MYLE Program

My Learning

Year 7

2013

School Vision

“Central to the core values of Western Heights College is the challenge we set to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships that produces engaged, robust citizens and lifelong learners capable of shaping our future.

The WHC MYLE program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing authentic engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st century citizen capable of shaping our future.”

Robyn Jeffery
College Principal
Rationale

WHC has been using desktops, notebooks and netbooks in our learning program for many years. The move over recent years has been for more mobile ICT resources to use in the flexible learning spaces at Vines Road. Opportunities for learning must be available anywhere and at any time. To do this effectively our students need their own device. Our commitment to your child’s learning is evident through the college’s commitment to subsidizing the slates.

The choice of a Slate PC is quite deliberate. A touch screen and the ability to use a stylus enables a greater range of interaction with the device - drawing, annotation, hand-writing as well as typing allow a richer and more productive interaction with the slate.

A “take home” Slate will give our students a sense of ownership over their own personal device. It provides the opportunity to unshackle the classroom from school. We will be making sure all the resources your child needs are available both inside and outside the school.

Timetable

The MYLE program is starting in 2013 with our Year 7s. The lease program will run for 3 years. In 2014 we expect to have both Year 7 and 10 participating and roll it out this way each year thereafter, two leases spanning Years 7 to 9 and Year 10 to 12.

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That means that by 2016 all students will have a take home Slate. For those students who are not participating in the Slate program in 2013 -2015 we will be investigating the possibility of using some of our current notebooks in a take home program of some sort.

Cost of Participation

All Year 7 students are required to participate in the MYLE program. WHC will purchase slate PCs and software and lease them to parents who will be required to make a contribution towards the cost and exclusive use of the device. WHC retains ownership of the slate at the end of lease.

We have tried to make this cost the rough equivalent of a cup of coffee a week. The value of the whole Slate PC package including software, support, extended warranty and insurance is approximately $2100. The cost to parents will be $1000. There will be a number of payment options which will provide a discount on this cost starting at $850 for a single up-front payment. The insurance excess of $200 is payable by parents.

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Optional extras
For students to receive the full educational benefit from the MYLE program, there is no requirement to purchase additional hardware or software. However, because the slates use SSDs (Solid State Drives) for speed, reliability and extended battery life, they do not have a large storage capacity. Students may wish to purchase their own USB Memory key drives and or Pocket drives for backup and storing large files. The slates come with a stylus which may need replacement nibs at some stage.

Private Devices
It is school policy that students cannot connect private devices to our network. No private phones, slates, tablets or PCs. The only devices able to participate in the MYLE program are those offered by WHC. There are no exceptions to this policy.

Guidelines and Handover
Prior to slates being issued to students there will be a handover session that parents and students can attend. This will be held one afternoon around 2pm during the first week of school. Some payment must have been made before the Slate can go home with a student. Parents will agree in writing to the terms and conditions of the program at this time.

Daily expectations at school
Students will be expected to arrive at school with a fully charged slate each day. Students can store their Slates in their lockers during the day but will take them home each night. Students will not have the ability to charge their Slates during the day at school.

Insurance
Insurance is taken out by WHC. The terms of this insurance are stated below and Parents accept these terms when signing the Acceptance document. WHC has purchased full comprehensive insurance to ensure you are protected from theft and accidental damage. Each slate will be inventoried by the WHC Disco system to enable all warranty and insurance events are tracked throughout the life of the slate.

Conditions of this policy are as follows:
- Every insurance claim, whether for loss or accidental damage, has an insurance excess of up to $200 (depending on repair costs) payable by the assigned user.
- The school must be notified immediately if a school owned Slate is lost or missing.
- Insurance does not cover the loss of an unattended Slate from an unsecured location, e.g. loss from an unlocked car parked on the street. Parents may be liable to pay the full insurance excess in such instances.
- Insurance 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. The insurance claim cannot be forwarded to the insurance company for processing until this has been provided.

**Acceptable Use Policy**
Available here on the Internet MYLE program page at [www.whc.vic.edu.au](http://www.whc.vic.edu.au) and published at the bottom of our Intranet home page.

