1:1   Learning Environment Handbook

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For more information or to read online,
Please visit https://edgefieldsec.moe.edu.sg/

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WHY 1:1 iPads in EDGEFIELD SECONDARY SCHOOL ?

Edgefield Secondary School (EFSS) is committed to create and embrace a 21st century approach to teaching and learning. We aim to provide all students with 21st century learning experiences, environment, resources, and skills. An essential element in supporting this direction is adequate access to technology resources. 1:1 device programmes are the norm in schools overseas and have proven to be successful in developing 21st century skills, attitudes, aptitudes and behaviours and in creating an institutional culture of learning, creativity, and innovation.

Consideration for Apple Devices

Google Classroom used as a platform to share resources and for assignment tracking

Mobile Device Management System for responsible use of iPads

Apple TV installed in every class for an interactive environment

Edgefield Google Education Account to access google suite for collaborative learning

Lockers outside the classrooms for accessible and secured storage

1:1 Personalised Learning Programme

School-wide wireless network for anytime, anywhere connectivity

Student Learning Space for MOE learning resources

Access to iPads for FAS students so everyone can learn

- Setting up an ICT ecosystem for ease of use
- Innovation and creativity
- Mobile Device Management tools
- Security screening of Apps

VISION

The EFSS VISION FOR TECHNOLOGY

Edgefield Secondary takes pride in its forward-looking curriculum - one that we have carefully designed to teach your child to think and learn independently, and at the same time, prepares your child to be 'future ready' by inculcating 21st Century Competencies.

When we prepare your child for the future, technology is one key factor that we cannot afford to ignore. As parents and educators, we have witnessed for ourselves how our work and social environments have changed –from changes in modes of communication i.e. letters to emails to mobile messaging, to changes in interactive devices i.e. pagers to mobile phones to tablets. In tomorrow's age where artificial intelligence and machine learning are set to take over many functions and roles controlled by humans today, the challenge is not just the ownership of these devices, but how our children are able to harness the capabilities of these devices to overcome future challenges, to do what robots are not able to do. To do this, they have to start young, and start right. We designed the Technology-Enhanced Learning (TEL) Programme at Edgefield to meet these needs. Our goal is "Quality Learning in the Hands of Every Learner Empowered with Technology".

While our Apple Education Programme equips every student with new media production skills, our 1:1 personalised learning through iPad integrates thinking and learning across our total curriculum. Digital Sketchnoting makes thinking visible, and combines with cloud technology to enable learning anytime, anywhere. Co-construction of knowledge and internet research amplifies and deepens learning, while collaborative apps allow exploration of alternative perspectives and diverse views. This enables meta-cognitive learning to take place. Through the affordances of technology, learning becomes dynamic and personalized.

SENSE
CYBER WELLNESS PRINCIPLES
Respect for Self & Others
Safe & Responsible Use
Positive Peer Influence
THINK
ACT

iNTRODUCTION

FUTURE READY WITH 21ST CENTURY COMPETENCIES

The Ministry of Education has developed a Cyber Wellness Framework to help students become responsible digital learners. When navigating cyberspace, students should demonstrate respect for self and others and practise safe and responsible use. Students should also be a positive peer influence by harnessing technology for collaboration, learning and productivity, as well as advocating positive use of technology for the good of the community. These 3 Key Principles, when adhered to, will anchor a child's wellbeing in cyberspace as he/she will then be able to make careful and well-considered decisions. The 3 Key Principles are the basis for EFSS's approach to Cyber Wellness and serve as the foundation for all relationships among students, staff, administrators and parents. Guidelines and agreements for the use of technology also adhere to the 3 Key Principles.

Being a Responsible User

Responsible use with regards to technology is expected for all of our users. The use of the various technologies at EFSS is focused on teaching and learning. However, as students will have access to technology outside of school, it can be used for personal purposes. Digital citizenship and responsible use are modeled and taught whenever it is appropriate. In this handbook, there are clearly articulated expectations. However students will often need to make wise decisions about their behaviour so that it aligns with MOE's Cyber Wellness Framework. Students are expected to be responsible members of the community and act in a manner consistent with the 3 Key Principles both in a digital environment (no matter what device) and in face-to-face interactions.

Keeping Health and Balance in Mind

The 1-1 iPad Programme is meant to be a positive, enriching tool to enhance learning and creativity. However, computers, mobile devices and other technologies can sometimes have a disruptive effect on a person's behavior and wellbeing. Proper usage of technology should never cause emotional or physical pain. Additionally, while technology can be an engaging way to spend time, over use is possible. You know your cyber life is out of balance when it gets in the way of other aspects of your life. If it interferes with schoolwork completion or real life personal interactions, you might need to consider re-balancing your usage.

