1:1 Laptop Program

HANDBOOK

2012 - 2014

ALLENSTOWN • STATE • SCHOOL
Outline

School Vision

Allenstown State School has an established vision statement that we will be a leader in incorporating eLearning strategies to engage and empower all learners (teachers and students) preparing them to become digitally literate, innovative and confident users and active members of a global eCommunity. As well as using the Essential Learning’s from the syllabi, we develop curriculum to meet our school needs. When teachers write curriculum units we embed this vision and other pedagogical practices into our practice.

Allenstowns’ 1-to-1 program affords the opportunity for our students to enter a new world of curriculum possibilities, promoting authentic engagement and involvement in learning within a digitalized global society.

In partnership with parents, the pilot 1-to-1 program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning. The laptop is the learning tool which will support and engage students in 21st century learning. Our program is firmly embedded in our belief that students need to be engaged in their own learning, using tools which will enable them to prosper and participate in the information rich world of the 21st century. We are keen to continue to build Allenstown as a school with proud established learning traditions, as reflected in our traditional logo “Onward and Upward”, alongside our vision of 19th century origins - 21st century learning.

Rationale

Allenstown State School has identified improved eLearning as a key element of its strategic direction for the 2007-2010 periods. The Smart Classrooms initiative provides a springboard for our school to better engage and equip students and teachers for more flexible, constructionist and authentic approaches to learning. 1-1 learning approaches are supported by successful case studies across Australia and internationally. We aim to work in partnership with our students and their parents along with business partners and Education Queensland to pilot anywhere anytime learning here at Allenstown.

In 2010 we conducted two futures forums with staff and parents in which we asked them to consider “What can schooling be like at Allenstown”? At this forum we presented several futures orientated You Tube presentations, research and a movie made at Frenchville SS in
which students articulated what their view of the future of education could be. We also worked with our eLearning group to explore pedagogies which they felt ENGAGED their student learners.

In response to this input, international research, the “Departments 21 Steps to 1-to-1 Success” guidelines and visits to Frenchville State School, the parents were then introduced to a new learning idea for 2010: **A one to one laptop program option for our students.**

1-to-1 programs provide students with personal portable computers. We believe these devices help schools engage in the digital generation by nurturing individual (or 1-to-1) learning experiences. Increasingly, there has been a global move towards implementing these programs in schools. Of greater interest is how they are being used for learning in ways that deepen understanding of concepts and advance knowledge of how to use digitally rich ICT environments for teaching and learning. We will utilised on-line resources from the ‘Anytime Anywhere’ Learning Foundation (www.aalf.org), we discussed models of implementation with other schools, attended conferences in which 1-to-1 programs were discussed and two members of our school leadership team attended the 1-to-1 Practicum Program offered by Education Queensland to gain greater understanding of how to implement this program in our school.

At the same time we engaged with all staff, sharing futures presentations from Utube and other sources, sharing school opinion survey data, and discussing the question “What can schools be?” We are also encouraging staff to work towards accreditation levels in ICTs, and continued to leverage on our participation as a guiding coalition school with the Smart Classroom policy, having been involved in the early adoption of many recent EQ initiatives including C4T and OneSchool.

Following this exploration phase we were keen to trial a staged implementation of a 1-to-1 laptop program, for two main reasons:

(a) to determine whether ICTs could be used to enhance engagement and subsequently improve student learning outcomes and the attainment of our pedagogical principles

(b) to implement a model which was differentiated to take account of the budgets of parents, the skills of staff and the existing infrastructure pressures of the school

It was determined Year 5 would be the target year level, due to the following reasons:
(a) three year life span of the lap top and associated warranty i.e. Students remain in the program from Year 5 to 7

(b) the transition from Early Years to Middle Years occurs in Year 4, giving students a year to settle into middle school before placing increased responsibility for devices on students

Allenstown State School has determined that Year 5 will be a juncture year for ICTs. This year our Pilot 1-1 Laptop program was offered Year 5 students, through a partnership between the school and families and a lease arrangement as outlined in the “Cost of Participation” details following. This is our first group of students to be involved with this program at our school. The class was comprised of 23 students involved in the laptop program with four other students joining with the ICT enhanced class, with no specific priority other than to achieve a balanced class based on gender, a spread of academic abilities, and any other requirements as determined by the Principal. This has improved ICT access for all students in Year 5, ensuring that they have a comparable curriculum, pedagogy and assessment.

