

Pymble Ladies' College

Digital
Technologies
Transition Guide
Years 8 to 11 2021



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WELCOME TO TECHNOLOGY AT *PYMBLE*



TECHNOLOGY AT PYMBLE LADIES' COLLEGE

Important Information

- All students in Years 7 to 12 are required to have their own laptop that meets our minimum requirements
- All laptops must be set up and onboarded on our systems prior to students commencing at the College
- Dates available for laptop setup are Tuesday 1 December to Friday 18 December 2020 and Monday 4 January to Friday 22 January 2021. Book your appointment at The Hub IT Centre via this link: <https://bit.ly/PymbleLaptopSetup>
- At this stage, the College does not recommend the purchase of the M1 Apple Silicon Air and Pro models, released 17 November 2020. These laptops may not be compatible with some software applications.

Summary

At *Pymble*, your daughter's experience in the digital learning environment ensures she is ready to step into her future as a confident, innovative and responsible user of technology. She is prepared for the changing nature of the global landscape and the way technology enables her to shape her world.

Digital Fluency is a one of the College's four Strategic Pillars. It prepares our students for the future of work and life in a digital world. A *Pymble* girl's character will develop as they create a rich digital identity, becoming digital citizens who make authentic contributions to their local and global communities.

As she works with her teachers, a *Pymble* girl develops confidence in her ability to select and use a range of digital tools to organise and analyse information and to collaborate and connect with others. She learns how technology can deepen areas of passion and interest through effective research. Technology provides her with the opportunity to think critically to understand problems, gain insights and creatively develop solutions.

BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM

At *Pymble*, we recognise the importance of leveraging technology for an innovative future. With this in mind, the College runs a Bring Your Own Technology (BYOT) Program for Years 7 to 12, providing students more flexibility in both how they learn and what technology they use.

The BYOT program provides teachers with opportunities to design open-ended learning experiences for their students that promote choice along with creative and critical thinking. The diversity of technology available in the *Pymble* BYOT program will help foster a culture that respects that there are many different ways to solve problems, encouraging our students to unlock different modes and processes of learning. These skills will be invaluable in developing their Digital Fluency.

What IT equipment does my daughter need at *Pymble*?

From Year 7, students are required to bring their own laptop. We recommend purchasing through the College's BYOT Portal Partner, as the purchase includes appropriate warranty and insurance cover, plus onsite support. Students are able to bring a device of their choice, provided that it meets the minimum specifications listed below:

- Apple: macOS Catalina or later
- Windows: Windows 10 or later (not Windows 10S)
- Memory/RAM: Minimum 8GB. 16GB is recommended
- Hard Disc Drive: 128GB+
- Wireless Adaptor: Built-in 5 GHz Dual Band Wireless AC
- Screen Size 13.3+ inch screen
- Battery Life 10+ hours
- Antivirus software installed
- At this stage, the College does not recommend the purchase of the M1 Apple Silicon Air and Pro models, released 17 November 2020. These laptops may not be compatible with some software applications.

Who owns the device?

The BYOT laptop is owned by the student and remains your property. During the onboarding process the College IT Department will configure the device to connect to our network and install all essential software. The laptop is an essential part of learning at the College and beyond, so students are required to bring their device to and from the College each day.

Why should I purchase a device through the College BYOT Portal?

For 2021, the College has formed a partnership with CompNow to supply BYOT laptops. Laptops purchased through the BYOT Portal meet recommended minimum hardware specifications.

Following a comprehensive annual review of available technology, the College offers a number of devices for purchase. The devices available to purchase via the Portal support all of the learning experiences your daughter will engage in at *Pymble*. Please visit <https://shop.compnow.com.au/school/pymblelc>

The BYOT Portal Price for each device includes an extended three-year onsite warranty and three years' insurance. These cover any hardware failures and incidents of accidental damage during this three-year period. Please note there is an excess fee charged for accidental damage claims. Please consult the BYOT Portal for the Terms and Conditions of this warranty and insurance. You can also request these at any time from our BYOT Portal Partner, CompNow, via the email address pymblelc@compnow.com.au.

Is it mandatory to purchase a BYOT device from the College?

We recommend purchasing your daughter's laptop through the Portal as the purchase includes appropriate warranty and insurance cover, plus onsite support. However, she is able to bring a device of your choice, provided that it meets the minimum specifications outlined above. Please note: if you choose to supply your own device, the College may not be able to provide technical assistance or support in relation to warranty repairs or accidental damage, including loss or theft.



