

PICNIC POINT HIGH SCHOOL

BYOD Program



2022

Student Handbook

Preamble

Picnic Point High School's Bring Your Own Device (BYOD) program commenced with Year 7 in 2021. In 2022, all students in Stage 4 (Years 7 and 8) will be required to use a laptop at school for all their subjects. This new direction in teaching and learning at our school supports our Strategic Improvement Plan priorities and demonstrates our commitment to continuous improvement. These learning devices, along with other resources, will be used to effectively enhance teaching and improve our quality learning environments. Students will thrive in a culture of innovation and high expectations whilst demonstrating knowledge integration across all Key Learning Areas.

Engaging units of work have been developed by specialist staff to support the implementation of student learning with digital devices. These units incorporate all elements from the Information and Communication Technology (ICT) Capability of the Australian Curriculum. Students involved in the BYOD program will use critical and creative thinking to develop higher order skills in:

- Applying social and ethical protocols and practices when using ICT
- Managing and operating ICT
- Investigating with ICT
- Communicating with ICT
- Creating with ICT

Year 7 students in 2022 are required to have a laptop that meets minimum hardware specifications and includes relevant software to support their learning.

Equity

Our school provides a supportive and caring environment for all students. The BYOD team has considered the financial impact that purchasing devices may have on families. The devices offered by our online store provide you with various models at differing price levels (page 5). Alternatively, families may choose to purchase a similar item from another store at a special price or use a device they already have at home, meeting the minimum specifications. Many computer suppliers and electrical stores now offer interest free periods on digital devices, which may help to reduce the initial outlay.

If your family is experiencing financial hardship and requires assistance from the school for this purchase or any other school cost, please contact the school and arrange an appointment with your child's Deputy Principal.

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Device and software specifications/considerations

HARDWARE SPECIFICATIONS

Your device must meet all of the following requirements:

Configuration	Laptop device
Screen size	Minimum screen size: 11 inch (approximately 28 cm)
Operating platform	<p>One of the following operating systems:</p> <ul style="list-style-type: none">• Microsoft Windows 10• Apple macOS 10.13 (High Sierra) or newer• Apple iOS 11 or newer <p>Note: Android devices are intentionally omitted from the specification. Note: Chromebooks are not supported in the BYOD program.</p>
Wireless compatibility	<p>Device must have 5GHz 802.11n support</p> <p>This may be advertised as:</p> <ul style="list-style-type: none">• Wi-Fi 6• Dual Band Wireless• 802.11ac• 802.11abgn• 802.11agn• Gigabit Wireless <p>Note: Devices marketed as “802.11bgn” probably do not support the required standard.</p>
Battery life	Advertised battery life of at least (6) six hours. There is no provision for student charging in classrooms.
Weight	Maximum weight: 2kg
Recommendations	<p>Minimum RAM: 8GB</p> <p>UHD Graphics</p> <p>Webcam built-in</p> <p>2 x USB ports or USC</p>

SOFTWARE SPECIFICATIONS

Picnic Point High School BYOD program has certain software requirements. A device must meet all of the following:

Web browser	Any modern web browser. Please install at least 2 browsers such as IE or Edge and Chrome
Security software	Windows laptops should run: Microsoft Defender (built-in) plus you should also have an additional Antivirus program such as TotalAV https://www.totalav.com/ultra-deal
NSW DoE <i>students only</i> software	<p>Students have access to Google Workspace and Microsoft Office 365 in their Student Portal where they can access cloud based products such as Google Docs, Google Sheets, Word and PowerPoint. This is also where students will access their virtual classrooms including Google Classroom and Teams.</p> <p>Additionally, students can download free or minimal priced software provided by the NSW Department of Education.</p> <p>Go to → https://nsw-students.onthehub.com</p> <p><i>NB: You will need to click Sign In and use your NSW Department of Education E-Mail Address to log in to this Portal.</i></p> <p><i>Program links/Product Keys are sent to student emails for download to one device only.</i></p>

ADDITIONAL CONSIDERATIONS

The following are *not* requirements of the BYOD program, however parents/carers should give considerations to them:

Theft and damage	Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department of Education.
Maintenance and support	Students are solely responsible for the maintenance and upkeep of their devices.
Ergonomics	Students should ensure they are comfortable using their device during the school day particularly in relation to the screen size, sturdy keyboard etc.
Data back-up	Students are responsible for backing-up their own data and should ensure this is done regularly on a personal USB.
Insurance/warranty	Students and their parents/carers are responsible for arranging their own insurance and should be aware of the warranty conditions for their device.

