



Laptop Program

Over the past three years, Mount Clear College has been transitioning from an iPad program to a laptop program. In 2019, we are at the stage where all students completing Years 7-11 are required to 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 them to:

- Learn anywhere, anytime
- Initiate their own learning
- Involve their family in their education through ready access to Compass and Learning Tasks
- Create media rich presentations and projects
- Instantly access information to enrich their learning
- Easily transfer their online school work from home to school and vice versa
- 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?

The laptop must meet 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 (which is available for free via the College Office 365 portal) to match the software provided within the eduSTAR image. In addition to this there will be an option, which we strongly encourage, to have a parent administrator account on each device to enable parental control and monitoring.

Purchase a laptop outright 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 bonuses of onsite maintenance by the Mount Clear College IT technicians, a 3 year onsite Warranty and 3 year Acer Accidental Damage Protection Insurance (1 Claim Per Year - \$0 excess). Further information about the device offered is listed over the page.

- **You can purchase the laptop outright, which requires a deposit of \$280.00 by 11 December, 2018 and the balance of \$500.00 payable upon collection of the device in Term 1 2019; or**
- **You can purchase a laptop via a Finance/Payment Plan through the school**
To assist every family with the purchase of a laptop, there is a finance/payment plan that requires a deposit of \$280.00 by 11 December, 2018 and five instalments of \$100.00. The laptop will be available for collection upon payment of the final instalment. Please note that students can borrow a laptop from the ICT Office at the College for use until full payment of the new laptop is finalised.

Alternatively, bring your own laptop to school

We appreciate that some families may already have a laptop, so we can support students bringing their own laptop provided it meets our minimum specifications (listed on page 2) and having this laptop connected to the College network.

We encourage families to purchase a device through the College. Not only have we accessed these laptops at an extremely discounted price due to the bulk order, but this also includes onsite technical support and accidental damage insurance.

Recommended Laptop

ACER - TRAVELMATE B118

- Standard Intel HD Graphics
- Intel Dual Band Wireless-N 7265 AC (2.4/5.0Ghz)
- WiDi compatible + Bluetooth 4.0
- 48 Wh 3220 mAh 15.2 V 4-cell Li-ion battery pack
- Battery life: Up to 13 hours
- Acer Crystal Eye HD webcam
- 2 x USB Ports:(1 x USB 3.0, 1 x USB 2.0)
- 1 x HDMI with HDCP support
- 1 x Headphone-line out/Microphone-line in jack (3.5mm Standard)
- 1x RJ-45 Port
- 1x SD Card reader
- 1.50 kg with 4-cell battery pack, 291 (W) x 211 (D) x 23.35 (H) mm
- Spil Resistant Keyboard (up to 330ml)
- CPU Intel Pentium quad-core N4200 (2M Cache, up to 2.5 GHz)
- 4GB DDR3 Memory
- 128GB Solid State Drive (SSD)

3 Year onsite Warranty and 3 Year Acer Accidental Damage Protection Insurance - 1 Claim Per Year - \$0 excess *

\$780 incGST

** Please read the Combined Financial Services Guide and Product Disclosure Statement available on our College website*



Minimum Specifications for Laptops

The minimum requirements for the devices are listed below:

| Element | Minimum Device Specifications |
|----------------------------|-------------------------------|
| Screen | 11.6" or higher |
| Memory (RAM) All | 4GB or higher |
| HDD/SSD (All) | 128GB SSD or higher |
| Wi-Fi | Yes |
| Battery Life | 6 hours or more |
| Operating System (Windows) | Windows 10 |
| Operating System (Mac) | MacOS 10.14 or higher |

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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 on your device 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's 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 in the College's Acceptable Use Agreement for the Internet and Digital Technologies. This Agreement is a separate document.