Our general whole school commitment to ICTs across all year levels will also be maintained with labs available for shared use, as well as base level computers in all classrooms.

What is the Difference Between a 1-to-1 Program Classroom and an ICT Enhanced Classroom?

- 1:1 classes pay the access fees outlined in this handbook and students have exclusive home and school use of the laptop, as well as wireless connectivity in their classroom. This is a three year commitment (please read the full handbook for all details) with a structured payment program across the program years, plus access to an interactive whiteboard.

- ICT enhanced classes have school owned computers (16 per Year 5 class), plus access to an interactive whiteboard. The computers are not for home use. No fees are payable as the cost is met from general school ICT budget funds.

Our commitment is that all Year 5 students will have access to an ICT enriched curriculum, with the Year 5 team of teachers working together to create curriculum and assessment which incorporates the basics of learning (Literacy, Numeracy and Essential Learnings from key learning areas) and a strong thread of ICTs. Year 5 at Allenstown will be known as an ICT juncture year in which we start to invest more heavily in integrating ICTs into the learning program. This focus will roll up through the middle years (Year 5, 6 and 7) over the next three years.
What the 1-to-1 Program is Not

While the 1-to-1 program could easily be seen as students undertaking all of their schoolwork on a laptop, it is important for us all to consider a range of issues and take into account effective teaching and learning.

The program is not...

- **a class for only Gifted & Talented students and the best behaved students.** Instead, the composition of classes, like all classes, should have a balance of gender, abilities and personalities. The program is seen as a strategy to cater for a range of students.

- **Students on a laptop for the whole school day.** This cannot happen as there are health and safety issues to consider, physical activity outcomes to achieve and a range of other Essential Learnings (syllabus) to cover. Instead, the laptops are used for activities when the teacher/s deems that the device is the best method to achieve a specific outcome or meet a specific need for a student.

- **Every student doing the same thing at the same time.** Instead, teachers have the flexibility with the devices to effectively differentiate the curriculum for individuals and groups of students (ie. cater for student needs). At various times during the day small groups may be working on their laptops while other students undertake activities that require other forms of communication.

- **Throwing out the Basics.** Instead, the laptops are used to engage learners and enhance Literacy and Numeracy outcomes. Our Essential Learnings require us to teach handwriting, spelling, grammar, punctuation, number facts and other basic skills. At times the laptops will be used as a tool for assisting the development of these basics. While there are spelling and grammar checks on a computer, students will still be taught the important skills of editing and proofreading.

- **Computers replacing the teachers.** Instead, the introduction of laptops will increase opportunities for the teacher/s to interact with students providing more individualised attention.

- **Completing all assessment tasks on the computer.** Instead, some assessment and recording practices can be refined using digitalised formats, allowing more time for concrete products to be analysed for assessment. Students may also have a digital portfolio for assessment purposes.
Things to Consider Regarding Your Child’s Involvement

Every child is different and it is difficult to develop a set of characteristics which would apply to each child indicating whether they would be successful in this program. It is however, important for each family to consider whether they are considering their child’s involvement in the program for the right reasons. Whilst we will provide advice and support to students in how to look after the laptop and how to take responsibility for it, there are no guarantees. Our advice is to consider these factors:

- Is your child generally responsible? Does he/she take responsibility for his/her belongings?
- What is your child’s transport option to and from school?
- Does your child express interest in computers for learning?
- Can your family afford the financial commitment?
- What is the likelihood of sibling rivalry? How will you manage this at home?
- What happens if your child’s friend/s are/are not in the program?
- Is a future move for your family likely? e.g. Parent transfer with work
- What infrastructure do you have to support ICTs in your home currently?
- Do you understand the intent of the program and are you considering your child’s involvement in this context?