Can my daughter bring an iPad or Chromebook instead of a laptop?

Unfortunately, no. All devices must be running a copy of a full operating system (OS), specifically, Windows 10 or macOS Catalina or higher. This is required to support the high level of creative work that students undertake in Curricular and Co-curricular programs.

What are the purchasing trends of Apple and Windows Laptops?

We encourage families to make purchasing decisions based on your daughter's learning requirements and your ability to partner with her in the use and management of the device selected. Windows laptops have touch screens and MacBooks do not. iMovie and Garage Band only run on Apple machines. Alternative software is provided for use on Windows machines. Please consider your daughter's learning requirements before making a decision.

Our records show the following purchasing trends in 2020:

- Apple: 80 per cent
- Microsoft: 20 per cent

If we select the wrong model laptop, can we swap it for another model?

Unfortunately, this is not possible. Orders placed with the external supplier are final.

What is the expected life span of the devices?

We expect devices to last three years, provided they are treated with care and used under reasonable conditions.

I HAVE PURCHASED A LAPTOP. WHAT ARE THE NEXT STEPS?

Onboarding and setting up the laptop

Once you have purchased your daughter's laptop, you will need to make an appointment at The Hub – IT Centre to have the laptop configured to work on our network and have your daughter's software installed. Please use this link to make an appointment:

<https://bit.ly/PymbleLaptopSetup>

Which software will be provided as part of the BYOT Program?

Through College licencing agreements, each student can install the full Microsoft Office 365 and Adobe Creative Suite products on their laptop at no cost. These are available on both PC and Mac platforms. Our Microsoft licencing model provides each student with five licences to install on any devices that they or their family own. Other subject specific software and access to web tools will be provided to your daughter as required.

Can we install our own software on the device?

There are currently no restrictions placed on students in Years 8 to 12. Please assist your daughter to make positive choices around the items she installs.

How do I purchase antivirus software?

It is the College's policy that all devices on our network require a current antivirus program running. If you would like a recommendation as to a suitable antivirus product, please speak to the IT Hub technicians during your setup appointment.

Will the College back up my daughter's data?

It is the responsibility of each student to ensure that they have an appropriate back-up of their data. The College encourages all students to store classwork files in their Microsoft OneDrive. Students also have access to cloud-based storage through their College Google account. These services are set up by students during the Onboarding and Orientation program. A regular general full system back-up onto an external drive is recommended.

Can my daughter charge her device at school?

The devices recommended for purchase through the BYOT Portal have a minimum battery life of ten hours. Part of owning her own laptop comes your daughter's responsibility of charging the device overnight to ensure it is ready for the next school day. There are only a limited number of charging lockers at the College and students will not be loaned chargers to take into the classroom. Students are not permitted to bring their own chargers to use during lessons due to safety requirements.

REPAIRS AND INSURANCE

What should I do in the event of accidental damage?

Accidents do happen from time to time. In the event of accidental damage (such as a cracked screen, broken keyboard or other physical damage), students should simply bring their Portal-purchased device into The Hub for repairs. Please note an insurance excess fee will apply for each claim and this amount will need to be paid directly to our external supplier before repairs commence. While waiting for their device to be repaired, students will be temporarily allocated a loan device. It is a College requirement and the students' responsibility to ensure that all local data (files, folders, photos, videos etc.) has been successfully backed up before any repair work can take place at The Hub. Students who save their files in OneDrive will be able to access these on the loan device.

My device is faulty but there is no physical damage. What should I do?

If the device was purchased through the BYOT Program and there is a fault issue, but no physical damage, students can bring their devices into The Hub for a Service Desk Technician to inspect. Depending on the nature of the issue/problem, the length of the repair will take between one to three days, or longer if parts need to be ordered. In the meantime, students will be temporarily allocated a loan laptop.

If you purchased your device independently of our program, you are welcome to bring it to The Hub for diagnostics/PC health check. You can obtain a billable quotation to have your device repaired on-site by our technician or you may prefer to take it to your own repairer.

Please note that water spills and related issues are considered accidental damage, therefore insurance repair fees apply.

How can I minimise damage to my daughter's laptop?