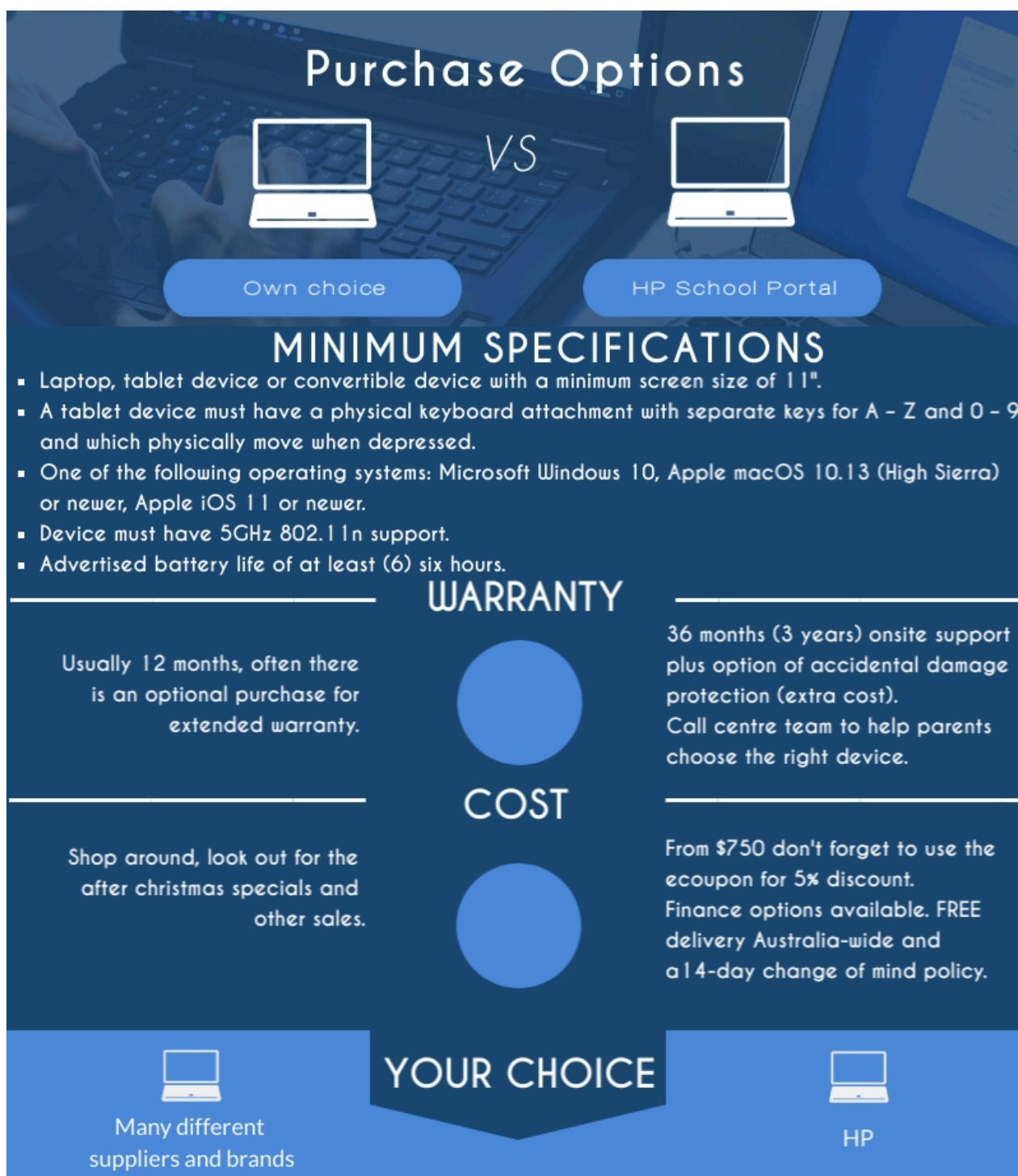
Purchase options

Our school has collaborated with Hewlett Packard (hp) to provide an online portal for you to purchase your device. The devices available on this portal meet the minimum specifications determined by our ICT Coordinator. **Purchases from this portal are not compulsory.** You may purchase your device from any supplier including JB HiFi, Harvey Norman, The Good Guys, etc. There are certain advantages when purchasing via the hp portal as seen in the infographic below.

