



**MacKillop College**

**Information, Communication and  
Creative Technologies**

# **Student 1:1 Notebook Program**

## **Frequently Asked Questions (FAQs)**

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### **1. What equipment will my son/son/daughter receive?**

Each student in Years 7 and 10 will receive a quality loan notebook, a long life battery, a significant range of preinstalled software already used in the College, an AC power adapter and a protective notebook case. The notebooks are managed with service agreements for repairs, cover for accidental damage and a trained notebook repair staff.

### **2. What criteria were used to select the notebook instead of touch tablet?**

The notebook was selected as it provided a combination of flexible options which the School regarded as being important, including a small footprint, performance, quality, long battery life, weight, maintenance and support, accident cover options and cost. It was important to select a notebook that could be used for multimedia activities in a variety of subjects which at this time is not provided for by touch tablets in an effective manner.

### **3. Who owns the notebook?**

The notebook remains the property of MacKillop College at all times and at no stage in its three year life is the notebook owned by parents or students. Students are encouraged to use the notebook for their learning but must take very good care of the device. We encourage a "sense of ownership" from your sons/daughters as this notebook will be their personal learning tool for three years. The onus of costs on repairs will be the parents/guardians responsibility.

### **4. How long will my son/daughter have the notebook?**

The notebook will be replaced every three years. Year 10 will be the turnover year. Therefore over a six year period your son/daughter will have access to two notebooks.

### **5. Can he/she use our family notebook at school?**

No, students can only use the allocated notebooks with software licensed to the College. Network and internet facilities will not be available on unsupported notebooks.

### **6. How will my son/daughter benefit using a notebook?**

Existing research, both internal and external, indicates that access to technology, integrated as part of the learning process, can significantly increase student engagement and promote high order thinking skills. At MacKillop College, technology has

provided value by enhancing research, aiding problem solving, increasing collaboration, providing effective techniques for the presentation of ideas and publication of work, as well as improving communication.

### **7. Will the notebook be used in every lesson?**

Students will have the notebooks with them and available to use throughout the day. It will be up to the individual teacher to assess whether the notebook will be used in a lesson. Some lessons will require intensive use of the notebooks, other lessons will require it as a timely research tool or simply a word processor to synthesise thoughts and ideas. In practical lessons, the notebook will not necessarily be required.

### **8. Will the notebook affect my son's/daughter's ability to write with pen and paper as required by the Victorian Certificate of Education (VCE)?**

No, MacKillop will maintain a balanced view towards technology and will ensure that the skills required for the VCE are taught. Students will still be required to undertake a considerable amount of handwriting in preparation for examinations.

### **9. Will my son's/daughter's school bag be too heavy?**

We have deliberately selected a reasonably light notebook to reduce the impact of weight for the students. MacKillop's timetable has fewer periods per day than other schools, which means students carry fewer text books each day. We have made e-book replacements of some text books and will be investigating the more digital copies of textbooks and other means of resourcing our curriculum onto the notebooks; this of course would reduce weight even further.

### **10. Is the notebook covered for accidental damage?**

Yes, each notebook is comprehensively covered for accidental damage; however, as with all support policies there are exclusions. Some of these relate to malicious damage and theft due to carelessness, such as leaving the notebook on a train. It is important your son/daughter does not leave the computer unattended where there may be a risk of theft.

### **11. What if the notebook is stolen or damaged?**

In most situations there would be no costs to parents, other than the insurance excess, if a notebook is stolen or damaged as our

support policies will cover replacement or repairs. However, if the loss or damage has occurred due to gross carelessness, repairs or replacement may not be covered, and parents may be required to cover the full costs.

### **12. What do I do if the notebook is accidentally dropped, stops working or is stolen?**

The ICCT Service Desk must be contacted for all notebook problems and issues. If repairs are required, a replacement notebook will be allocated, if available. All claims and details are handled through the ICCT Service Desk.