**Ownership and personalization**
Students are strongly encouraged to have a high degree of personal ownership of their Slate during the MYLE program. They will be Administrators of their slates so can install software and personalize the look and feel of the slate. They should not perform any non-reversible form of personalization such as engraving etc.

**Software and Copyright**
Each slate will be loaded with DEECD approved software image EduSTAR configured for use on the school network. Other school licensed software may be made available as needed during the life of the Slate. This will either be installed automatically by Network staff, or made available to students at their or their teacher’s discretion for manual installation. Software installed by the school is copyright and must not be distributed or deleted.

It is not permissible for students to install illegal software such as peer-to-peer or bit torrent programs on their slates. More information can be found about this on the WHC web site under the AUP at the bottom of each page. College Network staff have the ability to remotely audit all software installed on the slates. Such software will be removed by Network staff immediately and repeat offences may result in the slate being re-imaged.

**Internet Usage**
At school students access the Internet through the DEECD Internet Service Provider Netspace which filters access to web pages. 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 these. All students in accessing our network accept a responsible Internet and Network usage agreement which clearly outlines unacceptable and inappropriate usage. Use of the internet service at school is closely monitored. Any inappropriate use is unacceptable and is subject to disciplinary action and exclusion from our network.

**When at home, the slates will not be protected by this filtering. It is the student’s and Parent’s responsibility to ensure acceptable use of the Slate away from school.**

**Users and Security**
Students should protect their Passwords. 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.

**Games and Music**
There are significant educational benefits for some games. However many games can be unproductive and distracting to student learning.
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.
Students must manage the storage implications of any additional software or multi-media to ensure it does not impact the learning functions of the slate.

**CyberSafety**
The College is participating in the eSmart program starting in 2013. eSmart helps schools effectively manage cybersafety and deal with cyberbullying and bullying.
More information about this program can be found here [https://www.esmartschools.org.au](https://www.esmartschools.org.au)

**Virus Protection**
The MYLE slates are protected by DEECD licenced Anti-Virus software which is managed by the WHC Network staff. Virus definitions are updated automatically when the slates are connected at school but will still update at home if necessary.

Viruses have the potential to severely damage and disrupt operations within the school’s network. As students can connect to the internet from home they should take appropriate steps to protect the school’s computer network from virus attacks. Viruses can enter PCs through removable media, email, internet and file downloads.

TIPS
- Do not open any files attached to suspicious or unknown emails.
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to spam.
- If it looks suspicious, it probably is. If in doubt, delete it.

**Technical Support, Loss and Damage**
Faults and damage should be brought to the Vines Network Office as soon as possible to have them recorded in the DISCO Inventory system and start the repair procedure. Software issues can be reported through the schools web messaging system to us or to new Pod student “gurus” who will be selected and trained during 2013. Statistics from similar school PC programs show that each child may be without their slate for up to six days per year for servicing or repairs.

**Loan / replacement computers**
In the event a student does not have access to a slate, loan devices will be available from the library. These will not necessarily be slates and they must be returned to the library at the end of the school day.
**Backups and Recovery**

It is each student’s responsibility to back-up their own files. Students should purchase memory sticks or pocket drives for this. Certain students may require significant storage for multimedia files which will have to be kept on external storage such as pocket drives.

Student U: drives are configured as off-line files, so they are stored on the network and mirrored on the local drive. In effect this means your U: drive follows you around so you have full access to it at home and synchronises itself in the background each time you connect to the network.

**Caring for your Slate**

- Always keep the slate in its protective cover.
- During the school day when slates are not being used (lunch, PE etc.) they can be stored in student lockers.
- The batteries have a finite life. It is important to minimize the number of times it needs re-charging as this will extend the life of the battery. Shut down or hibernate if not using the Slate for longer periods of time.
- Do not wrap the power cord too tightly around the power adapter or the cord will become damaged.
- You still need to be careful with your slate while it is in a bag. Do not drop the bag from your shoulder or put other items on top of it when storing.
- Slates should be switched off before being placed into the bag. If you put it into sleep mode the battery will eventually drain and it will go into hibernation mode (see above).
- Avoid exposing your slate to harmful environments. The obvious things like harsh sunlight, heaters, dust, dirt, rain and liquids. Consult the owner’s manual for advice on cleaning your slate.