To purchase from the hp portal go to →

<http://www.hpshopping.com.au/picnicpointbyod>

log in code is **PicnicPHS**



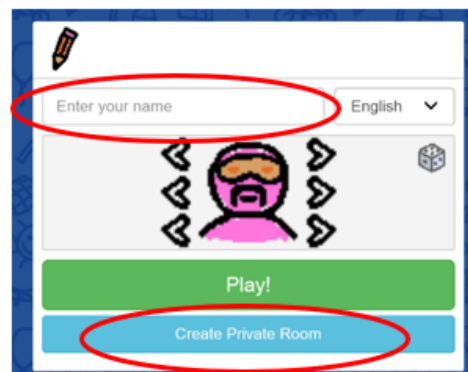
**Overview:**

Skribbl is a free multiplayer drawing and guessing game. A single game comprises a few rounds in which each player chooses a word to draw. During the round, players must guess the picture that is being illustrated. Those players who are quickest to answer receive the most points. The person whose aggregate score is the largest across all rounds is the winner.

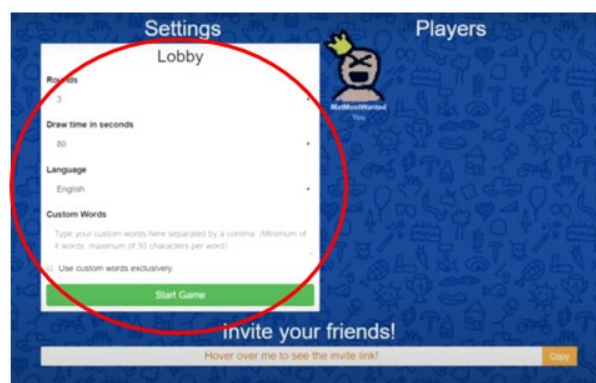
Using Skribbl fosters the development of various skills: for the illustrator, it refines their creativity, communication and critical thinking skills. For the decipherer, it tests their ability to make an inference and use logic.

Steps for access and use:

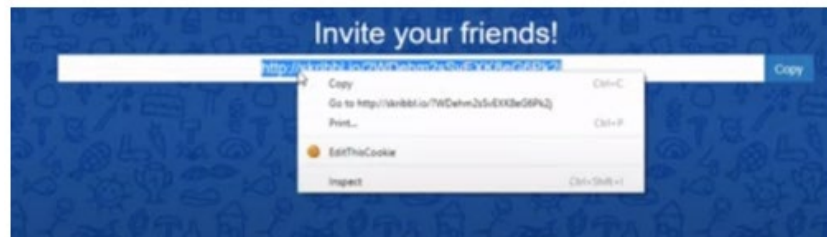
1. Once on Internet Explorer, type 'skribbl.io' into the address bar. Alternatively, you can type the word 'skribbl' into a search engine (like Google, Bing or Yahoo) and it will most likely pop up as the first hit.
2. To begin a private game, you will need to enter your name and then click on the 'Create Private Room' button.



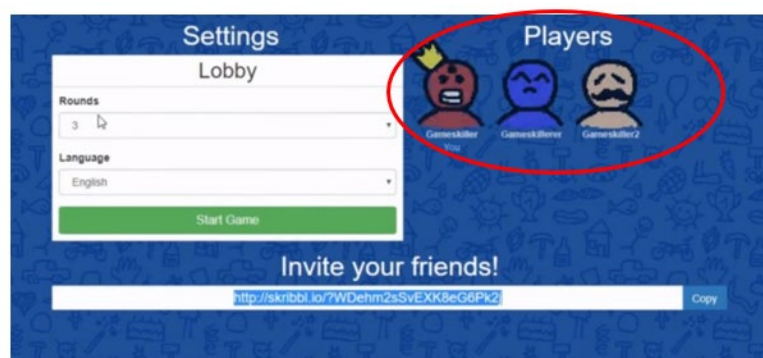
3. On the next screen, you will need to select the number of rounds for your game, the language, and amount of draw time. You can also add a list of custom words if you would like to test each other on topic-specific words. If you would like to exclusively use this list of words, ensure you click on the appropriate box underneath.