EDGEFIELD CYBER WELLNESS CHECKLIST

Responsible citizenship means practicing good ethical behavior and adhering to the 3 Key Principles under MOE's Cyber Wellness Framework, whether online or offline. Students are encouraged to model good digital citizenship by making sure their choices do not disrupt the learning environment for themselves or others, just like in the classroom. In order to participate in the EFSS online community, students agree to the EFSS Cyber Wellness Checklist which is in addition to the EFSS Digital Citizenship Agreement (Appendix A), which outlines common expectations and serves to guide student use and behavior.

EFSS believes that technology serves as a dynamic tool for learning. Our goal in providing Internet access and digital devices to students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal, users are expected to abide by and model the accepted Cyber Wellness Checklist. If the Cyber Wellness Checklist is not followed, appropriate disciplinary actions will be taken.

Respect Yourself	Respect Others
I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information that I post online to build a positive digital footprint.	I will show respect to others. I will show respect for other people in my choice of websites, I will not visit inappropriate sites.
Respect Intellectual Property	**Respect Property**
I will respect copyright rules and follow fair use guidelines.	I will respect and properly care for / use any EFSS iPad or other device.

CYBER WELLNESS CHECKLIST

| Protect Yourself	Protect Others
I will not publish my personal details. I will protect online resources. I will find a healthy balance using technology	I will protect others by not forwarding and visiting inappropriate materials. I will protect others by reporting abuse.
Protect Intellectual Property	**Protect Property**
I will protect property of others by following fair use guidelines.	I will follow the 3 Key Principles under MOE's Cyber Wellness Framework.

SHARING WORK ONLINE

Edgefield Secondary School Online Sharing Guidelines

We encourage students to publish both in-process and completed work in a variety of online spaces in order to build a positive digital presence and develop a deeper understanding of how they can collaborate, create, share and communicate online. By sharing their work online, students will practice good digital citizenship and develop an increased understanding of responsible online behavior. Presenting their work online at local and global levels provides them a real audience from whom they can continue to grow and learn.

Publishing student work online is a key component of the 1:1 iPad programme. All students should be aware that once information is on the Internet, there is nothing to stop it from being replicated, shared and distributed widely without your control, both now and into the future. Additionally, it is important that students know there are certain pieces of information that should never be shared, such as passwords, NRIC numbers and other private information. By following the EFSS Online Sharing Guidelines that follow, students will be sure to be operating in a safe and responsible way.
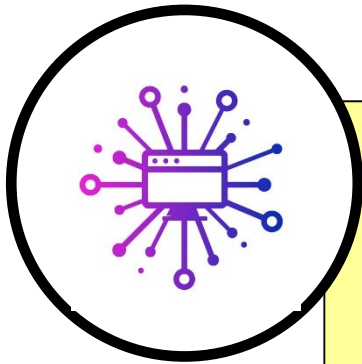
Why share online?

- To practice creating work for a bigger audience than just your teacher
- To connect and collaborate with other classmates and people around the world
- To collect your learning in one place and to reflect on your improvement
- To share your ideas and creativity with students, teachers, family members and the world

Online Sharing Guidelines

When you share and comment on work online, you are expected to demonstrate the 3 Key Principles under MOE's Cyber Wellness Framework in everything you do offline and online by following the guidelines below. Since what you post online is permanent, use the questions in italics to help you decide what is appropriate before you publish.

- Think before you post.

  Ask yourself: Is this something I want everyone to see? Would sharing this offend, surprise or shock anyone? Would I want this graded for proper grammar and spelling?

- Treat other people the way you want to be treated.

  Ask yourself: Would I say this to someone's face? Would I want someone to say this to me?

- Do not share personal information such as last name, NRIC/phone number or email address.

Commenting Guidelines

Commenting on other people's online work is just as important as posting your own work. It is your responsibility to moderate comments on things you post. Please report anything inappropriate or disrespectful to your teacher. Use the 'THINK' poster as your guide before you post or comment online.

Emailing Guidelines

Student email use at EFSS should be appropriate and targeted.

Appropriate: At EFSS, we expect students' behavior to reflect the core values and be consistent with general agreements outlined in our Digital Citizenship Agreement.

Targeted: Students should send email only from their school email account for school purposes.

