The DER-NSW Policy and Implementation Procedures apply to the DER-NSW program as implemented from 2009 to 2013. 2013 marks the final year of the program with the finish of the Australian Government’s DER National Partnership funding and the final rollout of laptops to schools.

**POLICY AND IMPLEMENTATION PROCEDURES and PRACTICES 2013-2016**

The DER-NSW Policy and Implementation Procedures apply to the DER-NSW program as implemented from 2009 to 2013. 2013 marks the final year of the program with the finish of the Australian Government’s DER National Partnership funding and the final rollout of laptops to schools.

**Years 10, 11 and 12 2013**

Students who have already received laptops or alternate technology under this program (i.e. years 10, 11 and 12 2013) will continue to use them under the terms of the Laptop User Charters and the existing DER policy and procedures while remaining at a government school, with transfer of ownership on final completion of year 12. New enrolments in years 10, 11 and 12 who are allocated a laptop will be required to sign the original Laptop User Charter.

**2013 rollout**

In 2013 there will be a roll out of laptops to schools, similar to previous years. This is based on Year 9 student numbers with a pool of laptops for new enrolments and loans when laptops are being repaired. Centralised allocation arrangements to Students with Disabilities, Intensive English Centres and School, Senior High Schools, Distance Education Centres and Juvenile Justice Centres will continue in 2013 but also terminate with the conclusion of funding at the end of 2013.

**School ownership – a revised Laptop Loan Charter replaces the Laptop User Charter for year 9 2013**

The 2013 laptops will not be considered part of the state wide pool but are allocated to schools. Thus the Laptop User Charter, used by years 10, 11 and 12 2013, will not apply for year 9 2013 and a revised Laptop Loan Charter will be used in its place for all allocations of laptops to students. The 2013 laptops are a school asset and are not allocated but loaned by the school to year 9 or to any other students as per existing DER implementation procedures on laptop loans and loan of school equipment (School Financial Management Manual 7.4.8). The new charter will be available at: [https://detwww.det.nsw.edu.au/deptresources/majorprojects/dernsw/policies/index.htm](https://detwww.det.nsw.edu.au/deptresources/majorprojects/dernsw/policies/index.htm)
A distribution process suitable for the school for 2013

For 2013 principals are able to work with their school community to develop a distribution process suitable for the school.

Some schools may wish to allocate laptops to year 9 students as they have done in previous years using a Laptop Loan Charter as referred to above. It is a local school decision whether or not laptops issued as permanent loans to year 9 in 2013 and held by these students until end of year 12 2016, will have ownership transferred to students once they leave school.

Others may wish to adopt an alternate approach. One such alternative is to loan the devices for a year at a time with a view to relending the following year provided the students bring their laptops to school as required and maintain them in good condition. Another approach is to retain the 2013 allocation as a pool for use as class sets and for short to medium term loans to students in Years 7-9. Yet another is to trial class sets, monitor usage and then decide whether or not to issue to Year 9. The chart below provides issues for and against retaining the laptops as a school resource for short and medium term loan or as class sets.