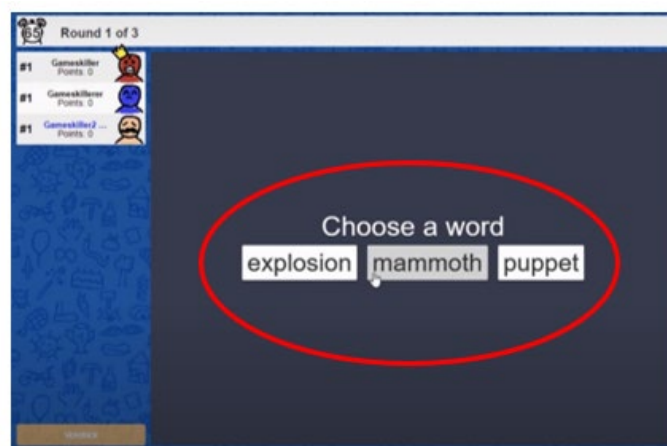
4. If the game has a problem loading, you may need to ensure that you have the latest Flash Player installed on your browser. If this doesn't work, try a different browser such as Mozilla Firefox or Google Chrome.
5. The next step is to add players to your game. The URL address, underneath the title 'Invite your friends!', is the link to the game. To assist players in joining the game you could:
 - i. Copy and paste the URL link and sending it to your friends via Facebook messenger or email.
 - ii. A more viable method for teachers is to paste the link on to Google classroom so that students can easily access the link.



6. Those who join the game via the link will need to select a name and choose the features of their character. When they are ready, they can click 'Start Game'.
7. The person who created the private game will be able to view the other players in the lobby as they join the game.



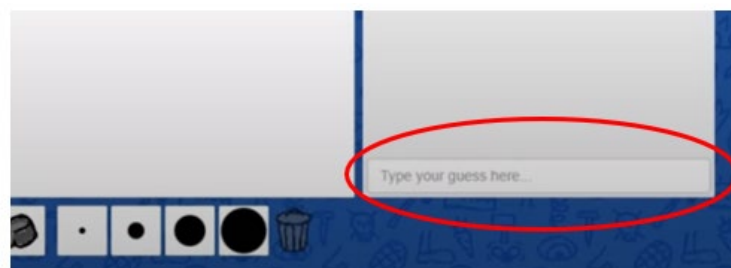
8. Prior to the game starting, each player must select a word to draw. These words will either be self-generated or drawn from the list of custom words added by the game creator.



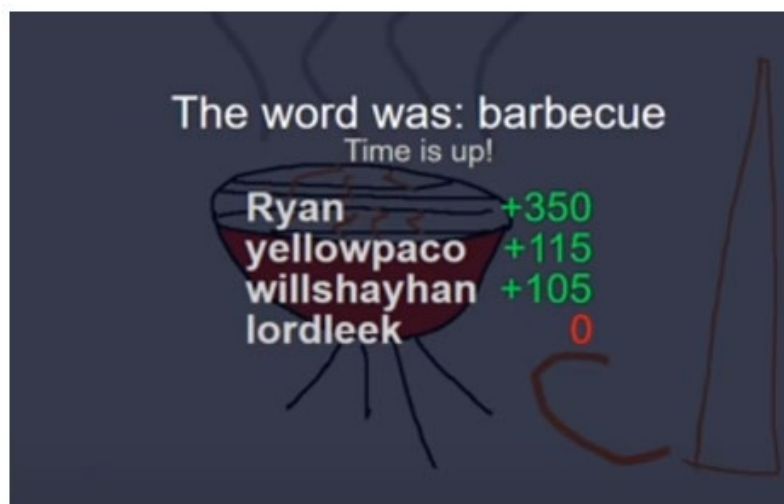
9. Each person will then have an opportunity to draw their selected word. They can do this by utilising the tools on the panel at the bottom of the drawing space. The options available to the drawer are listed below:



10. As the illustrator is drawing, the other players attempt to guess the word as quickly as they can. They must type their answer into the bar in the bottom right hand corner.



11. The players all receive a score depending on whether they guessed the correct answer and, if so, how quickly. Scores are accumulated across the course of the game and the player with the most amount of points at the end is the winner.



Mathematics



EP supports a wide range of curricula, while also allowing for flexible curation and creation by teachers



Adaptive to Each Learner

Mastery model and careful scaffolding personalise the experience for each student



Real-time Feedback

Auto-marking and model answers provide timely and specific feedback to students



Guided by Cognitive Science

Spaced repetition and gamification enhance knowledge acquisition and retention



Enhance Higher-order Thinking

Written responses, interactive scratchpad and ability to submit various media types

An engaging Mathematics platform

for students of all abilities



Line by line feedback



Automatic marking



Handwritten recognition



Deep question banks



Real world examples



Problem solving

Students will be sent an email from Education Perfect with their Username and Password at the beginning of the year. Tasks will be assigned by their teacher for completion. Students can also participate in online competitions with students from other schools and all around the world.