Teacher Selection

Staff have been asked to complete an expression of interest as per our usual staffing processes. Year 5 staff will need to work as a team in the delivery of this program across the year level. This will mean shared curriculum planning and assessment processes across the whole of Year 5. This is part of our regular expectation for teachers and year level teams.

The staff for the 1-to-1 program are working towards achieving their ICT pedagogical license level. This Education Queensland certification recognises that they are able to competently integrate ICTs into the classroom learning program to enhance student outcomes. All Allenstown staff are regularly engaging in professional learning opportunities to integrate ICTs into learning contexts. It is expected that students will have a different teacher for each year of the three year 1-to-1 program, similar to our staffing processes currently.

Selection Process

Interested parents are advised to attend the Parent meeting In Term 4, 2011, about the 1:1 program to develop a better understanding of the programs intent and operation. These meetings will be advised in the newsletter and on the school website. In Term 4 expression of interest process opens for all parents of Year 4 students progressing to Year 5 in 2012. All expressions of interest will be considered. In making the decision to form the composition of classes the following will be taken into account:
• Attendance at parent meeting
• Promptness of EOI submission (Expression Of Interest) (all EOI’s will be numbered as they are returned to school)
• Balance of gender, abilities and behaviour within the class/es composition.
• Education Queensland’s guidelines for class sizes (max. of 28 in Years 4-7)
• Other school information which may determine the suitability of the applicant (e.g. will placing students together who have a history of conflict be sensible?)
• Available funds and infrastructure for setting up a laptop class.

Following the initial EOI process, a Stage 2 EOI offer will be made, with parents asked to lodge a $200 fee with the application to confirm their child’s interest. The same process as outlined above will be applied to the Stage 2 EOI process. The balance of classes will then be reconsidered and a decision made about whether to proceed. All families submitting an EOI will be informed of the outcome of their application. If the program does not proceed, the $200 deposit will be refunded in total to the parent.

A waiting list will be formed for any unsuccessful applicants. This list will be used if students leave the program and a family on the waiting list is keen to move into the program. This will generally only occur at Semester intervals (ie. End of semester or start of new school year).

As the 1-to-1 class is a 3 year program, if only one class is formed there is a possibility that the class will have the same composition for Year 5, 6 & 7 with less opportunity to mix with other students. If a half a class or two classes are formed there will be flexibility for reorganisation of class groupings. One class is the school’s preferred model.

In the event that a family with a student in the pilot program leaves the school before the end of the 3 year period, that family will be offered the opportunity to purchase the student’s laptop by payment of any outstanding rental charges if applicable and the residual to be determined. This will be negotiated individually with the parent and will depend on factors including:

-the age and condition of the laptop at drop out time, including service history
-the desire of the family to retain the lap top
-the school’s capacity to release the lap top, avoiding disruption to the program
If a new student enters the class after the class is formed, their payment will consist of: cost of laptop and accessories, plus pro rata charges on services. If the student is entering and receiving a second hand laptop, a pro rata charge will apply.

At the sole discretion of the school, offers may be withdrawn and the program may not proceed. If this occurred, all money committed by parents as part of the EOI process would be returned in full. This may occur in the event of:

- our inability to form balanced classes from the EOI pool
- a significant change in the financial market e.g. Cost of laptops increases, infrastructure costs to support the program increase dramatically
- a significant change to government policy e.g. an announcement is made to increase funding to schools for ICTs

At the conclusion of the program (end of three years) students involved in the 1-to-1 program will have all files and programs on the laptop cleaned, tested and reloaded with the basic operating system, as per the factory setting. Parents will then have the option to buy out and therefore take ownership of the laptop device after this time. This will be done through a closed tender process. Up until this occurs, the laptop remains the property of Allenstown State School. This process ensures that all EQ software is cleared so that our licensing requirements are met, and so that parents and students are able to purchase the laptop which the student has been using for the past 3 years.

