

Melbourne High School

2025

1:1 Device Program



Laptop Program

- **All students are expected to purchase a one to one notebook purchased from either Attura or Compnow**
- **Laptops are to be delivered to the parents address in late January before the start of term.**
- **Instructions on how to set the laptop up ahead of time will be provided closer to the delivery date.**

Checklist

- Read this booklet and discuss its contents with your child
- Order your child's laptop via either the Attura or Compnow purchasing portal.
- Read and discuss with your child.
- Receive you student and parent onboarding pack via email
- Receive your brand new laptop shipped to home
- Setup your new laptop ready for start of term.

Key Dates

- October
 - Purchase Portal Opens
- End of November
 - Purchase Cut-off
- Week 2 of January 2025
 - Student and Parent Onboarding information sent out.
- Week 3 of January 2025
 - Laptops Shipped to Home Address
- 30th January 2025
 - 1st Day of Term

PLEASE NOTE

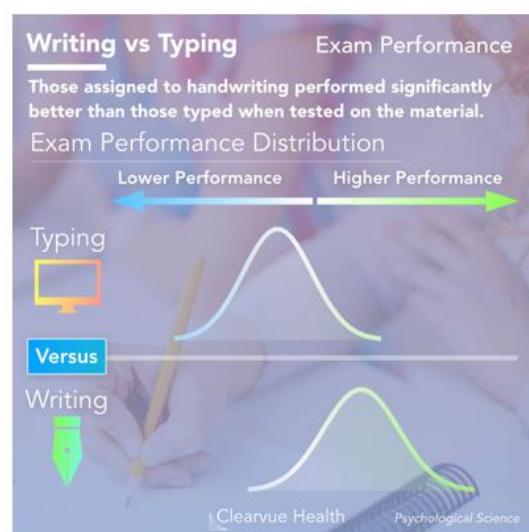
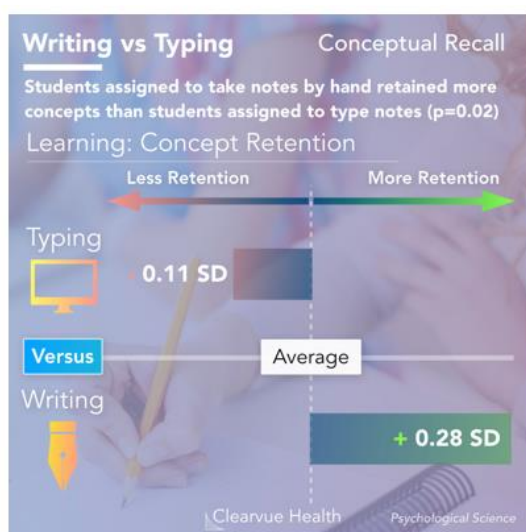
November cut-off is based on last year's ordering experience. When purchasing is completed well in advance, it negates any possible supply chain issues and laptops can be provided and setup for the 1st day of term.

Hard Cutoff to have laptop delivered on time is provided by Supplier on the purchase portal.

Background

Melbourne High School has a Device Policy that has been fully endorsed by the School Council and our Principal, Dr. Mordini. The policy is in place to protect the educational outcomes for every student and ensure that they receive an uninterrupted education. The Elite Support Package that is included in the program guarantees that every student will have their device repaired or replaced within 24 hours. Prior to the introduction of this policy, students would be without devices for weeks or months, severely impacting their education. The policy also guarantees that every student has the same digital experience and that teachers can rely on this when delivering digital content. Bring your own devices (BYOD) are not permitted, as they are not covered or protected by the elite support program, which is a vital component of the device policy.

A hybrid device with an active stylus (digital pen) provides students with a device that is optimised for learning. Current research shows that when students can annotate directly with a stylus on electronic materials their ability to process and apply cognitive processes is greatly enhanced, compared to simply using a keyboard to take notes.