☒ Remember me

[Forgot password?](#)

Science

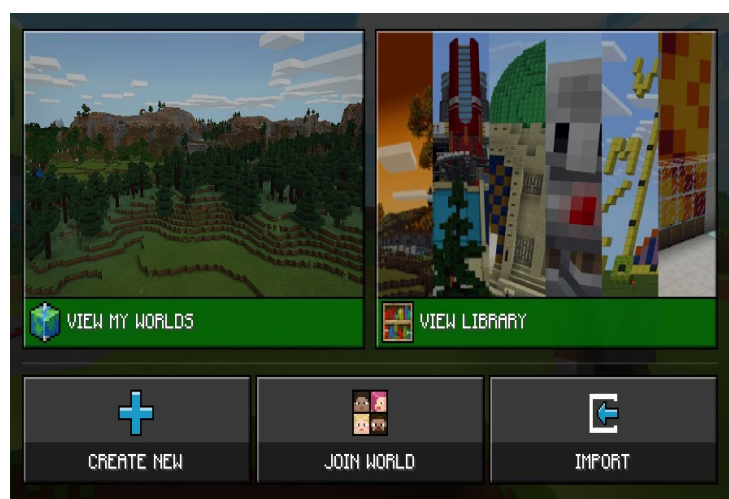
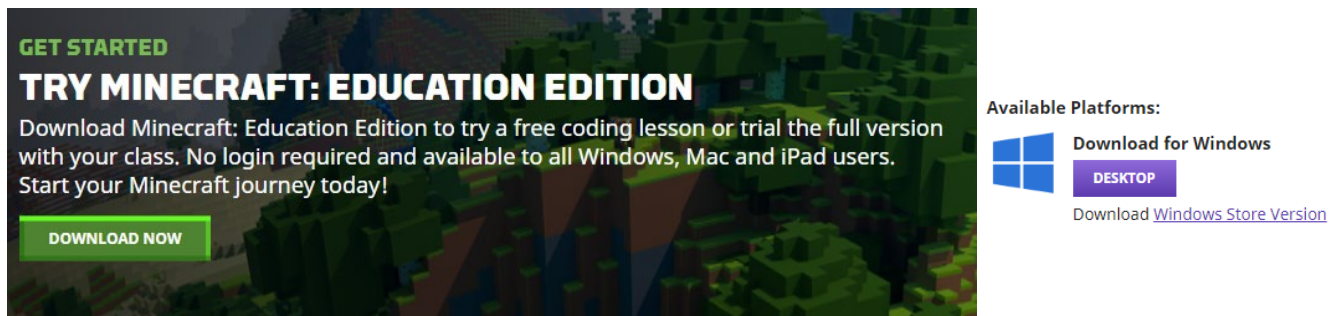
Minecraft:

1. Download Minecraft: Education Edition from →

<https://education.minecraft.net/get-started>

Click the “download now” function at the top of the page and click ‘download for windows’:

2. Once inside the game, log in using your DET details (firstname.lastname) and navigate to the worlds screen by pressing ‘play’, and then ‘create new’ for the first log-in:



3. Alternatively, browse through the 'lessons' tab, where your teacher may ask you to use as a starting guide for your learning.



4. When in the game, use your teacher's direction to create or complete a lesson based on your subject area!



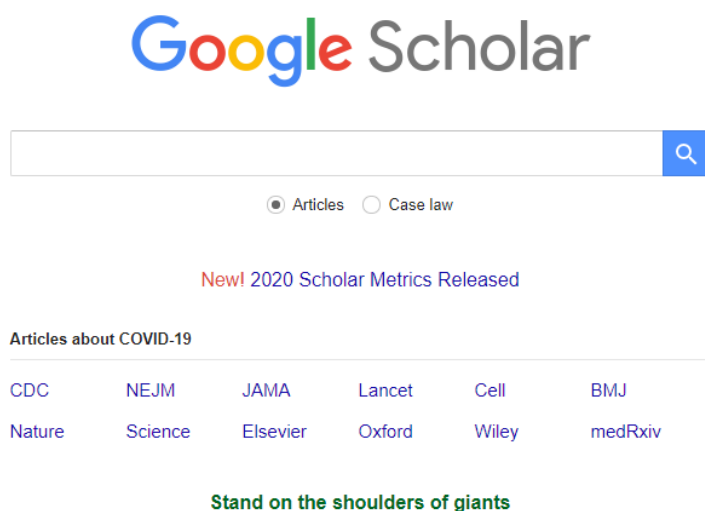
Website Searching

When completing a research task, a large amount of information which you may find can be from unreliable websites.