Payments may be made using normal school payment options: cash or cheque. Receipts will be issued for parents. These receipts may be used for the purposes of the Federal Government’s Education Tax Refund; however parents should confirm this with their own tax advisors or with the ATO.

Optional Equipment which Students May Purchase

- A wireless or serial mouse if the student has difficulty with the touch pad
- Screen wipes and microfiber cloth for use on laptops
Privately Owned Computer Devices

Privately owned computer devices can’t be connected to our school network. The policy has been enacted centrally to ensure quality of service to all students and to support the departmental Managed Operating Environment (MOE).

Other factors influencing this decision include:

- Continuity of service (repairing devices on-site within agreed time-frames);
- Continuity of service (provision of loan devices as part of the repair process);
- Single operating platform which is upgraded on a whole school basis;
- Nominated software loads which vary for each level of student;
- Dynamic upgrades with additional software titles as part of the program;
- Availability of spare parts and in-school service and advice.

Guidelines for Participation

The following mandatory requirements will be enacted to meet EQ requirements prior to students being issued with devices:

Prior to devices being issued to students

- Each device must be Ed-quipped and registered in our SMS asset database with a unique identifier and logged on a local database against the students’ ID. A three point pin (the last three digits of the EQ 12 character asset code) will be assigned to the device and the device will be labeled with these identifiers.
- Families must have access to an Internet connection at home
- Parents must attend an information event and agree in writing to the terms and conditions of the program.
- Parents must ensure laptops are stored securely when taken home and that they are not left in plain view e.g. If taking them shopping, ensure the device is locked away out of sight within a vehicle.
Students must undertake a 1-to-1 induction course to ensure they are aware of how to care for and take responsibility for the device issued to them

Role of parents

A series of parent induction programs will be offered, running for 60-90 minutes each. These will be mandatory if a child is to participate in this program.

Induction programs will cover:

- care / maintenance of the devices
- roles and responsibilities
- restrictions
- policies / procedures
- liabilities
- other issues and support as the need arises
- and agree in writing to the terms and conditions of the program.

Students will receive their devices in a staggered fashion across a week long period, and must attend an induction, ‘Out of the Box’ session, during the week to ensure they are familiar with their roles / responsibilities before taking the devices home. This will include learning how to log on (both on and off the school network), how to open program applications, how to set up and pack up the device and how to carry the device to and from home.

Insurance

Education Queensland does not provide an insurance policy. However, devices are covered while they are in the school grounds in the event of theft or vandalism. Once the device leaves the school grounds, they are NOT COVERED by the school and are the responsibility of the student / parents.

The ‘insurance levy’ charged as part of this program covers damage to or loss of the laptops whilst at home. This component of the program works as a safety net – this proportion of the funds is banked in a school cost code to be used to purchase replacement machines in the event of loss or damage not covered by warranty. NB. This is not an external insurance scheme underwritten by an insurance company as no such cover is available.

Conditions of the safety net are as follows:

- Every safety net claim, whether for loss or accidental damage, will incur an excess of up to $200 depending on repair costs) payable by the assigned user;
- The school must be notified immediately if a school owned laptop is lost or missing;
• The safety net does not cover the loss of an unattended laptop from an unsecured location, e.g. loss from an unlocked car parked on the street. Parents may be liable to pay the full replacement costs in such instances;
• The safety net does not cover vandalism or willful damage to the laptops;
• It is the user’s responsibility to report any lost or stolen laptops to the nearest police station and provide the school with a crime report number. You would also provide the EQ asset number and serial number to the Police.

**Appearance / Personalisation**

Students are not permitted to engrave or etch into the laptop. However, personalisation such as laptop skins applied to the laptop cover, personalised covers / protectors are permitted. All personalisation must be reversible. It is also recommended that each student prepares a bag/luggage tag decoration to their laptop bag to make it more distinctive and easily identified.