All students will be issued EFSS Google apps accounts, which include a school Gmail account for email. School email accounts will also allow students to engage in dynamic learning experiences using web 2.0 learning tools that extend learning beyond the classroom. At Sec 1, students participate in digital citizenship lessons to learn how to use email to communicate in appropriate ways. We believe in teaching students the necessary technical skills in conjunction with increasing their awareness of digital citizenship. Students will be informed of their email address and password and instructed on how to log onto their email account. Teachers hold a copy of all student email addresses. Parents are also provided with their child's email address and password.

EFSS iPAD USE GUIDELINES

iPAD DISTRIBUTION

Installing Apps

School will be using the in-built softwares in iPads/Macbooks. These softwares include iMovie, iPhoto, Garageband, Keynote, Numbers, Pages. As part of school's Apple Education Program, students are taught to use iMovie, iPhoto, Garage band, Keynote, Numbers and Pages. Google Drive, Penultimate, Google Apps (Docs, Sheets, Slides and Google Classroom) will also be used during curriculum time.

Your child will be able to install these apps using their Edgefield email account as their Apple ID.
If you would like to bring your own devices, please ensure the above softwares are installed to facilitate your child's learning.

BEING PREPARED TO LEARN

Students that bring their iPad Pro to school each day should ensure that its battery is fully charged. This allows continuous access to materials and resources during lessons without any interruptions.

ACCOUNT OWNERSHIP

iTunes Account

Students can setup with an iTunes account using their Edgefield email account. It is not linked to a credit card. iPad apps remain the property of the child. Upon graduation from EFSS, the iTunes account can be changed to a personal account.

More information on setting up an iTunes account can be found at this website:
https://support.apple.com/en-us/HT204316

Content and App Restrictions

Each iPad can have restrictions set to stop students from downloading apps, music, videos and books with adult content. The best "parent control" involves the low tech approach of on-going conversations between parents and students around "acceptable use" and "boundary-setting." In the event that a student is experiencing difficulty adhering to the boundaries that have been set, it is best to seek consultation with your child's form teacher and the HOD ICT so that home and school can partner with approaches that require minimal technology.

SAFETY AND SECURITY

Security

Students are responsible for the security of their iPads at all times. iPads should never be left unattended or taken into environments that may prove harmful.

Passwords

A strong password is important because any individual password that is compromised can have adverse consequences. We encourage using the same password for all school accounts. Students are responsible for remembering their own passwords.

EFSS iPAD USE GUIDELINES

iPAD CARE

It is generally expected that an iPad will be functional for four years if treated well. Students are expected to have their iPads in full-functioning order for every class every day at EFSS. For this reason, it is vital that they exercise care at all times to keep their iPads functioning properly. There are several fundamental ways to retain the functionality of the iPad. This section will give students useful tips on how to take care of their iPads.

Keep iPad away from food

Don't eat or drink while using the iPad. Liquids should not be placed on the same surface as your iPad. If drinks or other liquids are on the same surface (table, etc.) as your iPad, they can spill into your iPad and cause irreparable damage. Also, do not put water bottles in your backpack alongside your iPad.

Place your iPad on a safe surface

Never put your iPad on surfaces where people walk or put their feet such as the floor, stairs, or a foot rest. Find a safe place to place your iPad before putting it down.