Images: The Science of Notetaking: Writing vs Typing. Jan 12, 2019. clearviewhealth.com

Each year, incoming students will be introduced to the program in the first weeks of Term 1. The goal of the program is to ensure opportunities to learn anytime, anywhere and to provide the tools to make that possible.

The Learning Environment

The Hybrid Tablet is an innovative form of ICT, that is particularly well suited to learning environments. We chose this type of device for the following educational benefits:

- The hybrid tablet is a personal device and acts as a 1 to 1, anywhere, anytime learning device.
- The stylus allows students to take notes, make annotations and other personalised learning commentary on electronic materials providing better information processing.
- Different apps, provide students choice in the type of product they can construct to demonstrate their understanding.
- Notes can be kept in one spot, commented on and accessed from anywhere.
- The touch interface correlates to the technology students use in their everyday life and allows a high level of interactivity.
- A long battery life means the device can be used throughout the entire school day.
- There is anywhere, anytime access to current information that contains text, sound, images and interactivity. Information is represented with rich multimedia and data visualisation techniques.
- Light and portable.
- Heavy schoolbooks could in time be replaced by virtual eBooks easily updated in a timely fashion. Documents and tasks can be uploaded to the device and the school's Learning Management System (LMS) Canvas, by the teacher and downloaded onto the device by the student and vice versa. Texts and documents can be annotated and commented on by multiple students and teachers in collaborative spaces.
- The device can be used with peripherals. There are also several other docking options which provide access to a full-sized keyboard. Voice recognition apps can also be useful for inputting large amounts of text.
- The built-in camera and microphone make interaction and collaboration easy. Photographs of notes, practical demonstrations and conceptual models can be shared and commented on, and video podcasts can easily be made.

As part of the 1:1 program students have a choice of either the Primary 1:1 device or a higher end device designed for visual and performing arts.

Primary 1:1 device

The school undertaken an extensive trial of suitable devices for this program and has decided that the best device currently available for this program in 2024, is the **HP – EliteBook 830 G11** (Part number: 86N30PA) hybrid notebook with the specifications listed below:

- Core i5 Processor (13th generation Intel i5 CPU)
- 16 Gigabytes RAM
- 512GB SSD
- Touchscreen & Active Stylus
- Windows 11 Pro
- Up to 12 Hour Battery Life

High End Alternative 1:1 Device – Visual & Arts and Design

In the visual arts and design, technology plays a crucial role in the creation of original and innovative content. We strive to use technology to expand students' capabilities in the fields of art, media, and visual communication and design. We rely on this technology to implement 21st century creative processes, crucial in developing 21st century learners and problem solvers.

Students explore new ideas in all fields of the performing arts in a range of mediums - including animation, rendering, and virtual reality. VCE students have always pushed the available technology to the limit to take advantage of their talents. As we have now moved away from desktop computers we rely solely on student's personal devices, which can have a significant impact on their potential.

If your child shows a genuine interest pursuing the arts or design, we strongly recommend that you select this device to provide them the most rewarding and productive experience possible. Device Specifications:

- Microsoft Surface Studio 2 14.4"
- i7 16GB 500GB with NVIDIA GPU
- Microsoft Surface Slim Pen 2
- Windows 11 Pro
- MS Surface Book Comm Complete for Bus 4YR Warranty AUD Surface Book

Purchasing Portal

The school has established a streamlined, cost-effective way to purchase school devices. The school has established a supply & support arrangement with Attura for HP devices & CompNow for Microsoft devices. This program has negotiated a significant discount off the RRP price of this device and bundles a 4-year warranty and specialised hardware support arrangement that ensures that your child's device will be available for use when required. For information on how to order your student laptop, refer to the Appendix 2 for the HP laptop, or Appendix 3 for the Microsoft Surface.

Note: BYOD devices will not be allowed to connect to the school network.

Antivirus / Security product

The Acceptable Use Agreement requires the installation of the mandated antivirus/security product that is included on the school's booklist. The license purchased on the booklist allows students to install this software on a single 1:1 device.