Each Laptop will be loaded with an Education Queensland approved software image configured for use on the school network. A copy of that image will be stored in a partition on the hard drive to enable the Laptop to be rebuilt at any time by a system administrator.

The image will contain the software requested by the teachers. Throughout a school year updates may be scheduled to allow for the inclusion of new applications on the Laptops.

The school as part of Education Queensland has been able to negotiate very competitive and reasonable license fees that are not available to private individuals outside the educational environment.

The school 1-to-1 laptops comprise a variety of software packages as part of our Standard Operating Environment (SOE). These include operating system software, anti-virus software, standard Microsoft software and curriculum specific software licensed to our school.

A minimum list of software is listed below:

<table>
<thead>
<tr>
<th>Microsoft Office Suite 2010</th>
<th>IrfanView (Image viewing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrobat 8</td>
<td>PaintDotNet</td>
</tr>
<tr>
<td>Movie Maker</td>
<td>Photostory 3</td>
</tr>
<tr>
<td>Microsoft Internet Explorer</td>
<td>Media Player 11</td>
</tr>
</tbody>
</table>
Software installed by the school is copyright and must not be distributed or deleted without written permission from Education Queensland. At the conclusion of the program, all software is removed, including MOE. The original equipment manufacture’rs copy of the operating system is then installed.

**Internet Usage**

The school, as part of a departmental network, makes use of internationally implemented products to filter access to web pages while at the school. Although it cannot block 100% of undesirable sites due to the frequency of new site publishing and time taken for detection, it does greatly reduce the likelihood of students accidentally stumbling across such sites and, in fact, makes it quite hard to find sites which are not blocked. All students are required to sign a responsible internet and network usage agreement which clearly outlines unacceptable and inappropriate usage.

Appropriate use of the internet service is closely monitored and MIS (Managed Internet Service) provides inappropriate content blocking by a regularly updated list of categories and sites. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from our network. (Refer to the Responsible Internet Usage Agreement signed by students and parents upon enrolment).

The school will support students and families with information to assist connection with the home network. However, parents assume overall responsibility for providing an internet connection at home (broadband preferred), are responsible for all associated costs and changes, and should discuss connection with their internet service provider if problems occur.

**Users and Security**

The Department's password policy requires users to change their password every 42 days. Passwords must meet the following criteria:

- be at least 8 characters
- has not been used in the previous 10 passwords
- must not have been changed within the last 1 day
- does not contain a full name
- contains at least three of the following four character groups
  - English uppercase characters (A through Z)
Our network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

Students need to remember their user names and passwords for various applications. We will be assisting them to develop strategies to do this. It is essential that the laptop user name and password information is not stored with the computer as this information could be used to gain access in the event of loss/theft.

**Games**

There are significant educational benefits for some games. However, many games can be unproductive and distracting to student learning.

Staff will include educational games on the list of installed software to be provided with the devices.

For gaming software which is privately owned, students must seek permission from the school technician before installing the software. Once authorized the software may be installed providing:

- it doesn’t distract from the main use of the computer ie. Education
- it doesn’t impede the hardware performance
- the rights to the software meet copyright requirements
- a full record is kept of all software installed, the date of installation and is co-signed by the school technician and parent as an official record that all requirements have been met

If school staff feel gaming software is being used inappropriately at school, students will have it removed during school terms.

**Music**

Students are not permitted to listen to digital music on their laptops while at school unless given express permission by a teacher for an educational purpose. Personal MP3 and other music files are not to be stored on the device. For students who wish to listen to music on their laptops at home, the licensed music should be stored on a USB storage device and left at home.
Where music files are being used for educational purposes, all copyright requirements must be met.

**Virus Protection**

Viruses have the potential to severely damage and disrupt operations within the school and DETA’s computer networks. As students have the right to personally use their Laptops, and connect to the internet from home, they should take all steps to protect the school and DETA’s computer network from virus attacks.