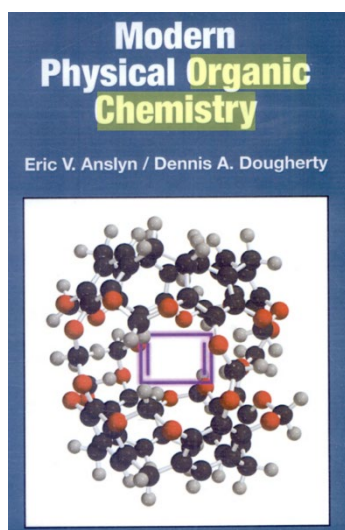
Websites to avoid using information from:	Websites to use information from should have:
Wikipedia (use the links at the bottom)	An author
Yahoo Answers	A date of publishing
Quora	Has .gov in the website link
Facebook	Is published on a respectable website
Blogs	References (more than five)
Tweets	
Forums	
Personal Websites	
Self-published sources	

Check with your teacher if you are unsure if the information is reliable!

A popular website which students can use to boost their presented information is Google Scholar:
<https://scholar.google.com/>



Keywords used in the search function can allow you to find higher-order information.



PART I: Molecular Structure and Thermodynamics

- CHAPTER 1. Introduction to Structure and Models of Bonding 3
- 2. Strain and Stability 65
- 3. Solutions and Non-Covalent Binding Forces 145
- 4. Molecular Recognition and Supramolecular Chemistry 207
- 5. Acid-Base Chemistry 259
- 6. Stereochemistry 297



Articles

About 4,270,000 results (0.08 sec)

Any time

Since 2020

Since 2019

Since 2016

Custom range...

Sort by relevance

Sort by date



include patents



include citations



Create alert

book Adsorptive bubble separation techniques

R Lemlich - 2012 - books.google.com

Adsorptive Bubble **Separation Techniques** focuses on the mechanisms of the various adsorptive bubble **separation** methods. This book examines the various adsorptive bubble **separation techniques**, including ion flotation, foam fractionation, precipitate flotation ...

☆ Cited by 459 Related articles All 3 versions

Hydrogen membrane separation techniques

S Adhikari, S Fernando - Industrial & Engineering Chemistry ..., 2006 - ACS Publications

About 80% of the present world energy demand comes from fossil fuels. Unlike using fossil fuels, using hydrogen as an energy source produces water as the only byproduct. Use of hydrogen as an energy source could help to address issues related to energy security ...

☆ Cited by 559 Related articles All 6 versions

Ionic liquids in separation techniques

A Berthod, MJ Ruiz-Angel, S Carda-Broch - Journal of Chromatography A, 2008 - Elsevier

The growing interest in ionic liquids (ILs) has resulted in an exponentially increasing production of analytical applications. The potential of ILs in chemistry is related to their unique properties as non-molecular solvents: a negligible vapor pressure associated to a ...

☆ Cited by 720 Related articles All 8 versions

Magnetic separation techniques in diagnostic microbiology.

O Olsvik, I Popovic, E Skjerve, KS Cudjoe... - Clinical microbiology ..., 1994 - Am Soc Microbiol

The principles of magnetic **separation** aided by antibodies or other specific binding molecules have been used for isolation of specific viable whole organisms, antigens, or nucleic acids. Whereas growth on selective media may be helpful in isolation of a certain ...

History



Sporcle

Overview:

Sporcle is a trivia website that enables users to both attempt and create quizzes on range of topics, including Geography, History, Music, Science, Literature, Religion, Language and Entertainment. Anyone is free to access the Sporcle website at any time, but without membership the user experience is limited to completing quizzes. As a member, you will be able to create your own quizzes, challenge friends, earn badges and track your stats.

The main advantage of using Sporcle is the fact that it contributes to knowledge retention. Its simple and competitive format encourages users to remember facts, concepts, figures, formulas, names, dates and other pieces of basic information. As such, it is applicable to a number of different KLAS. It is particularly useful for Year 11 and 12 students, who can construct quizzes for one another as a way of generating revision material.