Devices purchased through the BYOT Portal come with the option to purchase a protective case. If you are providing your own device, please purchase a protective sleeve or carry bag for your daughter's laptop. You might like to consider a case with a strap to help her manage her laptop as she moves around the campus or a streamlined, padded sleeve that will easily fit into her bag when she is travelling to and from the campus.

What do I do if I lose my laptop?

If you purchased your device through the BYOT Program, please come to the The Hub and we will issue you with a loan device. Please then report the loss to your relevant College Administration office. Wait 24 to 48 hours before filing a police report. We require the Police Report to claim for a new device under insurance. Please note that an insurance excess fee will apply for each claim. If you purchased your device independently of our BYOT Program, please come to The Hub so that we can issue you with a loaner laptop for two weeks while you arrange a replacement device.

Will there be a loan pool of devices?

If you purchase a device from our Portal, your daughter will have access to a loan device until the reported issue (hardware and/or software related) is resolved. If you choose to bring your own device, your daughter will have access to a loan device for a maximum period of two weeks. Most of our pool of loan devices are on a Windows operating system with some Apple devices available for Senior students.

It is the student's responsibility to return the loan laptop in good working condition. An excess charge applies if there is any physical damage to the loan laptop at the time of return. A replacement charge applies if the loan laptop or other allocated accessories are not returned.

How often can I replace the device?

As the device is owned by you, you are free to change or update it at your discretion. The College recommends updating your BYOT device every three years. Laptops purchased through the Portal are covered by an extended three-year warranty, accidental damage protection and access to onsite repair.

DIGITAL CITIZENSHIP AND CYBER SAFETY

How does the College promote and educate Digital Citizenship?

We encourage all girls to use their technology through the lens of our core values – Care, Courage, Integrity, Respect and Responsibility. Students are guided in their use of technology along a digital care continuum. As the girls grow in wisdom and maturity, we provide them with increased opportunities to manage their device and access a wider range of digital resources.

Students are actively taught to respect the authorship of digital works. They are provided with guidance on how to select and use creative commons resources, as well as giving correct attribution for their sources. The College also uses anti-plagiarism tools to encourage a high standard of academic writing.

How does the College help my daughter manage her device?

The College academic and wellbeing program provides opportunities for you daughter to develop her skills in using technology, along a digital skills continuum. Additional support is provided by the Digital Learning Team and Technicians from the IT Hub.

When and where are the students allowed to use the device?

Laptops are used during most lessons at the discretion of teachers and their programs. The College promotes interaction and engagement through face-to-face and physical activities during recess and lunchtimes.

Can the College monitor what my daughter is doing on her device?

The College internet filtering system logs all internet traffic on our network. Access to these logs can be made available to members of the College pastoral care team. We do not have access to monitor use of laptops when they are offsite or not connected to our network.

Pymble's policy in relation to accessing technology involves monitoring and educating students in their use of the internet. All internet access via the *Pymble* network is subject to our monitoring procedures and level of access is managed depending on the age or stage of the student. These procedures offer insight into, and accountability for internet usage by students and their teachers. Note: all known harmful non-educational sites are blocked.

How can I support my daughter in managing her Internet and device use when she is at home?

We encourage families to discuss Internet and device use with their daughters from an early age. The eSafety Commissioner has produced an extremely helpful website with resources to assist parents in supporting their children to navigate screen time, device use and being online <https://www.esafety.gov.au/parents>



Most devices have inbuilt parental controls and there are third party applications, such as Family Zone, that allow parents to take an active role in selecting the types of tools and sites their daughters can access at home. We encourage parents to have an open and ongoing dialogue with their daughters regarding the appropriate use of their devices and establish a framework for healthy use of technology in the home.

Family Zone

For 2021, *Pymble* has partnered with Family Zone. Families of students in Years 2 to 7 will be provided with a licence which allows them to manage multiple devices at home. Parents of students in Years 8 to 9 will have access to a free insights account which can be used to gain an understanding of how their daughter uses her device at home. More information on this and instructions on how to upgrade to a full account that allows filtering and parental controls can be found here - <https://www.familyzone.com/au/families/insights>

DIGITAL LEARNING AT PYMBLE

ICT Orientation Program

During her first days at the College your daughter will be involved in an ICT orientation program. This program introduces her to the digital systems at the College and including the student Portal and Virtual Classrooms.

What are the common digital tools my daughter will be using?

The front door to all digital tools at *Pymble* is the Student Portal. Students check this site every day for notices and room changes. It also contains quick links to email, the Virtual Classroom (VC), timetables and printing.

