TEST DRIVE UPDATE

The test drive of the new wireless student laptops is well under way. Up to ninety Year 9 students and fifteen teachers at Arthur Phillip High School, the Bathurst High Campus of Denison College and Cherrybrook Technology High School have received their laptops and are using them with gusto. Every key learning area is involved.

Students participating in the test drive are delighted. Many have personalised their laptops with photos and stickers. One student, on being told that she would have to return her laptop at the end of the test drive but would soon receive a better one, was heard to say “I don’t want a new one, I want this one!”

Teachers in the test drive are also enthusiastic, using the laptops in a variety of creative ways from plotting live earthquake data, to producing and editing video recordings using the laptop’s camcorder and Adobe software. They are unleashing the potential of the laptops and the impressive suite of software. Members of the Digital Education Revolution – NSW (DER NSW) team have witnessed many outstanding uses of the technology to engage students in their learning.

On the technology side, initial problems with the solution were quickly overcome by the team at the Information Technology Directorate (ITD). These solutions can be sent through to the new servers that every school will receive, and then on to each laptop as it logs on. The final rollout to schools will benefit from the lessons learnt during the test drive.

We congratulate teachers involved in the test drive for volunteering their time and for their hard work and ingenuity in rising to the challenge. They have taken on this new and exciting tool and worked to advantage their students and, eventually, all students in the state.
**TEACHER LAPTOP ROLL-OUT**

*From 1 June, Lenovo will start contacting schools about their teacher laptop delivery (T1).*

Their representative will phone the school principal to:

- Confirm the school’s name and address
- Provide the number of laptops being delivered
- Provide a delivery date or request the school's preferred date (to be confirmed later)
- Determine the school authority who will sign for the delivery
- Confirm the school will be contacted again regarding its readiness.

Before the arrival of teacher laptops the principal will need to appoint a Device Manager. The role will manage the delivery of laptops, storage and disposal of packing material. The role can be delegated to any school personnel.

Most important of all, the Device Manager needs to ensure laptops are not switched on by eager recipients prior to formal assignation processes. For more information see below.

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**TEACHER LAPTOPS – A CRITICAL LESSON**

Teacher laptops must be assigned properly before being switched on. If not, they’ll shut down and become unusable.

Under normal circumstances laptops will be issued and assigned by the Technology Support Officer (TSO). However the TSO will not be in place when the first allocation of teacher laptops arrives in schools.

To prevent the teacher laptops (T1) from being unusable, principals should nominate a Device Manager. This may be the computer coordinator or other school personnel able to engage with the program and ensure T1 laptops are properly assigned.

Once the boxes arrive, the Device Manager can ensure no-one turns on a laptop “just to have a look”. If not properly assigned before being switched on, sophisticated theft deterrent software is activated and the laptop is rendered useless.

The DER NSW team will provide step by step instructions to accompany the laptops in order to enable schools to commission them properly. In order to ensure that teachers can enjoy their new laptops as soon as possible, it’s vital the Device Manager follow those instructions closely.

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**Before teacher laptops arrive:**

1. **Principals nominate Device Managers**
2. **Device Managers ensure teacher laptops are assigned BEFORE being switched on**
3. **Device Managers follow instructions accompanying delivery of the laptops**

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**WIRELESS INSTALLATION**

Before wireless installation here’s some important things you can do to make the installation process more effective:

1. Get a copy of the Asset Management System (AMS) site plan to better understand room names and unique identifiers which will be referenced by IBM. School principals have access to AMS plans via the DET Intranet.

2. Identify buildings that have spare fibre optic links. Only those buildings that have spare fibre optic links can have wireless connectivity installed.

3. Consider the AMS assigned learning spaces you would like to have wireless connectivity. On average schools will have 12 access points and an additional two library access points. The 12 access points can be used across three buildings with suitable fibre optic links.

Importantly, even if wireless components have been installed at your school the system will not be operational immediately. When the system is ready to use the ITD Networks team will contact the school – via email and within 21 days of installation. To avoid confusion ensure your staff are informed of the status of the wireless network.

In some instances proposed access points may not be the most beneficial. Schools may wish to request school-funded access points be installed in addition to those allocated by the program. For installation exception requests please download the form available under the Wireless Installation section of the Intranet.

