

## Springs Christian Academy - Youville Campus

### 1-1 Device Program Suggestions

In preparing your children for the new year, please have discussions with them around the following responsibilities of owning and caring for a device:

- **Ensuring it comes to school fully charged every day** – this means charging it the night/ morning before coming to school. We will have areas to charge, but will be avoiding having cords plugged in during normal classroom activities, due to the tripping hazard (and the ‘pull the laptop off the desk’ hazard). We do not recommend charging the device in your child’s room, as we do not want to promote the use of the device during the night.
- **Using a case/laptop bag** – When the device is not in use, it should be stored in a safe area. This means putting it back into its case or bag and storing it in a safe space, such as their locked lockers. This will be expected at lunch and recess.
- Please ensure the **charger is brought everyday, as well as personal headphones** (no sharing of headphones is allowed).
- **Clear labelling** – Please ensure that everything that you own is labelled, including the device, charging cords and storage bag/case.
- **Physical care of the device** – Ensuring it is always on a flat, hard surface when using it. Avoid eating around your device and liquids should always have a lid which should be replaced after drinking (water only in classrooms). Your teacher may assign an area for water bottles to avoid issues in this area.
- **No sharing of laptops/ tablets** – Each student should have their own device and therefore sharing should not be necessary. IN addition to this, we will be implementing increased device cleaning protocols to reduce the spread of germs. As a reminder, **we highly recommend insuring your device for damages**. This can be purchased when purchasing the device and through certain insurance providers.
- **Used only with teacher permission** – Your device may only be used when you have been told to use them. At all other times, your device should be closed/locked.
- **Become familiar with your device** – Learn the basic settings and file structures of your device. It would be beneficial to install Google Drive and if you are using a Chromebook, or tablet, to download the Google Suite.
- **Create boundaries of use** – We recommend that you should draw up some clear boundaries as to what you deem to acceptable usage for your child and their device. There are fantastic guidelines for these types of boundaries [here](#), from the Edutopia Website, as well as a comprehensive agreement taken from the Common Sense Media website [here](#). I really like [this](#) downloadable poster, as it summarises

technology boundaries really succinctly. We highly recommend an open book policy with your child, where there is an understanding that the device can be accessed by you at any time. We also encourage you to be aware of any accounts that you children have and to ensure you know their passwords.

### **Information about Google Classroom**

Our school will continue to utilize Google Classroom as the preferred system of online classroom organization. This product is part of the Google Apps for Education suite (G Suite). It allows students to create and submit tasks and assignments electronically to the teacher. Google Classroom is a closed environment, only providing access to the teacher and the students in the class. Though we are aware that many students were able to utilize Google Classroom in Grade Six, our junior high teachers will conduct some refreshers on how to use the G-Suite effectively.

Google Classroom integrates with Google Drive which is also part of the Google Apps for Education suite. Through their SCA accounts, our students have unlimited free storage.

As a parent, if you would like to have access to your child's digital work through Google Drive and Google Classroom you are able to work with your child to set sharing permissions to allow you access. This will require a Google account. You can use a Gmail account or connect your other email with <https://accounts.google.com/signupwithoutgmail>. Once your child has been given their account details and have logged in, you can have access to all their work. Once access is granted, have your child log into <http://drive.google.com> and right click on the Google Classroom folder. Choose Share. Enter the parent email address into the share folder. This will give parent access to the student's work.

### **What kind of device do we recommend?**

There are a range of devices that are sufficient to fulfil the needs of the students for school work. The most important consideration is that the device needs to be able to use the Google G-Suite Apps or websites effectively. The good news is that almost all devices make this possible.

Here are my four device recommendations in no particular order:

1. Google Chromebook - The Chromebook comes pre-installed with the Google G-Suite Apps and is excellent value for money. The Chromebook is also less vulnerable to virus attacks than a PC. Certain models are shock proof and splash/waterproof.
2. PC laptop - The G-suite is easily accessible via a browser. Can also be cost effective, depending on the model. A negative to consider is their vulnerability to viruses.

4. Apple iPad with an external Bluetooth keyboard - The G-Suite apps work well with an iPad and can be installed for free. With a suitable protective case, the iPad is durable and a good option for those concerned about breakages. It has the added advantage of having front and back cameras, which is great for picture taking and video conferencing.
5. Apple Macbook - A more expensive option. The Macbook is a great option for students who are interested in video and photo editing/production. The capabilities of these devices far surpass the necessities at a Gr7/8 level, however offer expanded multi media production options. Another advantage is that they are less susceptible to viruses than Windows based laptops.

### **What Software do we need to install?**

Please note that there is no need to purchase any specialized software for your chosen device, as Google's G Suite is free and has the essentials that your child will need.

- If you are purchasing an **iPad**, the apps can be installed individually (Drive, Classroom, Docs, Slides, Meet, Sheets, Chrome etc.)
- For a **Chromebook**, these apps come pre-installed on most models.
- For a laptop or Macbook, you will need to install the Google Chrome browser and from there, the apps are accessible in the browser.

If you already have an office Microsoft Office subscription, feel free to install it, however it is not a necessity (no matter how much the salesperson tells you it is).

If you have purchased a PC laptop, we recommend purchasing antivirus software, as PCs can be susceptible to viruses. Chromebooks, tablets and Macbooks are safer in this regard and anti-virus software and generally don't require anti-virus software. As a family, you are responsible for your own virus/malware protection.

### **Parents – Knowledge is Power**

We are on this journey of moving our students to become world changing technology users together. We therefore encourage you to become confident in using the device that you have chosen to purchase for your child. You do not need to know it all and you can learn along with them, but we urge you to have an open mind. There are great online tools around that will help you navigate the basics.