Viruses can enter Laptops through:

- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- Emails
- The internet (including web browsing, FTP programs and chat rooms)
- File download\Network file shares, such as servers and shared folders

**TIPS**

- Protect your Laptop from virus attacks by scanning your computer for viruses at least weekly. Symantec virus definitions updates are managed automatically by the school network.
- Consider carrying out a virus scan of your Laptop after you have accessed the internet or personal mail or opened a file from a removable media source. You should carry out the scan before returning to the school and connecting to our network.
- Do not open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the internet. Save the files to the Laptops hard disk and run the virus scanner on the file before opening them.
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer’s database they can also consume a large amount of disk space on the server, which slows computer networks.
- Forward all spam to missed-spam@eq.edu.au. Education Queensland currently blocks over 1.5 million spam emails per month.
- Hundreds of viruses are discovered each month. Run your virus scan regularly.
**Technical Support**

Typically, we would expect each child to be without their device for up to six days per year for servicing or repairs. However, we do have some additional devices which will be made available to students in the event of down time due to repairs and servicing which may mean time without a device is reduced even further.

In the event of a hardware fault, students are asked to complete the hardware fault notification form with assistance from their parent or teacher and submit to our technician. Support from the help desk and our system techs will be sought to rectify the problem. In the event a machine needs to be sent away for warranty repairs, another device will be provided for the duration of the repair time. This device will be signed out to the student using the same initial process and it is expected the student treats this device within the full guidelines of this policy. Some technical support may be provided to guide parents in the installation of home software eg. Home printer installation. However, this will be provided via email or phone, not home visits.

**Security & Storage**

During the school day when devices are not being used (lunch, physical education, etc) the devices will be securely stored within the classroom. Before the school day commences, devices will be stored in the school laptop locker area with students being rostered onto supervision to ensure laptops are not damaged or vandalized. Classrooms will be locked when teachers and students are not in the room to ensure laptops are not vandalized or stolen.

It is the student’s responsibility to ensure the laptop comes to school every day and is taken home every day. At home each night, the device should be fully charged ready for the next school day.

**Back Pack Carry Cases**

A back pack carry case is included in the cost of the 1-to-1 program. This will be provided along with the machine and students will be taught as part of the 1-to-1 program induction how to pack up and unpack their laptop safety and securely.

**Lost and found policy**

If a laptop is found, it should be returned to the school office. If a laptop is lost, it should be reported immediately to the school.
Replacement computers

Replacement computers will be authorised by the principal only. In the event that a student has not taken responsibility for their computer and willful damage has occurred during home hours, the student may be denied the right to take the computer home in future for a set or indefinite period.

If the student has had one computer replaced due to willful damage or carelessness, he/she will not be eligible for further replacements computers if similar damage or carelessness occurs.

Backup / Recovery

Student work will be regularly backed up on the school server. Students are encouraged to provide an optional USB stick or external hard drive to provide additional backup for current work.

Caring for your Laptop

Packing away your Laptop

- Always store your Laptop bottom down and with the LCD facing away from the front of the backpack.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Use the straps within your bag to secure the laptop and zip up the bag.

Handling your Laptop

- Try to avoid moving your Laptop around when it is on. Before switching on, gently place your Laptop on a stable surface and then switch on.
- You still need to be careful with your Laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the Laptop bag gently down.
- Be careful when putting the Laptop in the car that no other items are on top of it and nothing will roll onto the Laptop bag.
- Laptops should be switched off before being placed into the bag.

Operating conditions

Please don’t place objects on top of your Laptop and never carry it around while it is turned on. Avoid exposing your Laptop to:

- Direct sunlight or sources of heat such as desk lamps.
- Dust, dirt, rain, liquids or moisture (consider proximity to lunchboxes and water bottles)
• Heavy shock or vibration

**LCD screen**

LCD screens are delicate - they don’t like being poked, prodded, pushed or slammed. Never pick up your Laptop by its screen. Don’t slam the screen closed and always be gentle when putting your Laptop down.