TEACHER’S FORUM

‘I would like to be able to use laptops in different ways rather than just having the work on a computer screen. I’d like to use different programs to do things that we’ve never done before – like creating movies and making different assignments and projects.’ This is what one student at the recent teachers’ forum told teachers and curriculum officers. Another student shared this, ‘It will just open up new opportunities for me which will further my education.’

This two-day forum was held on 6 and 7 May 2009 for selected teachers working in KLA teams on the project Using laptops in my class.

Trevor Fletcher, Deputy Director-General, Schools shared his views on what learning with a personal laptop means. “Students can work collaboratively improving their research skills, problem solving and critical thinking skills. However, this cannot happen without teacher expertise, using technology as a tool to add another dimension to student learning and making connections to the world beyond the classroom,” he said.

The forum provided the opportunity for extensive professional dialogue to identify what teachers think is needed to support teachers integrating learning with laptops into their teaching programs.

Participants at the forum were challenged by the Minister, Verity Firth who said, “Placing a wireless-enabled laptop in the hands of every senior student in our schools will … fundamentally and irrevocably change the learning landscape. The interrelationship between curriculum, pedagogy and technology is at the core of education in the 21st century. What concepts might students learn better when empowered with laptops? What might be the effect of using laptops on student engagement and achievement?

These are some of the questions you are exploring. I’m sure you are well on your way to reaching a collective vision on this initiative and shaping strategies for support for [the program].”

Each KLA team is now exploring those questions developing curriculum support for a variety of subjects which will become available during Term 3 for all teachers.

LAPTOPS ON THE INTRANET

See the intranet site for recent updates on:

- Roll-out schedules for laptops
- Professional learning and curriculum support news
- Policy and procedures documents
- Wireless installation exception request documents
- FAQs

ALTERNATE LAPTOP ALLOCATIONS

Intensive English Centres

Due to the fluid nature of their enrolments, Intensive English Centres (IEC) and the Intensive English High School (IES) will receive a set of laptops for loan. These laptops will remain at the IEC or IES rather than being taken away by students. Allocations will be based on 25% of average enrolments as provided by the Multicultural Programs Unit until 2012. This will ensure a predictable pool of laptops for continuity of teaching programs. By 2012 there will be a 1:1 ratio in years 11 and 12, in line with regular schools.

Students enrolled in the IES and IECs will not take a laptop with them when they move to another government school. Instead they will be allocated laptops at their permanent schools. This IEC allocation will be deducted from the host school allocation given IEC numbers were included in their data to Canberra. Host school principals will need to determine a pro rata allocation of teacher laptops to IEC staff. The allocated TSO will manage both the host school and IEC.

Schools in Juvenile Justice Centres

For similar reasons educational training units in Juvenile Justice Centres will receive a set of laptops for loan which remain at the unit rather than being taken away by students. This allocation will be based on 25% capacity data per annum until 2012 and guarantees a predictable pool of laptops, as well as a 1:1 ratio by 2012.

TECHNOLOGY SUPPORT OFFICERS

Recruitment for Technology Support Officers (TSOs) is well underway. TSOs are a critical part of the support infrastructure for the DER NSW program. Several Regional Managers have been appointed and others will be starting soon. On 3 June 2009, advertisements for full time school-based Technology Support Officers were published on the Jobs@DET, Career One, and Seek websites as well as a wide selection of regional newspapers. The positions will be advertised for two weeks and are scheduled to close on the 19 June 2009. This initial phase of recruitment is for 423 TSO positions across NSW.

Most schools scheduled to receive laptops and wireless in phase 1 (see the Intranet site for full roll out details) will be covered by this initial phase of recruitment. Additional TSOs for schools which don’t qualify for a full time position will be advertised in phase 2.

In addition to advertised TSO positions, the DER NSW program is working closely with the Department of Premier and Cabinet (DPC) to help support their JumpStart program for entry level jobs.

(See: www.onetest.com.au/nswgovtentryleveljobs). The DER NSW program has agreed with the DPC that 50 additional cadetship positions across NSW will support the DER NSW program.

SCHOOL BASED POLICY AND PROCESSES REVIEW

A number of schools have set up DER NSW committees. Below are some sample policy amendments and additions for consideration at your next meeting:

Bringing required equipment to class

It is a student’s responsibility to bring their laptop to school each day fully charged.

There will be no access to spare laptops or batteries unless special circumstances exist.