VC is our Canvas Learning Management System. Each academic class your daughter is enrolled in will have its own course. It is a space for teachers to provide course work, assign learning tasks and provide feedback.

The College also uses Microsoft Teams to support Remote Learning. Teams facilitates remote learning conferences, collaboration and is currently the platform used for the delivery of live College events and Parent Learning Discussions.

How does my daughter receive communication from her teachers?

The primary way your daughter will receive communication from her teachers is via her College email account. All VC notifications are set to be received via email as well as in the VC itself.

What technology-focused learning opportunities are provided in the curriculum?

All students in Years 7 to 8 undertake mandatory technology studies. This course looks at technologies across a variety of areas and focuses on the design and production of solutions to meet identified needs or opportunities. One component of this course is the explicit teaching of coding.

The College also offers Design and Technology subjects in Years 9 to 10 and Software Design and Development in Years 11 to 12.

My daughter is particularly interested in technology. What extended learning opportunities does the College provide?

Pymble offers many in school and co-curricular opportunities for girls with a passion for technology. These range from coding competitions, robotics, a media club and other special interest groups. The Co-curricular handbook contains a full list of the Technology opportunities currently available.

MOBILE PHONES

Middle School and Upper School

Middle and Upper School students (Years 7 to 10) are not permitted to use their mobile phones between 8.15am and 3.15pm unless they are in or adjacent to a School Office or have permission from a staff member. If parents need to urgently contact their daughters during the school day, they can contact the relevant School Office and the student will be advised.

If brought to school, mobile phones are the responsibility of the owner and must be locked away in student lockers during the school day. If a teacher requests that students use their phones for a learning activity, the teacher will manage this in relation to the specific activity.

Senior School

Senior School students are permitted to have their phones with them but their use will be expected to be in line with the student code of behaviour.

PRINTING

At *Pymble* the College uses a *FollowMe* Print system. Students use the link on the student Portal to upload their print job and then retrieve their printing from one of the printers in The Hub or Conde Library. Students use their ID card or student number to log into the printers.

CONTACT

The Hub – IT Centre is located on the lower level of the Conde Library building. We are open from 7.30am to 5.00pm during term time and 8.00am to 4.00pm during the school holidays.

The Hub – IT Centre can be contacted via:

Phone: **+61 2 9855 7771**

Email: **helpdesk@pymblelc.nsw.edu.au**

BYOT enquiries: **byot@pymblelc.nsw.edu.au**

To make a laptop setup appointment please go to **<https://bit.ly/PymbleLaptopSetup>**

Pymble's Digital Tools

On the following pages you will find some guides on our common digital tools, as well as information about the onboarding process and additional software



IMPORTANT NOTES

Students should check the Portal, their email and notifications on the Virtual Classroom each day

The Portal

The Portal is the front door to all digital tools students need. The student portal is accessed at <https://portal.pymblelc.nsw.edu.au/>

The VC

Virtual Classroom (VC) is our Canvas Learning Management System. It is the place where students access digital resources provided by their teacher.

Teams

Pymble uses Microsoft Teams to support remote learning and events. Teams is the latest addition to our digital learning suite and its use is evolving.

Edumate

Edumate is our Student Information System. It holds contact information, timetables, academic reporting and learning goals. Both students and parents have access.







What is... THE PORTAL?

The Portal is the front door to all digital tools students need to access.

- | | |
|-----------------------|-----------------------------|
| ✓ Email and timetable | ✓ Notices and room changes |
| ✓ Library catalogue | ✓ College printing services |
| ✓ Virtual Classroom | ✓ Edumate |

IMPORTANT NOTES

-  The Portal should be checked every day
-  The student Portal is not the same as the *MyPymble* Parent Portal. The student Portal can be accessed at <https://portal.pymblelc.nsw.edu.au/>
-  All important links are contained in the Quick Find menu at the top of the site
-  The Portal should be set as the homepage or bookmarked for quick access



What is... THE VC?

The Virtual Classroom (VC) is our Canvas Learning Management System. It is the place where students access digital resources provided by their teacher.

