidental damage and loss.

What is the expected lifetime of the devices offered by the College?

The devices offered by the College are expected to function effectively for approximately three to five years, depending on individual use. Students should therefore be able to use their device from Year 7 through to the end of Year 9 and, if maintained

appropriately, be able to use this device in later years as they enter the senior school.

What is Mount Clear College contributing towards the Laptop program?

We have developed these options based on a proven model adopted by hundreds of schools called a co-contribution model. This means that both the school and parents work together in providing the best possible educational experience for the student. **Our contribution towards the laptop program as a school is as follows:**

- Office 365 software and Windows 10 (valued at \$100 per year)
- Educational software (valued at approx \$1,000)
- Full technical support
- Laptop bag
- ICT classes and training in how to get the most out of your device.
- Working in partnership with our supplier to provide you with great pricing.
- Assistance to set up your online account.
- Using the College's buying power to offer you the lowest price.
- A loan device if your device requires a warranty repair so that your child's learning can continue uninterrupted.

Will students in other year levels be offered the same laptop?

No. As time progresses and new laptops are required, the model supplied may change. This is because of new models being released and changes in the value of the Australian dollar. However, all laptops will be capable of fulfilling their primary task of education for students at Mount Clear College.

I have an old Device what can I do with it?

The below third parties offer trade in pricing for old laptops and iPads. <https://www.tradeyourit.com.au/>
<http://www.boomerangbuyback.com.au/index.aspx>

What if I can't afford to purchase a laptop?

Please contact our Front Office to discuss available payment options. Some families may also be eligible for further supports.

Do we have to buy a laptop for next year now?

While we encourage families to lodge an order and begin to pay off their laptops with plenty of time for 2018, further offers will be released approximately every three months so there will be another opportunity to purchase later in the year.

What if I want to supply my child with a laptop straight away?

Students in all year levels are encouraged to have a laptop in their classes from this time if possible. Even bringing an older laptop from home would adequately support their learning and organisation. Please check our Minimum Specifications for system requirements.

Can students put their own software/apps/songs/programs onto their laptop?

Students may download other programs, apps, software and songs onto their devices as long as its use does not impact on the space available for educational resources and programs required for the program or break the Acceptable Use Agreement for the Internet and Digital Technologies.

Will students be using eTextbooks?

Some subjects have the option of purchasing hard copy textbooks or eTextbooks. Parents should refer to the Booklist and contact Ballarat Books for more information. eTextbooks will be an advantage of the program. Not only are eTextbooks lighter to transport, they also offer a rich, immersive experience unavailable in traditional textbooks.

What about handwriting, isn't that important?

Absolutely. Implementing a laptop program does not mean that students are not expected to write any more. As always, a balanced curriculum will be delivered. The main advantage will be that students will have complete access to their own device which allows for greater and more personalised learning.

What happens if I leave the school?

Your laptop goes with you. The laptop is the property of your family and therefore will be taken with the student. Prior to this, the College's image will be removed from the device and the laptop will be returned to the student with Windows 10 Education. Families will be responsible for any outstanding finance agreements pertaining to the device.

What additional purchases might we face (eg. accessories)?

All students should purchase a cover/protective bag for their device, which if they order through the College is included in the price. Additional accessories that may be considered are headphones, a USB stick and a mouse.

How long will it take to configure the device if I bring my own?

Once our IT technicians have the device they will be able to image it and connect it to our network within two days. Please allow this time as the technicians will have a large amount of devices to attend to at the beginning of the year.

What guidelines do you recommend for the usage of this device at home?

Parents don't need good computer skills to help children use their laptops. Your interest and encouragement is more important than computer skills.

- Encourage open use of the laptop-not hidden away in a private space like a bedroom.
- Remind your child to charge the laptop overnight to ensure it is ready for school each day.
- Spend time with your child asking them to show you the places they use online. Make this a regular, ongoing conversation.
- Discuss strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the site straightaway may be some first steps your child could take.
- Set time limits around laptop usage.
- Set in place agreed levels of personal information your child can share online. It is important private information such as their name, address, and images are kept just that – private.
- Encourage your child to think before they post information online. They should be aware that once information is posted online it can be difficult to retrieve it.
- Remind your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder.
- Try not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.
- Talk to the school if any issues arise.

Acceptable Use Agreement for the Internet and Digital Technologies at Mount Clear College

Acceptable Use Agreement information:

Parents/Carers should:

- read and understand what the College will do to support the safe and responsible use of digital technology (PART A);
- read the advice for Parents/Carers to help understand what you can do to support the safe and responsible use of digital technology (Part B);
- read the Agreement and discuss it with your child to ensure they understand each dot point (PART C); and
- consider how they may support the safe and responsible behaviour online at home

Students should:

- read the Agreement with their Parents/Carers and their teachers to ensure they fully understand what they are agreeing to (PART A);
- raise any concerns, issues or suggested changes to the Agreement with appropriate representative groups in the College (including Year Level leaders, Social Justice Committee) or directly with teachers and Parents/Carers; and
- sign and abide by the Agreement (PART C)