Devices which do not have the mandated antivirus/security product installed will have their network and internet restricted. Access to the school's other network-based resources will not be available until this client is installed on the device.

1. Items that students MUST have in addition to the device:

The following items are mandatory for students and if not already owned, MUST be purchased:

- School Software – Refer to Appendix 1 for information regarding school software.
 - Device protective case
 - Earphones/headphones.
2. Items that students may want to purchase: (but not compulsory)
- device adapters (for memory cards, VGA connection, etc.).
 - Keyboard / Monitor dock (for easier typing).
 - External mouse

Repair of School 1:1 Purchasing Program Devices

HP Devices purchased via the schools 1:1 purchasing program come with an “Elite Support” service from the supplier Atturra. This support program guarantees that 95% of repairs are completed within one business day.

This includes both warranty and non-warranty repairs. Non-warranty repairs come with a guarantee that they will never cost more than \$100 if the damage is not malicious or deliberate.

Microsoft Devices purchased via the schools 1:1 purchasing program come with an accidental damage insurance from CompNow/ Microsoft. It is important to note devices are not repaired but replaced with Hot Swap devices kept onsite.

This includes both warranty and accidental damage. Accidental damage comes with a \$100 excess if the damage is not malicious or deliberate. The CompNow/Microsoft accidental damage policy is capped at 2 claims over the life of the device.

Guidelines for healthy use of the device

Posture

Promoting and encouraging suitable posture during device use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:

- Back.
- Neck and Shoulders.
- Arms and Forearms.
- Wrists and Hands.

Awkward Postures

Sustained or extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:

- Sitting on the bed.
- Sitting cross legged.
- Standing, sitting and leaning against a wall with device on flexed knees.
- Kneeling.
- Lying supine.
- Side lying.
- Slouching whilst seated.
- Resting device on hand / arm
- Sitting on floor with device on a desk or chair.

The bottom of the device can generate a substantial amount of heat, depending on what software / functions are being executed, so for this reason it is not recommended that they be used on lap for extended periods of time.

Ergonomics

Where possible, regularly rotate between device and paper-based activities. Where possible, regularly rotate between typing-based and browsing tasks. Where device usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises.

Lighting/ Glare

Work where lighting is most sufficient or provide additional lighting. Position work area so that sun glare does not cause a visual disturbance. Use blinds where available.

Electrical

Make sure that cables and power outlets are managed appropriately. Make sure that the device is stored correctly overnight and is recharged ready for the next day at school.

If you have an iPhone, note that the charger will work with the device but it will charge the device much slower than the charger that comes in the box. The way that you can tell the difference between the iPhone and device chargers, is what is written underneath. An iPhone charger is 5W whereas an device charger is 10W.

The Classroom Environment

General

Students should be mindful that with the use of the device in class comes responsibility. Students will have the freedom to access school resources, the Internet and their mail, but should follow the direction of their classroom teacher and not distract themselves with other activities.

Frequently Asked Questions

Who is responsible for the device?

The device is your responsibility. The cost of loss or repairs to the device will be the responsibility of the purchaser. These devices are not covered under the school's insurance policy and so it is recommended that you insure the device individually, something that can usually be covered under a home and contents insurance policy.

Devices purchased via the schools preferred device program, through our nominated supplier Somerville, come with an "elite support service" that covers both warranty and non-warranty repairs to the device. This program guarantees that all non-warranty repairs will not cost more than \$100 as long as the device has not been subject to deliberate or malicious damage. Please refer the terms and conditions of this offer in the 1:1 Device program document.

Can I use other devices other than the 1:1 on the school network?

No. The school requires you to have access to the Mandatory 1:1 device with the mandated specifications for educational purposes. Students bringing their own devices into the school and connecting them to our wireless network need to be aware that they will need to use their devices in accordance with the AUP.

Please note the DET Policy states mobile phones cannot be in the students' possession for the complete duration of the school day.