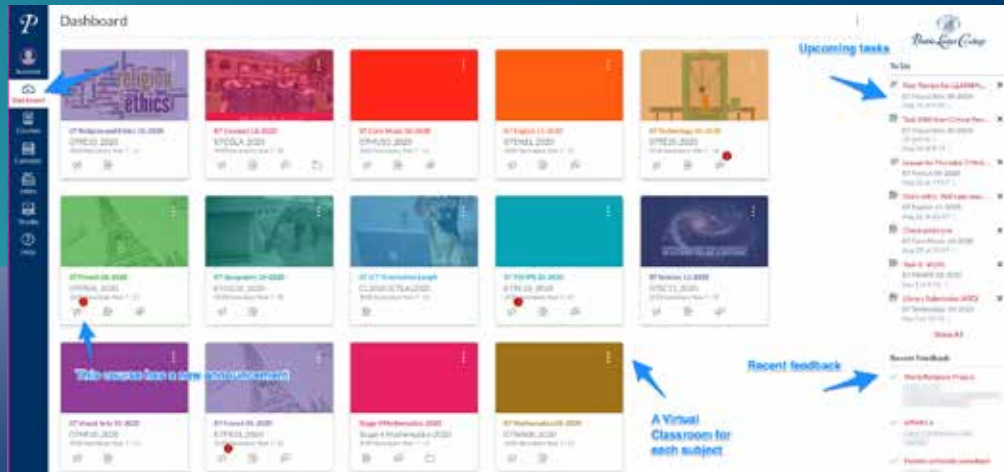
- ✓ Access digital resources
- ✓ Participate in discussions
- ✓ Submit tasks
- ✓ Receive feedback

IMPORTANT NOTES







- i Each subject has its own VC
- i Only students and teachers can access Canvas, but parents will be able to view upcoming tasks and notifications in the new Parent Portal
- i The default dashboard shows all courses the student is enrolled in, but this can be changed to show course list or activity
- i Upcoming tasks will appear on the dashboard sidebar 'To Do List'
- i Feedback is accessed through Marks

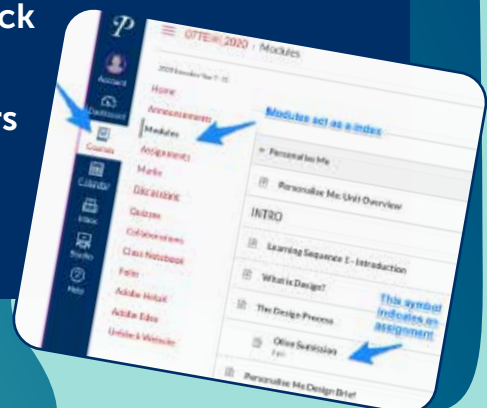


THE VC DASHBOARD



INSIDE A COURSE

-  **Home** – This will often contain a course introduction and links to units
-  **Announcements** – Teachers may use this to send a class message
-  **Modules** – Acts like a course index with links to content within pages, files and web links
-  **Assignments** – Contains all class tasks, homework and assessment tasks that require submission
-  **Marks** – This area holds feedback from teachers on submissions
-  **Discussions** – At times, teachers will use this tool for students to share their thoughts and learn from others



What is... TEAMS?

Pymble uses Microsoft Teams to support remote learning and events.

- ✓ Live lesson delivery
- ✓ Recording of lessons
- ✓ Live events
- ✓ Parent Learning Discussions
- ✓ Group posts and discussions

IMPORTANT NOTES

- 📘 Teams facilitates remote learning conferences and allows the recording of lessons for reflection and revision
- 📘 Teams is the platform used to deliver online Live Events and Parent Learning Discussions – no login is required
- 📘 Teams is accessible online and via the desktop and mobile apps
- 📘 Teams is the latest addition to our digital learning suite and its use is evolving







What is... EDUMATE?

Edumate is our student information system. It holds contact information, timetables, academic reporting and learning goals.

- ✓ Student timetables
- ✓ Attendance
- ✓ Formal academic results and reports
- ✓ Contact details
- ✓ Student goals and reflections

IMPORTANT NOTES

-  Data from Edumate is pulled through to the student and parent Portals
-  To access your daughter's data, click on **My Daughter's Learning** from current Parent Portal. You will be able to see classes your daughter is attending along with teacher names and emails
-  Parents can view attendance and wellbeing notes
-  Student goals and formal academic tasks and progress can also be viewed







WHAT SOFTWARE DOES MY DAUGHTER NEED?

Students will be provided with all the software they need for their learning. Software is loaded onto student laptops during the onboarding process.