### **13. Where will my son/daughter charge the battery?**

We have selected a notebook with a large battery that should provide enough charge for use throughout the day. Students should charge the battery each night at home. Students are not expected to bring battery chargers to school. Battery life is very dependent on how the notebook is used. If it is used to play long videos, DVDs or games, it will reduce the length of time the battery can be used on a single charge.

### **14. What if he/she forgets to charge the notebook?**

Students are required to have the necessary equipment at school and in working order in preparation for class work. It is essential for notebooks to be fully charged at the start of each day. Appropriate discipline may occur in the event of this forgetful behaviour. We do have some power points in the classrooms but this is a last resort and should never be relied upon.

### **15. Does my son/daughter need to bring it home?**

Yes, it is very important that notebooks are not left at school for security reasons. It is also important that the notebook is charged at home each night. Storage accommodation in the ICCT Service Centre will be available on occasion if necessary.

### **16. Can personal software be installed?**

Some personally owned software can be installed. The software must be legal (neither copied, nor installed on other family computers if there is only one licensed copy) and must have some educational or functional value to support school work, such as a home printer or digital camera. Personal software will not be supported by the School in any way and could be

removed should any problems occur with the notebook. File sharing or peer to peer (P2P) software, such as BitTorrent, LimeWire, Utorrent or any software that is designed to bypass copyright protection must not be installed. The School will conduct, without notice, remote, random audits.

### **17. Can music files such as MP3s be stored?**

Music files can be stored on the notebook as long as they are legal and do not take up significant amounts of storage. Under the Copyright Act, copies of personally owned, legally purchased music CDs can be converted to a digital format and stored on devices such as notebooks. Music legally purchased from online retailers such as iTunes can also be stored. Your son/daughter is responsible for this and must ensure any illegally copied or downloaded music is not stored on the notebook. Students should not have more than 10 GB of legal music on their notebook. Music files will not be backed up.

### **18. Can video files be stored on the notebook?**

Video files can be stored on the notebook, but like music files, they must be legally produced or obtained. Full length, commercial movies or television shows stored on notebooks are likely to be illegal copies and must not be saved on the device. Students must assess the copyright for all media files that are stored on the notebook and if unknown, these files should not be stored. Video files will not be backed up.

### **19. Can I connect the notebook to our home wireless network and printer?**

Yes, these home services can be connected as long as the MacKillop network and security settings are not interfered with. Seek advice through the ICCT Service Desk.

### **20. Do I need a wireless network at home?**

The notebook has both wireless and Ethernet cable connection. Parents could investigate the possibility of setting up a wireless network at home. This will provide a flexible solution to share the internet and files as well as other services like printing.

**21. Can my son/daughter use a private, portable modem, such as a USB 3G/4G card or a mobile phone, to access the internet at school?**

No, we do not want students to use a different network or internet service other than MacKillop's when they are on either St Mary's or main campus.

**22. What if my son/daughter accesses inappropriate content, chat rooms or wastes time?**

The majority of students at MacKillop use technology responsibly and there are ongoing education programs for these issues. Along with this, MacKillop has a range of preventive and security measures, such as internet filtering, to help reduce time wasting.

Parents also have a role in the education process and should be familiar with the advice outlined by the Australian Communications and Media Authority ([www.cybersmart.gov.au](http://www.cybersmart.gov.au)).

**23. Can family members use the notebook?**

No, students will be entirely responsible for the content on the notebook. Students must not share logon details with anyone.

**24. Will my son's/daughter's data be backed up?**

Each student is responsible for the data he/she creates. Students should save to the network regularly where routine network backups take place. Students should save all their data in their "My Documents" folder. We also suggest data should also be copied to a USB storage device (portable hard drive or USB Flash Drive stick) at least weekly.

**25. Will my son/daughter have administrative access to the notebook?**

Yes, all students will have a power user administrative access to the notebook allowing for the setup of printers, loading of software and connection to home networks. However if misuse occurs in the administration of the notebook then this level of access can be revoked.