### Issues to consider when discussing retaining the laptops as a school resource for short term loans and/or class sets

<table>
<thead>
<tr>
<th>for</th>
<th>against</th>
</tr>
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<tbody>
<tr>
<td>The school can start the transition to building its own multi device ICT resources with an injection of a large pool of laptops equivalent to the size of year 9 2013 for use with years 7-9 in 2013, 7-10 in 2014, 7-11 in 2015 and 7-12 in 2016.</td>
<td>The model may risk teachers reverting to pre DER teaching methods. Teacher experimentation, ICT based innovation and increased student centred teaching in years 9 and 10 have been identified as a major outcome of DER.</td>
</tr>
<tr>
<td>The school could use a mixture of class sets of laptops and short to medium term laptop loans with take home permission to specific classes or to students with no computer access at home. Some schools are considering a refundable deposit.</td>
<td>Lack of individual ownership of the laptops could lead to diminished care and more breakages and loss. Repair responsibilities will have to be absorbed by the school. Schools and teachers will have a year to plan for alternate ways to integrate technology into lessons for Year 9.</td>
</tr>
<tr>
<td>Teachers can integrate ICT into their lessons, confident that every student will have access to a laptop via a class set.</td>
<td>Using laptops as class sets for individual lessons will be hindered by the time required to create individual laptop user profiles for that lesson as no generic user ID exists. This could be overcome by creating multiple 'User Profiles' for each laptop then ensuring that a student uses the same laptop each time the class set is used in class. This process will be time consuming at the beginning. After a lesson students will need to save their work to an external device or risk losing it.</td>
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<tr>
<td>This will be popular with year 7 and 8 parents whose children will not be allocated a laptop due to the cessation of the DER-NSW program.</td>
<td>This may prove unpopular with year 9 parents whose children expect a laptop in 2013 and continue to be an issue through to year 12.</td>
</tr>
<tr>
<td>TSOs will be available for the transitional stage from DER to school managed, at a time when school pool numbers are at their highest.</td>
<td>The model places a high work load on the TSO in 2013 to manage a significant laptop pool and allocation/return and storage/charging system on a day to day basis. From 2014 schools will need to consider how they will manage these tasks.</td>
</tr>
<tr>
<td>This model responds to those who complain that students leave their laptops at home and will also possibly mean that they are maintained in a better condition.</td>
<td>Schools will absorb additional power costs for charging and purchase of trolleys plus there are security and storage considerations.</td>
</tr>
<tr>
<td>In the DER Evaluation, parents interviewed for the case studies said that where students had computer/internet access at home, they felt allocation of a laptop for home use was redundant.</td>
<td>Some pool will be needed for laptop replacements to see years 10, 11 and 12 2013 through to HSC once matching vintage laptops in the school deplete.</td>
</tr>
</tbody>
</table>
Laptop pool 2013 and laptop transfer between schools

During term 1 2013 DER support teams will manage a small pool of 2013 laptops to support schools who experience unexpected enrolments until the pool is exhausted. Thereafter, since the 2013 laptops will not be considered part of the state wide pool, there will be no transfers of laptops between schools unless an arrangement is made between principals. This includes when a student moves to a new school. Where principals agree to transfer a laptop between schools, sections 7.7.11 and 7.7.12 of the School Financial Management Manual (intranet only) apply. 7.7.10 is currently under review.

Donation to Another School

7.7.10  If the item does not need to be replaced and has little or no resale value, enquiries should be made to determine if the item could be of use to another school. DER equipment is under review.
7.7.11  Schools receiving an item from another school must acknowledge receipt in writing and record the asset in accordance with Section 7.2.
7.7.12  The acknowledgement of donation must be filed with the condemnings record for the particular item.


Schools currently reliant on pool transfers

Some schools are reliant on pool transfers to achieve a one to one ratio. Such reliance may be due to high laptop loss through high student movement, repairs and out of warranty breakages or due to influx of enrolments e.g. from an IEC or into a senior school. Such schools when determining their distribution process for 2013 will need to consider laptop initiatives based on alternatives to 1 to 1 allocation given the possibility of having fewer laptops than students in 2013 or beyond. Multi campus colleges need to determine a model for the college.

Technology Support

From 2014 there will be no centrally funded DER technology support including on site Technology Support Officers and DER team support structures. Schools may decide to employ their TSO from 2014 to continue to support technology in the school.

Repairs

As previously repairs will continue to be managed by the school on a case to case basis.

Audit

Accountability for laptops will remain a requirement at audit. Schools will be required to ensure that records of laptop allocations are maintained for 2014-2016 as part of stocktake requirements. RMU will continue to function for the foreseeable future.

It is expected that schools will continue to implement the one to one laptop program as it applies to years 10-12 2013, years 11-12 2014 and year 12 2015 through to its completion in the spirit of the existing Policy and A sample Parent Information Sheet suitable for school newsletters has been developed as the basis for a school developed communication to all parents about DER 2013 and beyond.

Parent Information Sheet / School Community Consultation

Four handouts are provided for use in school meetings and to aid decision making. These can be found at: https://detwww.det.nsw.edu.au/deptresources/majorprojects/dernsw/policies/index.htm