Repeatedly leaving a laptop at home or bringing it uncharged will lead to: warning; parent contact; risk of N Award due to not bringing required equipment to class to enable satisfactory participation in learning; possible loss of take-home permission; laptop being shut down.

Travelling to and from school

Students should keep their laptops in their school bags when travelling to and from school.

Students should resist using their laptops on public transport as this is a security risk.

Homework / assessment

It is a student’s responsibility to back up their work. This can be done by saving files online, saving files to a USB/ memory drive or emailing files to yourself. Lost work is not an acceptable excuse for not handing in assignments.

A failure of technology is not an excuse for handing in work late. You must set a plan that includes time to spare in case of technological failure. Back up your work and do not leave it to the last minute. In case of emergency you can always email it to yourself and retrieve it at school.

Assessments may only be emailed if your teacher agrees.

Enrolments and leavers

Enrolment forms and leavers’ forms for years 9 (and 10, 11 and 12 progressively) need issue and return of laptops added.

Long leave

Students taking long leave from school e.g. to travel overseas are required to leave their laptops at school while absent.

Laptop storage at school – mandatory and by request

Students who have to leave their laptops at school, due to special permission or loss of laptop take-home permission, must collect their loan laptop daily from the Technical Support Officer (TSO) at least 15 minutes prior to the start of period 1. It must be returned immediately at the end of the day.

Students who do not return a Laptop User Charter are not allocated a personal laptop. They may collect a loaner laptop from the TSO each day under the above conditions.

Students who require special permission to leave their laptop at school overnight due to an after-school commitment should apply to (name/position) and deliver it to the TSO immediately at the end of the day.
Laptop Incident Reporting
Laptops that are lost at school must be reported immediately to (name/position) to enable it to be tracked or locked down.

Laptops that are lost or damaged out of school must be reported to (name/position) by the next school day to enable it to be locked down and reported. If stolen you must report this to the police and obtain a police report number.

Damage to laptops must be reported to the (name/position).

Malfunctions must be reported to the TSO.

Students who vandalise or damage another student’s laptop may be required to pay for repairs or replacement.

Anti-Bullying
Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of the school’s anti-bullying policy and must be reported immediately.

Classroom Protocols
Laptops are for educational use.

Non educational use of laptops in the classroom may lead to warning, parent contact, suspension warning, possible loss of take-home permission, possible removal of the laptop.

Email, sms, watching alternate content, camera use, playing games and downloading music are examples of activities that should only take place if part of the lesson.

E-contact with friends in other classes, family members and friends off site are not appropriate during lessons.

Sharing class work using technology such as Bluetooth unless an approved part of the lesson, may be deemed cheating.

Cheating using technology is still cheating.

Loan of School Equipment – Laptops
Students accepting pool laptops for short or medium term loan do not require a Laptop User Charter. However it is important that students and their families understand that laptops are loaned under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage.

As with loans of other school equipment, laptops must be taken care of and kept secure. Teachers or students who lose or damage a laptop due to negligence may be required to pay replacement or repair costs.

Borrowed laptops must be returned fully charged with any personal data or files deleted.

Laptops Available for Class Use
Faculties must develop good management and accountability practices for laptops allocated for class use.

Teachers have a responsibility to manage pool laptops securely. Loans to students can only be done through the TSO.

Secure storage and monitoring is required.

Internet Policy
Students should be aware that they have agreed to the Online Communication Services: Acceptable Usage for School Students policy as part of their access to the Internet at school. This also forms part of the Laptop User Charter.

Student attention is drawn to the sections on:

- acceptable usage
- access and security
- privacy and confidentiality including personal privacy, sharing of other people’s data and sending photos of others without their permission
- password security
- copyright.

Students are also reminded that what goes online stays online indefinitely and can be traced.

Teacher Email Contact
Teachers are not required to respond to student emails. However teachers may choose to give permission to students to email them and may choose to respond out of hours.

Students must not expect immediate response if they email teachers with inquiries about school work. A reasonable time for response is (e.g. 48 hours).

Teachers may use ‘Out of Office’ email reply to indicate to students that they should see them at school.

Parents should be notified of this expectation.

Related Documents
School Manual on Financial Management 7.4 Loan of Equipment
Use of Electronic Communication Devices
Legal Issues Arising for Staff Subject to Cyberbullying and Related Behaviour Number 42
The Use of Mobile Phones, Portable Computer Games, Tape Recorders and Cameras in Schools and TAFE NSW Institutes Number 35