Be gentle with your iPad

Don't pound on screen. Treat your iPad well, and it will serve you well!
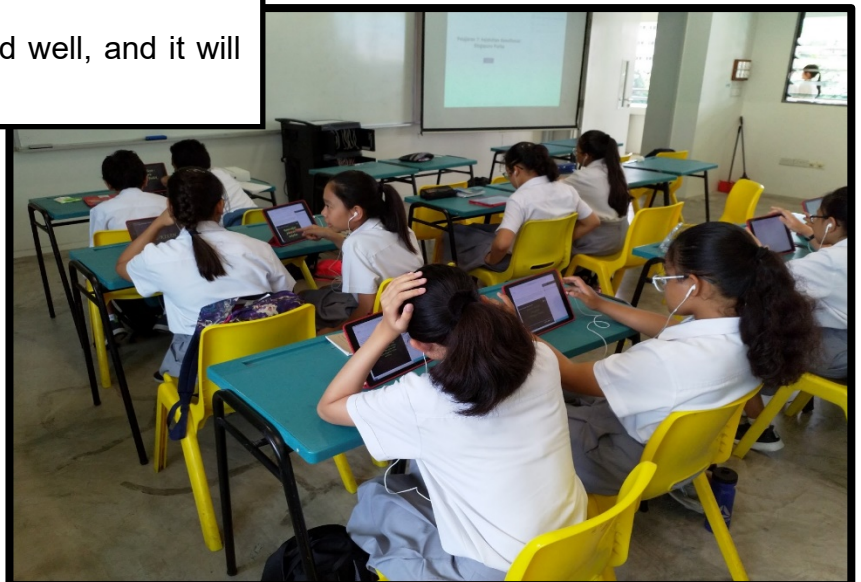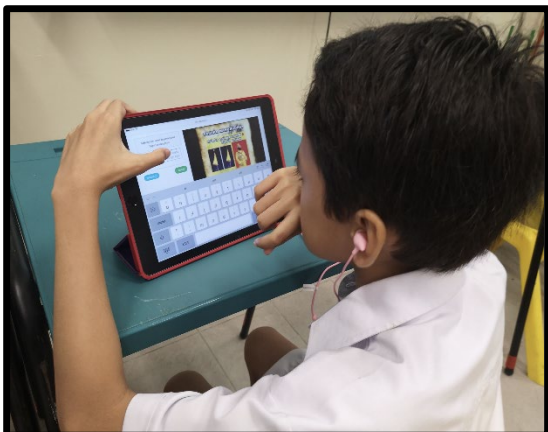
ONLINE HELP

Apple has an excellent support site where users can search for answers to questions. Apple has produced a collection of introductory videos located here:
 http://www.apple.com/support/ipad. Additionally, answers to most software or web application questions can be found by using a Google or YouTube Search.
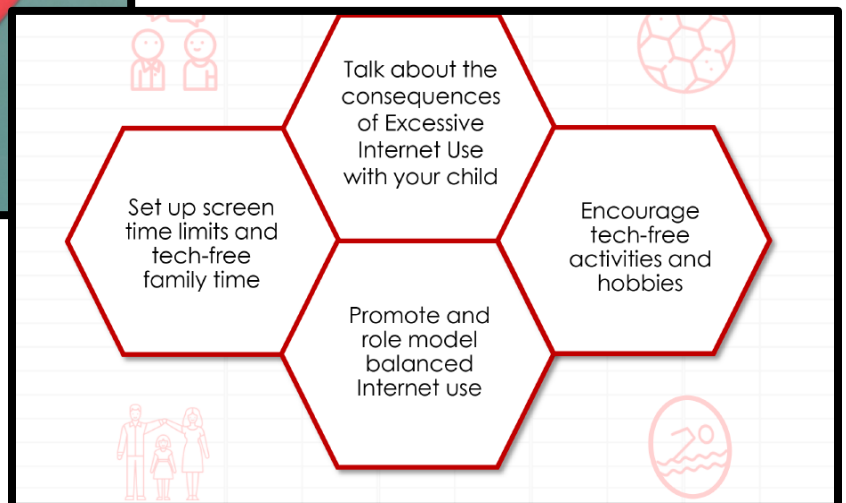
CONNECTING TO THE INTERNET FROM HOME

School-owned iPads can be connected to a home wireless network. If you are having trouble connecting your school-owned iPad to your home wireless network, you will need to contact your internet service provider for assistance.

HOW PARENTS CAN BE INVOVLED WITH YOUR CHILD'S iPAD EXPERIENCE?

In 1:1 programmes around the world, we have found that some parents may have inadvertently relinquished their parental authority when it comes to all things digital. As a part of our programme we recommend that parents spend time discussing expectations and boundaries with their child. The prompts below are our suggested topics for agreements.

- Agree that the iPad's purpose is for academic learning.

- Agree to where the iPad will be charged each night.

- Agree to where and when the iPad can be used at home.

- Agree on what happens during homework time.

- Agree to keep an open and honest dialogue about the student's digital life.

- Agree to make future adjustments to these agreements or create new agreements as needed.

Talk about the consequences of Excessive Internet Use with your child

Set up screen time limits and tech-free family time

Encourage tech-free activities and hobbies

Promote and role model balanced Internet use

FREQUENTLY ASKED QUESTIONS

Can my child install apps on their iPad that will be charged to my credit card?

No. Your child can only install free apps. The account that has been set up for them is a 'free' iTunes account that is not linked to your credit card.

How will the iPad connect to the Internet at home?

iPads can be easily configured to access the Internet by connecting to your home wireless network.

Will all of the students' work be done on the iPad?