To clean your LCD screen:

• Switch off your Laptop.
• Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
• Do not directly apply water or cleaner to the screen.
• Avoid applying pressure to the screen.
• **DO NOT use window cleaner, vinegar or other household cleaning products** not specifically designed for computer screens to clean the device.

**AC adapter**

• Connect your adapter only to your Laptop.
• Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
• When unplugging the power cord, pull on the plug itself, rather than the cord.
• Do not wrap your cord tightly around the adapter box. Fold it in a ‘figure 8’ type configuration, and velcro it onto itself, rather than onto the adapter box.

**Keyboard**

• Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
• If any key tops are missing or keys are in a damaged state, take your Laptop to our technician to be repaired immediately. A single key top may be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

**Casing Cleaning**

• Take a non-abrasive cloth
• Use a special purpose laptop cleaner on a soft cloth to moisten; do not spray the Laptop directly
• Gently rub your Laptop casing with the moistened cloth to remove any dirty marks.
Laptop Handover

Following acceptance into the class parents/carers and students will be required to attend an “Out of the Box” session at the beginning of the 2012 school year where Laptops will be distributed and basic information regarding care of the Laptop and use at home will be outlined. Students will be inducted into care and use including transporting the Laptop during their first school day after receiving the laptop.
Cost of Participation 2012 Program

Total Cost of Participation in the One to One Program is based on a whole of life cost arrangement. The school procures laptop devices through the department’s Purchase IT arrangement which ensures a compatible MOE platform build and a three year warranty.

For the 1-to-1 laptop program 2012 to 2014 the total family contribution is $1510. A Stage 2 EOI lodgment fee of $200 is paid in mid Term 4 2011. When the balance (after the $200 lodgment fee) is broken down over 120 weeks, this consists of $10.90 a week. It is anticipated that the $200 deposit will cover the final semester payment in the 3rd year of the program.

In calculating this cost, the following cost items were included:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>LAPTOP MACHINE HP6460b (4Gb memory)</td>
<td>$726</td>
</tr>
<tr>
<td>STORAGE BAG</td>
<td>$34</td>
</tr>
<tr>
<td>INSURANCE (NB. This is school self-insurance: money is pooled to fund cost of replacements as EQ does not offer insurance on these assets) + GST component of the device.</td>
<td>$200</td>
</tr>
<tr>
<td>SOFTWARE (School Added Software to support curriculum programs)</td>
<td>$210</td>
</tr>
<tr>
<td>TECH SUPPORT AND PD (Installing updates, managing MOE and returning computer to pre-MOE software platform)</td>
<td>$340</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>$1510</td>
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</table>

NB. All money collected as part of this program is reserved for this program only, not for general school expenditure.

Several payment options are available including:

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<thead>
<tr>
<th>LODGEMENT FEE: $200 TO BE PAID WITH STAGE 2 EOI FORM</th>
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<tbody>
<tr>
<td>PAYMENT OPTION 1: $1510, ONE OFF PAYMENT AT THE START OF THE PROGRAM FOR 3 YEARS INVOLVEMENT</td>
</tr>
<tr>
<td>PAYMENT OPTION 2: AN INITIAL PAYMENT OF $560, FOLLOWED BY SEMESTER PAYMENTS OF $200 FOR THREE SEMESTER, WITH A FINAL PAYMENT IN SEMESTER 1 2014 OF $150 (THIS WORKS OUT TO $10.90 PER WEEK)</td>
</tr>
<tr>
<td>PAYMENT OPTION 3: I AM UNABLE TO COMMIT TO AN INITIAL AMOUNT UP FRONT BUT WOULD LIKE MY CHILD TO BE CONSIDERED FOR A PLACE IF SMALLER PAYMENT OPTIONS BECOME AVAIL.</td>
</tr>
</tbody>
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# EXPRESSION OF INTEREST FORM 1 – Stage 1