What happens when I get the device?

Once students have purchased their devices, they should install the appropriate book listed applications and generally familiarise themselves with the device.

Students will be given further instruction by their teachers in the use of devices within the class. Around the school the device will be required to be carried in its protective case and locked in the locker when not able to be secured. The device must be brought to school each day fully charged.

How do I access the School's wireless network (Internet)?

Students can log in to the school wireless network using the same credentials as they will use to log in to the School computers. This information will be provided at school, during the first day of the new school year.

Will I use my device in every class?

Teachers will plan activities using the device and may direct you to load or use particular applications in class. In addition to this, the use of e-textbooks, Canvas LMS, accessing the Internet, taking notes etc. are all activities which will occur regularly and at your own discretion. Not every subject will require you to use the device every lesson, however you are to take the device to every class.

Where will the device be kept during the day?

Your device must be brought to school fully charged every day. During the school day when the devices are not being used (e.g. lunchtime, during PE, etc.) the devices should be kept either with the student or securely stored in their locker. Students should ensure they have correctly locked the lock on their locker and that no other student has access to their locker.

What about after school?

Students must take their device home each night in order to complete homework and recharge the battery. When travelling to and from school, students should store the device

in its protective case. Don't put heavy items on top of the device in the schoolbag as the screen may crack. When travelling by car it is suggested to lock the backpack in the boot to ensure it is out of sight if the car is left unattended.

What happens if I leave the device at home?

Students will be significantly disadvantaged as they will not be permitted to borrow a short-term loan device. Continual failure to bring the device to class will lead to disciplinary action as outlined in the Code of Conduct.

What happens if my device needs to be repaired or replaced?

All aspects of the one-to-one device is managed by the school IT Department. If a device is in some way inoperable, visit the IT Helpdesk located next to the t10 classroom for assistance.

If the fault has been caused by malicious or intentional alteration at school, the matter will be referred to the relevant Student Learning Coordinator and a procedure for the repair or replacement decided upon by the Principal.

Can I personalise my device?

The device itself may be personalised as much as you wish (adding backgrounds, applications, setting up mail, etc.)

The protective case should be clearly marked with your name, form and contact phone number.

Can I install my own software?

Yes: However, it is a requirement of this program that you begin the school year with the book listed and free software apps installed on your device. The book listed apps per year level are available on the MHS website. (<http://www.mhs.vic.edu.au>) Additional software can be installed at the family's expense. However, any device found to have unauthorised, inappropriate, pirated or malicious software will be completely wiped and re-imaged and this will be considered a breach of the MHS Acceptable Use Agreement.

What if the device is lost or damaged?

Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised permanent personalisation of the device. If outside school hours, the school must be notified the next day. Loss or theft is NOT covered by the school's insurance policy. Please make your own arrangements to insure the device against loss.

All notebooks purchased through the school purchasing arrangements include accidental damage protection (ADP). For specific information on how this works, refer to the purchasing portal for the specific device.

What if the device is stolen?

At school:

If theft is suspected, students are to report this immediately to their Student Learning Coordinator. The school will determine if a Police report is required.

Outside of school hours:

In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school. Parents should submit a "device Loan Request Form" to ensure their son is not disadvantaged educationally. The parents will need to pursue the claim through their household insurer.

Can I use the Internet?

At school: Students can access the Internet through the MHS wireless network. Access to this network is filtered and is monitored. There is no cost to access the internet while at school.

At home: Students may access the Internet at home using their own ISP via a wireless home network. However, any inappropriate material found on the device as a result of "less secure" Internet access at home, will result in the terms of the computer access being re-negotiated with the student.

Can I use email?

Students are expected to use their MHS email (studentID@mhs.vic.edu.au) for communication with teachers and the school. The school and teachers will use this email address to send messages to students. This email account is free and is linked within the Canvas LMS and Compass. This mail account needs to be monitored daily especially at the start of the day when important notices may be sent out.