No. As stated in our overview, technology should be purposefully integrated into core curricular areas to enhance learning. 21st century learning requires a blend of digital and analog tools and experiences for students. We are conscious of screen time for our students. Teachers will be mindful of best practices in the students' usage of their iPads.

How can I assist my child with their learning on the iPad?

At EFSS, we consider the education of your child to be a joint effort. It is a partnership between admin, teachers, parents, school counselor and the student. We encourage you to talk to your children about what they are doing and how they are learning. Follow-up parent workshops will also be held during the year to ensure parents can assist their children in making the most of learning with their iPads.

Will students be able to use the iPad during break times?

We are conscious that a balanced school day includes time when students do not use their iPads.

Will students be able to put install apps on their iPad?

Students will not be able to install apps on their iPad without prior approval from school or parents. This will be managed using a mobile device management app.

What should I do at home to ensure that my child is using the iPad in the way intended?

It is important to establish an ongoing dialogue about your child's technology use. Establishing use protocol is best determined by the school and parent's while involving the child's input. The duration, location, and purpose of use require an ongoing assessment.

Will there be a place for my child to charge their iPad at school?

Your child will be required to charge their iPad overnight and come to school with his/her iPad fully charged and ready for use. That way, your child will not have their iPad in the bedroom where they may be tempted to use it rather than going to sleep.

What measures are in place to protect my child when searching online?

There are several safeguards that we have in place: we filter some content at our server; we physically monitor students during their use; and we teach digital citizenship to ensure students understand internet safety and develop appropriate habits.

Appendix A

The vast majority of students use their computers appropriately and with respect to our Digital Citizenship Agreement (DCA). The most common problem is torrenting while at school. Torrenting applications cause a huge flow of data through the network and degrade the wifi quality for the entire school. This is addressed in the Appropriate Use of Networked Resources section of the DCA.

Here are some of the most common applications that cause torrent traffic:
 1. Torrenting applications to download music, video or software
(eg. uTorrent / Transmission / Vuze / BitTorrent)
2. Multi-player online games (eg. World of Warcraft / Starcraft / Call of Duty: Black Ops)
3. IP masking applications (eg. Hotspot Shield)
4. Gaming networks (eg. Steam)

It is recommended that these types of applications be removed from a student's computer if it is going to be brought to school. If AUP violations are caused by these applications or similar ones, they will be uninstalled.

DIGITAL CITIZENSHIP AGREEMENT

Your connection to the best appropriate use of iPad in Edgefield Secondary School.

In addition to straining the network use of torrenting applications for peer-to-peer, file sharing of copyrighted files is also illegal.

Edgefield Secondary School actively promotes the appropriate use of technology. All use of technology must have proper authorization, and adhere to the School's Acceptable Use Policy to ensure that all users can maximize the benefits.

DIGITAL CITIZENSHIP AGREEMENT

Respect and Maintain The School's and Your Property and Data

- It is the user's responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way. Student-owned technology used at school is expected to be in good working condition with only properly licensed software installed, with sufficient battery life to operate when required in classrooms. Laptops may be checked by faculty and staff at any time to verify ownership.
- Users must ensure that all food and drinks are kept away from all equipment.
- Regular maintenance and servicing of personal technology is the responsibility of the user.
- Maintain Integrity and Lawfulness

- All software installed on personal technology is expected to adhere to Singaporean copyright laws (eg. no pirated software).
- Respect others' privacy and property
- Each user shall respect others' work, files, passwords and property (hardware and software).
- Every user is responsible for keeping his passwords strong, private and secure. Users are encouraged to change passwords on a regular basis.
- Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to others.
- Users shall not misrepresent themselves, others or the school in communications and/or online posts.
- Derogatory, obscene, or otherwise inappropriate communications and posts are prohibited

Appropriate Use of the Networked Resources

- It is the user's responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school's technology.
- The school expects that users will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to, plagiarism, pornography, hate mail, cyber-bullying, chain letters, unauthorized access (hacking), and email messages that initiate false alarms, etc.
- Students are expected to access only classroom-related sites and applications during class time.
- Activities that degrade the performance of the network are strictly prohibited and will result in suspension of network privileges. Such activities include, but are not limited to, peer-to-peer file sharing, downloading software, video or audio files.

- Users are responsible for adhering to the laws for copyrighted materials under Singapore and international guidelines.
- All software installed on school-owned technology must be owned by Edgefield Secondary School with sufficient licensing agreements.