- ✓ Microsoft Office Suite
- ✓ Subject specific software
- ✓ Google Apps for Education
- ✓ Adobe Creative Apps

IMPORTANT NOTES




-  The student Microsoft licence allows the Microsoft apps, such as Word and PowerPoint, to be installed on up to five devices
-  Students use Microsoft OneDrive to save their files
-  All students are supplied with a Student Adobe Creative Cloud licence, which allows them to install Adobe apps as needed
-  Students have access to Google Apps for Education using their *Pymble* credentials



What is... CAMPION?

Students receive their Maths textbooks digitally through their Campion subscription.

IMPORTANT NOTES

-  A Campion subscription is part of the student textbook list – please tick this selection on the form provided by the Curriculum Office
-  The Campion app is installed during the student laptop onboarding process
-  Students will be instructed to download the required textbooks by their class teacher



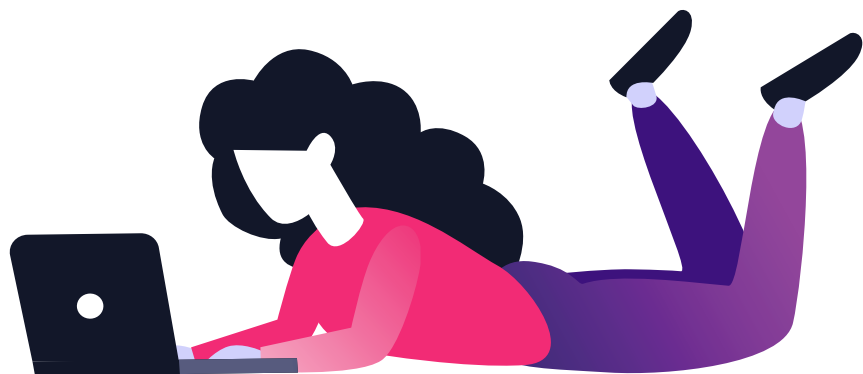
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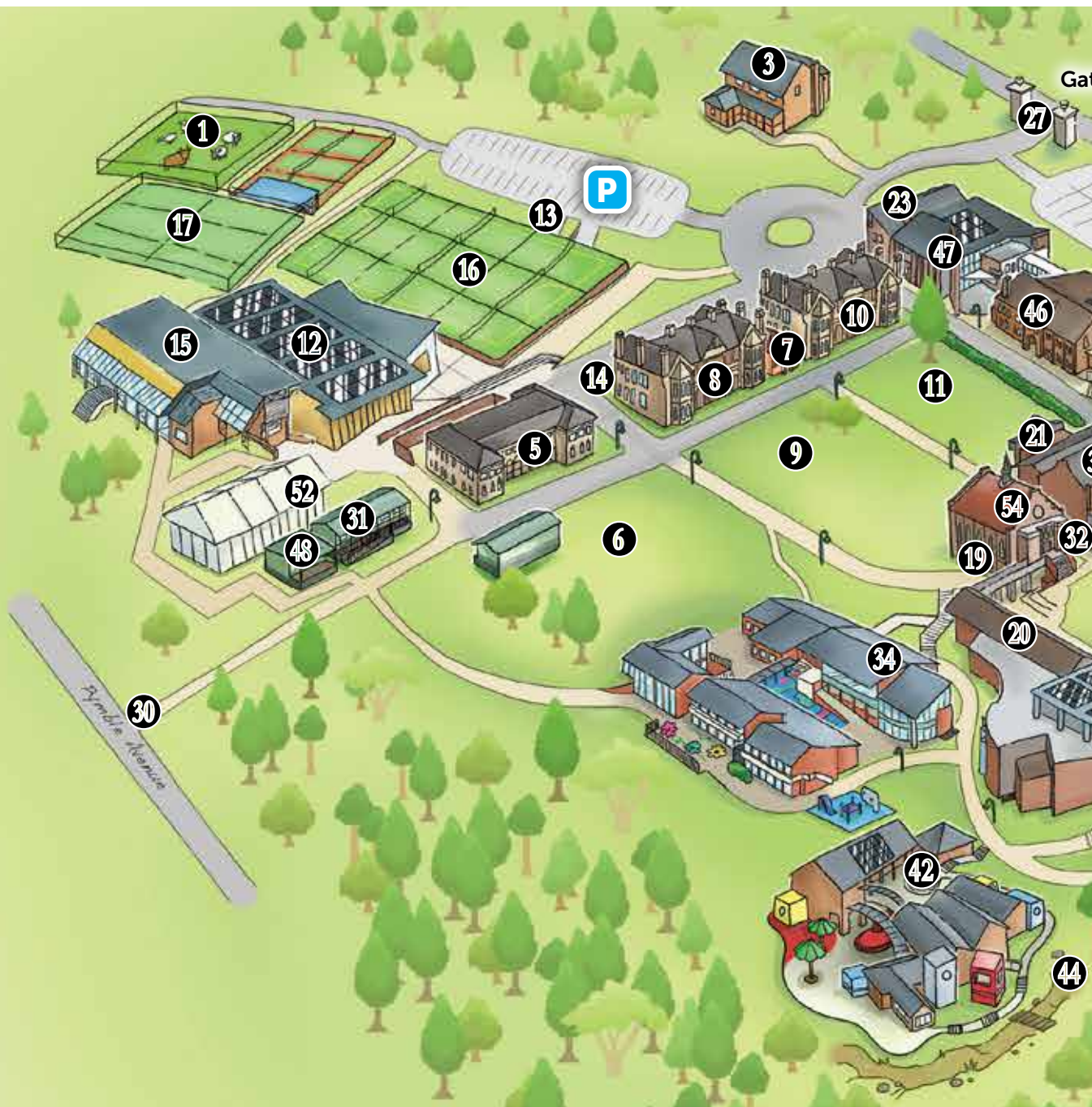