How do I make the most of the device at home?

As a parent, you play a central role in your son's development. If you don't feel entirely comfortable using digital technologies, don't worry – detailed information about how to use the device will be given to your son at school. The most important thing you can do is encourage your son to use the device, and show you what they're learning and how they are using it. For more advice, please check the MHS Acceptable Use Agreement on the MHS website.

Can other people use the device?

While it is a family-owned device, the device is essential for the student's education, so it is recommended that it is not used by anybody else.

Can the device be used to play games?

Games are not to be downloaded on the device at school. Inappropriate, violent or other unacceptable material not in keeping with the ethos of the school must not be accessed or used under any circumstances.

Will the student files on the device be private?

Students should expect their devices to be periodically inspected and monitored for inappropriate usage. Students and parents need to be aware that files stored locally on the devices or on school servers are not private.

How will students make the most of the device at school?

Students are more motivated and engaged in learning when they have their own device, because the device emphasises and supports self-directed learning, with access to information anywhere, anytime. It also provides access to Canvas LMS where they can access all of their class materials and access to their network storage area.

Teachers will create activities for learning that utilise the efficiency of the device and students will be able to collaborate to achieve learning tasks and to share in assessment.

It's vital that students understand that the device is a tool which is central to their learning at school and home. You can expect that teachers will have discussions with your son and their classmates to discuss the expectations and responsibilities that go with having an device.

Using the device inappropriately or failing to have it fully charged and at school each day will result in disciplinary action.

How do I avoid problems when using the device?

As with all laptops and computers of a portable nature, devices are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to use devices safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

APPENDIX 1 – Software

Mandatory Purchased Software

- Antivirus / security product – purchased via booklist
- Adobe Creative Cloud Subscription (Years 9 & 10) – purchased via booklist

Mandatory Free Software – available from the Internet

- Adobe PDF Reader
- Google Chrome Browser
- VLC Media Player

Mandatory School Provided Software

- Clearpass On boarding software – installed at connection to School Wi-Fi
- Office 365 - Installable from the Office 365 portal with your student ID and password. Up to 15 different device installations per student
- Vivi Presentation Client - Available from the school's software download page
- Papercut – Print Management software available from the school's software download page
- Other software as advised or provided at the school's software download page

Appendix 2 – Atturra Purchasing

Device Pricing - HP EliteBook X360 830 G11

Please refer to the purchase portal. Pricing is subject to change due to market conditions.

Purchase Portal

Please be sure to correctly whether you are entering as a year 9 or a year 10/11 Student as this alters the price.

To purchase your HP Device, go to Atturra Purchasing Portal at this address using the password provided:

<https://www.nbp-ams.shop/mhs>

Password - hp@MHS

An Important Note on Device Ownership

Device purchased from Atturra purchase portal are owned by the parents/student.

Parents/students should be aware that files stored on the device are private but may be accessed as part of learning programs.

Appendix 3 – CompNow Purchasing

Device Pricing – Surface Studio Laptop 2

Please refer to the purchase portal.

Pricing is subject to change due to market conditions.

Ordering Portal

Please be sure to correctly whether you are entering as a year 9 or a year 10/11 Student as this alters the price.

To Order your Microsoft Surface Device, go to the Compnow Order Portal at this address:

<https://shop.compnow.com.au/school/melbourne-high>

No Login Details are required to access this portal

An Important Note on Device Ownership

Devices ordered via the CompNow ordering portal will be owned by Melbourne High School for the length of time the device is in use at the school. Once the students time at the school ends, the ownership of the device transfers to the student.

The school has changed to this purchasing model due to the fact Microsoft does not offer the required term of warranty with Accidental Damage Protection (ADP) to individuals/consumers/students, only to commercial entities. Due to this altered ordering and purchasing model, a tax invoice cannot be provided by CompNow to parents/student as the school will be invoiced, however a receipt of payment will be issued once the order and payment is complete.