DIGITAL CITIZENSHIP AGREEMENT
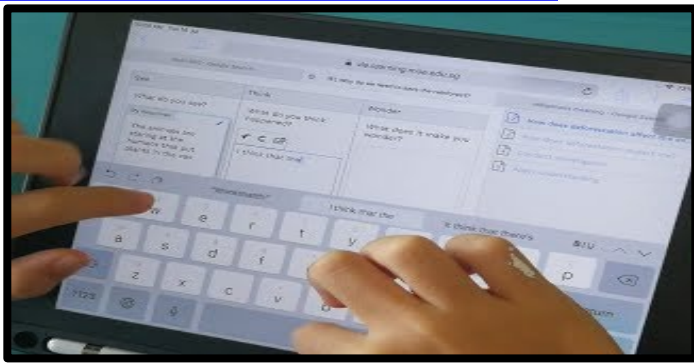
- Monitored Use
- Please understand that communication systems and use of the School's networks should not be considered confidential and may be monitored by the School at any time to ensure reliability, integrity, security and appropriate use.

Use of the iPad and Mobile Device Management (MDM)

- iPad and Apple Pencil have to be kept in your lockers when not in use
- Please do not remove Mobile Device Management (MDM) without consent

Food and Drinks

- Eating and drinking are not allowed in the computer labs. Anyone with food and/or drinks will be asked to leave. Please keep the computer labs clean at all times.
- Shutdown and Energy Saving
- Shut down the computer when you leave the facility and will not be using it. Similarly, if you are the last person to leave the facility, please switch off the machines, lights, projectors and external devices.

- Protect Your Own Privacy Privacy settings on social media platforms often change and should be revisited frequently. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access.

Be mindful of posting information that you would not want the public to see.

Do not blog anonymously, use pseudonyms or false screen names. We believe in transparency and honesty.

Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out.

Be smart about protecting yourself and your privacy. What you publish will be

Guidelines on Photography & Videography

- Photograph(s) or video image(s) of you and your parents may be captured during school activities and events such as classroom lessons, CCA, school camps, school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels.

Guidelines on using Social Media

- Don't Tell Secrets
  It's perfectly acceptable to talk about your day and have dialogue with friends, but it's not okay to publish confidential information.

  Confidential information includes things such as student information, grades, or any other personal, sensitive information that would identify individuals. We must respect the privacy of others

around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

- Respect Copyright Laws
  It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others.

DIGITAL CITIZENSHIP AGREEMENT

- You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is a good practice to link to others' work rather than reproduce it.

- Be the First to Respond to Your Own Mistakes
  If you make an error, be upfront about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly.

- Think About Consequences
  It's all about judgment. Think about the consequences before you post negative comments.

- Respect Others
  Exercise proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Use your best judgment.
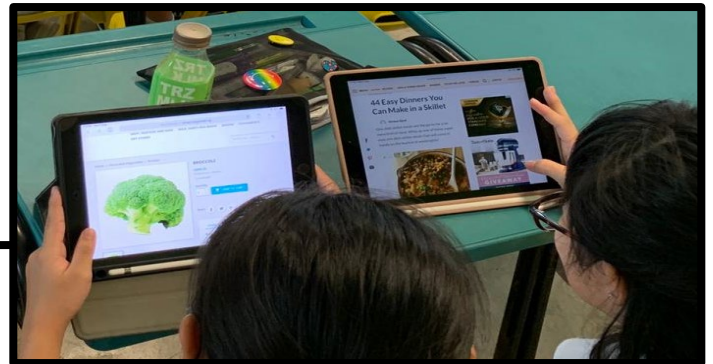
Consequences

The consequences for failure to adhere to this Acceptable Use Policy may result in restricted or complete loss of access to technology, the School's networks, or other disciplinary measures deemed appropriate by the school administration.

First violation
•   Warning and temporary loss of network access
•   Email student, counsellor, Vice Principal and parents
•   Violation logged in discipline records
•   Proceed to Apple Service Centre to uninstall peer-to-peer software
Second violation
•   Warning and temporary loss of network access
•   Email student, counsellor, Vice Principal and parents
•   Violation logged in discipline records
•   Proceed to Apple Service Centre to uninstall peer-to-peer software
•   Meeting with Vice Principal
Third violation
•   One day of suspension
•   Counselling with parents and Vice Principals
•   Email student, counsellor, Vice Principal and parents
•   Violation logged in discipline records
•   Proceed to Apple Service Centre to uninstall peer-to-peer software
•   Meeting with Vice Principal
NOTE: DCA Violations are cumulative over your four / five years of education at Edgefield Secondary School.