NOTES

Handwriting practice lines consisting of 20 horizontal dotted lines.

Handwriting practice lines consisting of 20 horizontal dotted lines.





- ① Agricultural Plot
- ② Art Centre (Ferguson House)
- ③ Avonmoore
- ④ Boarder's Dining Room (Main Hall)

Boarding

- ⑤ Goodlet House
- ⑥ Goodlet Lawn
- ⑦ Joan Hammond House
- ⑧ Lang House
- ⑨ Lang Lawn
- ⑩ Marden House
- ⑪ Marden Lawn

Centenary Sports Precinct

- ⑫ Braith Williams Aquatic and Fitness Centre
- ⑬ Centenary Car Park
- ⑭ Centenary Walkway and Centenary Artwork
- ⑮ Gym, Artistic Gymnastics Centre (Jeanette Buckingham Gymnasium)
- ⑯ Mollie Dive Field
- ⑰ Sporting Courts
- ⑱ **College Reception** (Isabel McKinney Harrison Centre)
- ⑲ College Uniform Shop
- ⑳ David Blackwell Music School

- ㉑ David Macfarlane Centre (DMC)
- ㉒ Dorothy Knox Building
- ㉓ Facilities Management
- ㉔ Flagpole Lawn
- ㉕ Gate 1 – Main Gates (John Marden Gates)
- ㉖ Gate 2 – Staff Parking
- ㉗ Gate 3 – Deliveries (Roland Love Gates)
- ㉘ Gillian Moore Centre for Performing Arts (GMCPA)
- ㉙ Gloucester Lawn



Pymble Ladies' College



- | | | |
|---|---|--|
| 30 Grey House Walk | 39 Main Oval | Senior School Centre (Kate Mason Building) |
| 31 Health Care Centre | 40 Middle School (Main Colonnade) | 47 CISCO Room |
| 32 Heritage Centre (Archives, Development, Alumni) | 41 Preparatory School Pick-up / Drop-off Area | Jacaranda Café |
| 33 James Kelso Pavilion and Field | 42 Preparatory School | Jobson Lecture Theatre |
| 34 Junior School (John Reid Building) OSHC Centre | 43 Pymble Train Station | 48 Speech and Drama Centre |
| 35 Junior School Pick-up / Drop-off Area at Flagpole Lawn | 44 Riverbed | 49 Suffrance Pathway |
| 36 Liane Tooth Field | 45 Science Centre | 50 Technology and Applied Studies Centre (TAS) |
| 37 Main Colonnade | 46 Science Lecture Theatre | 51 The Hub – IT Centre |
| 38 Main Hall | Secondary School Library (Conde Building) | 52 The Pavilion |
| | | 53 Upper School (Robert Vicars Building) |
| | | 54 War Memorial Chapel |



Pymble Ladies' College

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*A school of the Uniting Church in Australia for girls from
Kindergarten to Year 12, with Boarding available from Year 7*

'All' Ultimo Lavoro' – Strive for the highest



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