**ALLENSTOWN • STATE • SCHOOL**

**One to One Laptop Program**

## EXPRESSION OF INTEREST FORM 1 – Stage 1 (Due at office 4/11/10)

**2012 -2014 Intake**

<table>
<thead>
<tr>
<th>Name of child:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current class:</td>
<td></td>
</tr>
<tr>
<td>Name of parent to contact:</td>
<td></td>
</tr>
<tr>
<td>Best contact number:</td>
<td></td>
</tr>
</tbody>
</table>

- Yes, I am interested in my child being considered for the one to one program in 2012-2014
- Yes, I understand the program is parent funded. My preferred payment option is (choose only one from below please):
  - **PAYMENT OPTION 1**: $1310, ONE OFF PAYMENT AT THE START OF THE PROGRAM FOR 3 YEARS INVOLVEMENT (following the $200 lodgment fee paid with Stage 2 EOI)
  - **PAYMENT OPTION 2**: AN INITIAL PAYMENT OF $560, FOLLOWED BY SEMESTER PAYMENTS OF $200 FOR THREE SEMESTERS WITH A FINAL PAYMENT OF $150 IN SEMESTER 1 2014 (following the $200 lodgment fee paid with Stage 2 EOI)
  - **PAYMENT OPTION 3**: I AM UNABLE TO COMMIT TO AN INITIAL AMOUNT UP FRONT BUT WOULD LIKE MY CHILD TO BE CONSIDERED FOR A PLACE IF SMALLER PAYMENT OPTIONS BECOME AVAILABLE

## POINTS TO UNDERSTAND:

- The program involves a three year commitment, with potential penalties for exiting early
- I understand I am responsible for making all payments within two weeks of invoice
- I understand the laptop remains the property of the school for the duration of the program
- I understand my child must undertake training in how to be responsible for the laptop and that I will be asked to attend parent training sessions
- I understand that the school has not made a decision about the program and that by completing this form I am expressing an interest only. I understand that a formal expression of interest, accompanied by an upfront fee of $200 will be required if the program proceeds and I would like my child to be involved (do not lodge any payment yet please).

PARENT SIGNATURE: ___________________________  DATE: ___________________________
# ALLENSTOWN • STATE • SCHOOL

## One to One Laptop Program

### EXPRESSION OF INTEREST STAGE TWO – 2012 -2014 Intake

<table>
<thead>
<tr>
<th>Name of child:</th>
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<tbody>
<tr>
<td>Current class:</td>
<td></td>
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Yes, having fully read over the Allenstown One to One Laptop Handbook. I am interested in my child being placed in the one to one program in 2012.</td>
<td></td>
</tr>
<tr>
<td>Yes, I understand the program is parent funded and I am attaching a $200 deposit for my child’s participation. If the program does not proceed, I understand this will be refunded to me in full.</td>
<td></td>
</tr>
</tbody>
</table>
| Yes, I understand the fee structure for this program is:  

$200 payable with the lodgment of the EOI by 18/11/11  
In 2012, upon invoice, a payment of $560 (within the first month of the school year) or a one-off payment of $1310 to cover the remaining cost (this option is available to parents who choose to pay upfront)  
Each semester, for the remaining THREE semesters, $200 per semester with a final payment of $150 in Semester 1 2014 (if not paying up front in full) |  |
| I no longer wish my child to be considered for the Allenstown One to One Laptop program in 2011 and am withdrawing my initial expression of interest |  |
| I wish my child’s name to be placed on a waiting list for the program as I did not lodge an initial expression of interest form. |  |

**POINTS TO UNDERSTAND:** (see the Handbook, available on our school website for further clarification  

[http://allenstownss.eq.edu.au/](http://allenstownss.eq.edu.au/) )

- The program involves a three year commitment, with potential penalties for exiting early
- I understand I am responsible for making all payments within two weeks of invoice
- I understand the laptop remains the property of the school for the duration of the program
- I understand my child must undertake training in how to be responsible for the laptop and I must attend parent training and information sessions regarding the use and care of the laptop
- I understand that the return of this form with a $200 deposit does not guarantee a place in the program (Refer to “Selection Process” in handbook for details)
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