



SURF COAST SECONDARY COLLEGE

I:1 Digital Devices Policy - DRAFT

Purpose

To ensure that Surf Coast Secondary College's policies and processes related to the purchase and provision of digital devices are compliant with the Department's policy requirements, and supportive of the learning programs of the school.

Background

According to the Department of Education and Training's 'Personal Devices – parent Payments and Access' (<http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx>), school councils must approve parent payments related to the purchase or lease of personal devices (such as laptop computers or tablets) and ensure that programs are implemented in a fair and equitable manner.

Schools may purchase personal devices and provide these to students at no cost. Where schools wish to introduce programs where parents pay for personal devices they must do so in consultation with their parent community.

The above information is also aligned with the DET's Parent's Payments (Policy and legislation in the *Education and Training Reform Act 2006* (Sections 2.2.4(1), 2.3.6(1)(c), 2.2.)

Policy

The Department of Education and Training's policy as outlined on the website located at <http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx>.

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Schools may purchase personal devices and provide these to students at no cost. Where schools wish to introduce programs where parents pay for personal devices they must do so in consultation with their parent community. The consultation process should:

- provide advice on the 1-to-1 learning model and its proposed purchase/lease model including:
 - the educational benefits and proposed costs of the program
 - the rationale and guidelines for the preferred device/s (as the school may select a particular device based on technical and software considerations)
 - details of proposed maintenance and insurance agreements
 - the minimum technical specifications required for devices
- provide opportunity for the viewpoints of parents to be expressed
- seek out and consider the views of different groups of parents (such as parents of children with special needs, or parents who may have difficulties paying for the devices)
- address concerns raised by parents before finalising the decision-making process
- be documented, including documenting concerns raised by parents.

In addition, such programs must:

- be affordable for the parent community, with costs kept to a minimum
- demonstrate savings to parents associated with introducing the devices (e.g. parents are no longer required to purchase certain textbooks or the school provides other items parents previously purchased for free to compensate for the costs)
- include a reasonable amount of technical (or other) support by schools to ensure all students have access to the school network
- advise parents that they can choose whether or not to purchase/lease the devices
- advise parents that if they choose not to purchase/lease the device, the school will provide access to a device for the sole use of the child during the times the device is required at school
- have support options available for parents who may have difficulties paying for the devices, including subsidised devices, and payment by instalment
- allow parents to provide their children with an existing device instead of one specified by the program (see note below)
- provide parents with sufficient notice of the program's introduction
- make new parents aware of any programs that are in place, including where consultation has been completed prior to their need to purchase/lease a device
- regularly review parent payments for the program, particularly with regard to parent satisfaction in the program.

If schools are providing the device for lease or purchase, the program must:

- be transparently costed where costs to parents do not exceed the cost to the school of providing the item
- only require parents to contribute to:
 - the purchase price to the school of the device
 - insurance costs for the device additional to those included in the purchase price
 - software purchased locally by the school for the device.

Schools must not:

- mandate that a parent purchase or lease a device based on the adopted program. Parents have the right to choose whether or not to purchase/lease a device
- exclude a student from a learning program if they do not have a device as specified by the school program. The school must provide access to a device for the sole use of the student during the times a device is required at school. This device must provide software and applications that allow the student to partake in the learning program

- prevent a student from bringing a device from home that is similar and suitable but not a program approved device (i.e. meets the minimum technical specifications set out by the school to ensure that it can be effectively used for learning)
- require parents to pay for the following items as they are either centrally funded by the Department or are considered to be part of free instruction:
 - any software provided centrally
 - technical support
 - internet use required for the standard curriculum program or any internet service funded centrally by the Department
 - wireless network access

Note: It will not always be practical or possible to connect a device that is not the one specified by the school. While the school should provide some technical assistance to allow the device to be connected to the EduSTAR wireless network, the amount of technical support that can be provided by the school is limited. In addition, if the specified devices are imaged by the school, it may not be possible to install required software for licensing reasons and parents may need to organise their own purchase of the software.

School Based Requirements and Supports

- for 'advice on the 1-to-1 learning model' and educational rationale behind the use of devices to enhance the learning programs at the College, please refer to the 'Year 7 Digital Learning Welcome Pack' which can be found here <http://digitallearningscsc.weebly.com/ipads.html>
- the College has undertaken extensive research and planning to ensure that the type of devices that students are using best suit the learning needs and programs designed by the teaching staff. Therefore, the College prefers that students and staff use Apple devices for the following reasons:
 - as a result, the College utilizes Apple iPads in years 7 to 9 due to the ability for teachers to design and create using iBooks Author 'Task Cards' that support differentiated and individualized learning for students. These 'Task Cards' are only accessible in an interactive manner through iBooks, which is native to Apple and not accessible on non-Apple devices
 - Apple Macbooks are the preferred device in years 10 to 12 to support students to transition to a laptop based device easily as the majority of the programs and operability of the Apple iOS are familiar to them.
 - staff and students at the College also utilize Apple TVs which allow users to project their device onto a larger screen for teaching purposes, or to share their work and thinking
 - the College also uses the Casper Mobile Device Management system to support high level management of the devices in the College in a way that makes the delivery of programs and apps fast and easy, the provision of other services for safety and tracking of devices, and for auditing processes related to asset management
- if parents wish for their child to utilise a device at the College that is not an Apple device, and does not fit within specifications listed by the school that optimises students' access and use on the College network, they need to speak to Erin Weightman, College Assistant Principal (Digital Learning and Pedagogy) to discuss the potential implications for learning which may include, but are not limited to:
 - students will not be able to access the interactivity of some resources that are designed for the Apple iOS/OS X devices, such as the 'Task Cards'