Steps for access and use:

1. Once on Internet Explorer, type 'sporcle.com' into the address bar. Alternatively, you can type the word 'sporcle' into a search engine (like Google, Bing or Yahoo) and it will most likely pop up as the first hit.
2. To join for free, simply click on the 'Join for Free' icon located at the top right-hand side of the page.

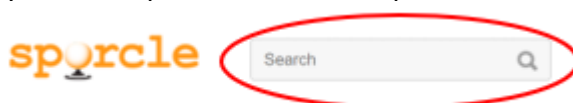


3. From there, Sporcle will give you the choice to join via your Facebook or Google account, or sign up with an email account. Select one of the options, complete the prompts, choose your preferred quiz categories and then you are ready to quiz.

4. With your membership complete, you will be redirected back to the main page. From the taskbar (pictured below), situated at the top of the page, you can click on the drop-down menus to take you to where you would like to go.



5. The popular taskbar functions (circled in red above) are:
 - i. 'Quizzes' – Search for quizzes based on different search criteria. You can look for quizzes based on Badges, Popularity, Type, Ratings, Difficulty, Length (i.e. time) or Date.
 - ii. 'Categories' – All available quiz categories can be found here. These include For Kids, Sports, Geography, Music, Movies, Television, Just For Fun, Miscellaneous, History, Literature, Language, Science, Gaming, Entertainment, Religion and Holiday.
 - iii. 'Create' – Here you can examine your Dashboard. This shows the quizzes you have created as well as those that have been selected for publication. You can also Create a Quiz. There are eight options: Classic, Clickable, Grid, Map, Multiple Choice, Picture Box, Picture Click, and Slideshow.
6. Aside from the 'Quizzes' or 'Categories' functions on the taskbar as a means of navigating to a quiz, a faster way is simply to utilise the search bar at the top of the page. Type in key words in order to efficiently locate a quiz on a desired topic.



7. In order to produce your own quiz, simply click on the 'Create a Quiz' option under the 'Create' tab. On the next page, you will need to fill in the 'Quiz Name' box as well as select a 'Quiz Type'.

8. You will note that once you have settled on an appropriate name for your quiz, the website will automatically generate a list of similar quizzes in the box below. If a quiz with a similar title has already been created, you will be able view it by clicking on the hyperlinked quiz names (coloured in blue). This will give you the opportunity to see if a likeminded quiz already exists.

Create a New Quiz

9. Once you are satisfied with the name and type of quiz, you can begin the creation process. There are nine steps through which you will need to work (set out in the flow diagram below). Starting with the basics, as you can see from first image, you will need to fill out supplementary details pertaining to the quiz. Thereafter, you will need to construct questions and answers for the quiz, choose a style, elect tags so that users can easily and efficiently locate your quiz, and complete any final publication details.

10. Here is an example of the steps to follow if you are creating a 'Classic' quiz.

Step 1: Set the parameters of your quiz. Provide a name, time, and description and fill out any other applicable boxes.

Step 2: Click on the available options to further refine your quiz.

Civil Rights Movement In Progress

Quiz Link: Test Quiz!

Quiz Edit Options Data Style Tags Presentation Finish Up

Quiz Type: Classic How To

Quiz Name:

Description:

Permalink:

Quiz Timer: 10:00

Answer type: answer

Hint Heading:

Answer Heading:

Extra Heading:

Category: no category chosen

Source URL (optional):

Cross Link URL (optional):

Quiz Note (0/1,000 characters):

Quiz Link: Test Quiz!

Quiz Edit Options Data Style Tags Presentation Finish Up

Options^(?)

- Accept last word only in answers ☐
- Accept single character answers ☐
- Filter default words (a, and, the, and 's) ☒
- Hide 3rd Column until answered ☐
- Answers with the word 'go' display on Start ☐
- Bonus/Hidden answers become wrong answers ☐
- Wrong answer ends the quiz ☐
- Use extra column for color values ☐

Answer Order

- Force answers in order ☐
- Force answers in order and hide next clue ☐
- Randomize order of answers ☐

Add Media

Embed code for images, audio or video

If you embed content which violates the [terms of service](#), your quiz may be removed.

Save Changes

You must click 'Save Changes' to save your changes

Step 4: Choose colours for the Hint (i.e. Question), Answer and Extra columns of your quiz. You will be able to see what the colour scheme looks like by viewing the 'Style Preview' section on the right.