Part A – College support for the safe and responsible use of digital technologies

Mount Clear College uses Compass*, Office 365, Internet and digital technologies as teaching and learning tools. We regard the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Compass, Internet and digital technologies responsibly whilst at school. Parents/Carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Mount Clear College we:

- have policies in place that outline the values of the College and expected behaviours when students use digital technology, the internet and Compass;
- will provide an internet connection that is filtered, logged and limited;
- provide supervision and direction in online activities and when using digital technologies for learning;
- have a cyber-safety and responsible use philosophy across the College, which reinforces the values and behaviours of the College's Code of conduct;
- use mobile technologies for educational purposes;
- provide support to Parents/Carers through information evenings and through documentation attached to this Agreement;
- provide support to Parents/Carers to understand this Agreement (eg. Language support); and
- work with students to outline and reinforce the expected behaviours on the internet and Compass.

*Compass is a password protected online learning space for all Mount Clear College students. In this space your child will be able to access tools to communicate and collaborate with other students and be able to access learning activities, timetable and their own data both at school and at home.

Part B – Advice for Parents/Carers

At Mount Clear College the internet is mainly used to support teaching and learning. Not only is it a resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, or are able to access it via mobile technology (eg. 3G or 4G networks), encourage your child to show you what they are doing online. If not, see if you can make a time to visit the College to see their work and how the school uses the internet.

Bullying, stranger danger, gossip and telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which are now present online. These are not 'virtual' issues. They are real and harm or hurt.

At home we recommend that you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities;
- ask them to give you a tour of their 'space', if they are using a site which allows them to chat, publish photos, play games, etc. whilst online;
- always ensure the settings on their space/page are set to private (or show them how to control the privacy options), if they are using a social networking site;
- have the computer with internet access set up in a shared space in the house – not in your child's bedroom;
- negotiate appropriate times for your child's online activities and use of mobile phones;
- ask questions when your child shows you what they are doing;
- designate a place to charge the laptop/mobile phone/iPad/device overnight in a public area such as the kitchen; and
- monitor the use of laptops/mobile phones/iPads/devices and not allow them to be used in the bedroom overnight to ensure that students are not sending messages to friends and that your child has sufficient sleep.

Part C – Student Agreement

When I use digital technologies, I agree to:

- Protect my privacy and that of others by not giving out personal details, including full name, contact numbers, addresses or photos;
- use appropriate and respectful language when communicating with others when I am online and to not post or forward messages that are harmful or hurtful;
- use technology responsibly and for educational purposes as directed by my teacher. I will be aware that content that I upload or post is my digital footprint;
- talk to a teacher if I feel uncomfortable when online, or find other students participating in unsafe, inappropriate or harmful online behaviour;
- **only use the internet at school to access educational sources or as directed by the teacher;**
- not interfere with the internet security of others, including logging into another user's account and interfering with data that is stored in that account; and
- keep my password safe and to not reveal it to anyone except the College's network administrators.

Laptop Program

When I use my laptop/ipad in the classroom setting, I agree to:

- bring the device to class charged and ready to use;
- take reasonable measures to ensure the safety and security of the device (this includes, where appropriate, carrying the device in a protective case, storing the device in my locker when not in use, changing the password frequently and to not reveal it to others);
- take reasonable measures to ensure that all data on the device will be appropriate for school and is used for educational purposes;
- use only approved educational apps/ programs during class time or as directed by the teacher;
- the teachers removing apps/ programs from the device that are inappropriate - such as any games being played in class, social media apps;
- keeping at least 5Gb free on the device for schoolwork;
- have all the specified school apps/programs on my device at all times;
- keep my iOS software up to date;
- keeping my device free of social networking apps (including Facebook, Snapchat, Kik, etc)
- seek permission from individuals (including teachers) before taking photos, recording sound or videoing them;
- seek written permission from individuals involved before I publish or send this digital media to other people or any online space; and
- respect the privacy of others by not interfering with their device or any data that is stored on that device.

The Acceptable Use Agreement also applies during school excursions, camps and extra- curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at the College will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or removed.

Student Name		Year Level	
Student Signature		Date	/ /
Parent/Carer Name			
Parent/Carer signature		Date	/ /

If you have any concerns about this Agreement please contact the College.

For further support with online issues, students can call Kids Helpline on 1800 55 1800. Parents/Carers call Parentline 132289, visit <http://cybersmart.gov.au> or contact ACMA Australia’s Internet safety advisory body on 1800 880 176.

Order Form

Please detach this form and return it to the Mount Clear College Front Office when making your deposit for your device.

Deposits for the initial device order are due by close of business on **Friday, 17th November for the Term 4 offer. A further order will be available later this year.**

Parent/Guardian Name	
Student Name	
Email Address	
Contact Number	

I would like to have a Parent Administrator Account enabled on this device

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Office Use Only:

Received by: _____

Date: _____

Amount Due/Total Received: _____

Other Details/Information:

Remaining Balance: _____

Office Admin Initials/Signature: _____

Round Offer: _____