Students have the following responsibilities in regard to their devices

- Care and maintenance of their devices. The College takes no responsibility for any damage or loss of a student's device. Insurance is provided for devices purchased directly from our College under this Laptop Program. If you are bringing your own laptop to school (option 3 on page 1 of this document), we advise you take an extended warranty for the device and to ensure the device is covered under their home insurance or separate insurance is obtained.
- 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.
- When travelling to and from school the device must be in the student's school bag or in a protective bag of a similar nature. Arrangements have been made with the country Buses to allow laptop bags to accompany students on their bus (and not have to place these bags in the understorage compartment of the bus).
- The device is to only be used for educational purposes whilst 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.
- 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 Acceptable Use Agreement. Any breaches of these policies will incur disciplinary action.
- On days of sporting competition or excursions, students should leave their devices at home.

Laptop Program

Frequently Asked Questions (FAQs)

What devices are and are not acceptable as part of the Laptop Program?

All laptops are acceptable provided 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 are not acceptable, as 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 contact the IT team at the College.

Will there be a warranty and what happens with Insurance?

If the device is purchased through our College (option 1 or 2), a 3 year warranty and 3 year accidental damage protection insurance is included. If purchasing a device from an external supplier, we encourage you to take out an extended warranty and insurance.

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

The devices offered through 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 families 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 future students be offered the same laptop?

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 review the payment options on page 1, however you are welcome to contact our Business Manager to discuss individual circumstances and 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 2019, further offers may be released. This will be dependant on demand and the current discounted purchase price cannot be guaranteed.

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 leaving the school, 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)?

If the device is purchased through the College, a cover/protective bag is included. If you are not purchasing through the College, you should purchase a cover/protective bag. Additional accessories that may be considered, at your own expense, 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 number of devices to attend to at the beginning of the year. You should backup any data stored on your device before it is configured and don't forget to bring your charger with your device when providing it to our technicians.

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

Your interest and encouragement is more important than computer skills.

- Encourage the use of the laptop in open spaces within your home.
- 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.

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New Participant Form

| Student Details | | | | | | |
|-----------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Year Level | <input type="checkbox"/> Year 7 | <input type="checkbox"/> Year 8 | <input type="checkbox"/> Year 9 | <input type="checkbox"/> Year 10 | <input type="checkbox"/> Year 11 | <input type="checkbox"/> Year 12 |
| Last Name | | | | | | |
| First Name | | | | | | |

| Device Selection (Please tick) | |
|---|--|
| ACER - TRAVELMATE B118 | |
| <ul style="list-style-type: none"> • 11.6" Touch display 1920 x 1080 Screen with Acer Active Stylus • Standard Intel HD Graphics • Intel Dual Band Wireless-N 7265 AC (2.4/5.0Ghz) • WiDi compatible + Bluetooth 4.0 • 48 Wh 3220 mAh 15.2 V 4-cell Li-ion battery pack • Battery life: Up to 13 hours • Acer Crystal Eye HD webcam • 2 x USB Ports:(1 x USB 3.0, 1 x USB 2.0) • 1 x HDMI with HDCP support • 1 x Headphone-line out/Microphone-line in jack • 1x RJ-45 Port • 1x SD Card reader • 1.50 kg, 291 (W) x 211 (D) x 23.35 (H) mm • Spill Resistant Keyboard (up to 330ml) • CPU Intel Pentium quad-core N4200 (2M Cache, up to 2.5 GHz) • 4GB DDR3 Memory • 128GB Solid State Drive (SSD) <p style="text-align: center;"><u>3 Year Onsite Warranty and 3 Year Acer Accidental Damage Protection Insurance - 1 Claim Per Year - \$0 excess</u></p> <p style="text-align: center;"><u>\$780 inc GST</u></p> |  <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Option 1 \$780 Deposit of \$280 due by 11 December, 2018 Balance of \$ 500 due on collection</p> <hr/> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Option 2 \$780 Deposit of \$280 due by 11 December, 2018</p> <p style="text-align: center;">Then 5 instalments of \$ 100 OR Centrepay \$25 per fortnight (until paid)</p> <p style="text-align: center;">Devices cannot be collected until full payment is received</p> |

| Acceptance | |
|--|--|
| I understand that: | |
| <ul style="list-style-type: none"> • I am entering into a Contract and undertake to complete payment in full as indicated above; and • I am responsible for the full cost of the laptop. | |

| Parent / Guardian Acceptance | | |
|------------------------------|--|------|
| Name: | | |
| Signature: | | Date |