- students may not be able to access the use of the Apple TVs in the College to afford them the same opportunity to display, demonstrate or discuss their work with their teachers and their peers. In order to do so on a non-iOS device, peripheral connections and/or programs that give access to Apple TV features will be needed, and the College will not always have these accessible in all classrooms
 - students may need to work on an alternative device or task at times when an iOS app is being utilized for a particular learning task
 - NOTE: any use of a non-Apple device at the College must first be approved by Erin Weightman (Assistant Principal (Digital Learning and Pedagogy))
- the College has undertaken work to reduce the cost to parents of other booklist items, including reducing the amount of textbooks required to only a Maths text at years 7 to 10, and offering digital text only options in the VCE classes. This has significantly reduced the overall cost of schooling for students at Surf Coast Secondary College to offset the cost of the device.
 - the College will not mandate that parents/carers must purchase a device, however parents/carers must note the aforementioned potential implications that this may have on their child's participation in the learning program in the same manner as other students. The College provides access to payment plans for parents and does provide information on installments to pay the device off over a three year period (see Payment Arrangements below). The College asks that parents/carers contact Erin Weightman, Assistant Principal (Digital Learning and Pedagogy) to discuss their choice about not purchasing a device upon enrolling their student in the College so that the appropriate supports can be put in place.
 - the DET policy states that the College must 'provide access to a device for the sole use of the student during the times a device is required at school', if a parent chooses not to purchase a device.
 - The College does have access to a range of older devices that are used as loan devices when repairs are needed and students may have access to these devices if parents are unable or unwilling to purchase a device. As these devices are owned by the College, parents/carers will need to first meet with Erin Weightman, Assistant Principal (Digital Learning and Pedagogy) to discuss the use of this device, and sign the appropriate agreements before a device will be provided.
 - The College will do its best within its financial constraints to provide a device that is similar, however at times the student may be required to use a device that has different programs and operability to the Apple preferred devices
 - at times, the College may not have access to enough spare devices and students may need to share. This will be communicated to parents/carers and plan put in place to support students to also access learning materials offline
 - devices that parents purchase through the College will come packaged with apps and programs that support the learning programs. The fee for purchase of these apps is built into the package costs and is outlined on the order forms and also in the Year 7 Digital Learning Welcome Package. None of the programs supplied that is charged for is provided centrally through DET.
 - BYOD devices are charged a one off costs of \$50 which covers the cost of apps and programs that are not centrally provided by DET and any ongoing updates. Note: only Apple BYOD devices are approved for use within the College, for further information please contact Erin Weightman, Assistant Principal (Digital Learning and Pedagogy).

Payment Arrangements

Payments can be made directly to the Administration office using cash, cheque or EFTPOS. All payments over \$5 will be issued a receipt. Receipts for transactions under \$5 will be issued upon request.

Families will also have the option of making payments using BPay facilities, direct credit and Centrepay. Families paying by BPay are asked to ensure they enter their family ID code along with a

detailed reference of the charge being paid. The College will also ask families to forward the remittance advice from their family statement with the charges being paid clearly marked.

The College will provide opportunities for all families experiencing financial difficulties to enter into alternative and confidential payment plans through contact with the Principal, Business Manager or Finance Manager.

Qualifying families have the opportunity to make payments by accessing Centrepay deductions through Centrelink. Centrepay is a direct bill paying service offered to customers receiving payments from Centrelink. Through Centrepay, families can choose to pay their school charges by having a regular amount deducted from their Centrelink payments. Centrepay is completely voluntary.

General Principles

Any devices ordered and purchased through the College will remain the property of the College until paid in full by the parent / guardian. As such, the College has the right to retain the device at the College on weeknights, weekends and school holiday periods. In this circumstance the student will use the device whilst at school until payments or arrangements to pay have been made in accordance with the required payment schedule. Where this is applicable, there is to be no impact on the student's learning. Once the required payments; or arrangements to pay have been made, the device will again be available for the student to use at home.

No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.

Evaluation

The evaluation will include:

- Assessment in relation to DET compliance requirements
- School data on percentage of general essential charges paid across the whole school and for each year level
- School data on percentage of students paying for and attending scheduled camps and excursions
- Revenue and expenditure reports for school sub programs

The evaluation will be completed by the School Council Finance Sub-Committee and School Council with input from other relevant committees / groups.

This policy will be updated every three years or more frequently if there are changes in Departmental directives.

Evaluation Due:
2019