Step 3: Input questions and answers. You can use the 'Extra Info' column to provide clues if you think the questions are especially difficult.

Quiz Edit Options Data Style Tags Presentation Finish Up

Hint - Background: #333333

Hint - Text: #FFFFFF

Hint - Border Color: #000000

Hint - Border Size: 1px

Answer - Background: #FFFFFF

Answer - Text: #000000

Answer - Border Color: #000000

Answer - Border Size: 1px

Extra - Background: #000000

Extra - Text: #FFFFFF

Extra - Border Color: #000000

Extra - Border Size: 1px

Header - Background: #FFFFFF

Header - Text: #000000

Header - Border Color: #000000

Header - Border Size: None

Border Style - Table Cells: Bottom Only

Font Size - Header Cells: 8pt

Font Size - Table Cells: 8pt

Number of columns: Auto

Group Answers with Same Hint: Don't Group

Column Widths: 50% 50%

Style Preview

Hint:

Answer:

Extra:

Civil Rights Movement In Progress

Quiz Link: Test Quiz!

Quiz Edit Options Data Style Tags Presentation Finish Up

Notes

- Data will save automatically when you stop editing each cell (box color turns back to white).
- To add alternate accepted values, use '!' (ex. Homer J. Simpson/Homer Simpson)
- To add '!' in the right answer, replace with '?' (ex. Face/Off -> Face/Off)
- There is a limit of 300 answers per quiz

Swap Columns Delete Rows

#	Hint	Answer (What is being guessed)	Extra Info	INS	MOV
1	When was Malcolm X assassinated?	21 February 1965			
2					
3					

Add How many Row(s)

Step 5: Look for suitable tags to attach to your quiz. Tags are designed to assist users in locating your quiz. Whilst generating quiz hits during a search, Sporcle will crosschecks the key words of the search with the tags that you have selected for your quiz. The higher the correlation between the two, the more likely the user will come across your quiz.

Quiz Edit Options Data Style Tags Presentation Finish Up

You can manually set tags for your quiz below
OR you can do nothing and we'll automatically assign tags for you.

Notes

- Search below for tags to add to your quiz.
- It's recommended to add a subcategory tag. You can find subcategories on Category pages (ex. <https://www.sporcle.com/games/category/usa>)
- You can add up to 12 tags on a quiz.
- Make sure to save your tags after adding them.

History Subcategories

Art	Biography	Century
Decade	Discovery	Nation
On This Day	Politics	US Presidents
War	World History	World

Current tags:

Subcategories: None

Tags: None

Search for tags:

Search results:

Subcategories: No matching results

Tags: Martin Luther King Jr.

OR

Propose adding "Martin Luther King" as a new tag

Step 6: The penultimate step offers creators a chance to choose a 'Quiz Icon'. This will simply be a picture that is attached to the quiz. The picture can be added by uploading it from your own documents or by providing the URL of an image already on the Internet.



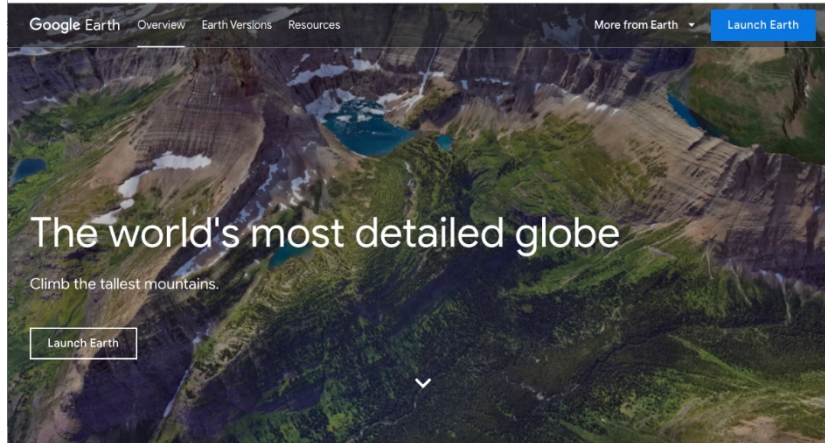
Step 7: The final step is to select whether you would like to make your quiz private (available only to your friends) or public (available to all users. Tick the 'I agree to the terms of service' box and your quiz is ready to play.

11. Once your quiz has been published, you can send the URL link to your friends for them to test themselves. Alternatively, you can give them the title and they can use the search bar to discover it.

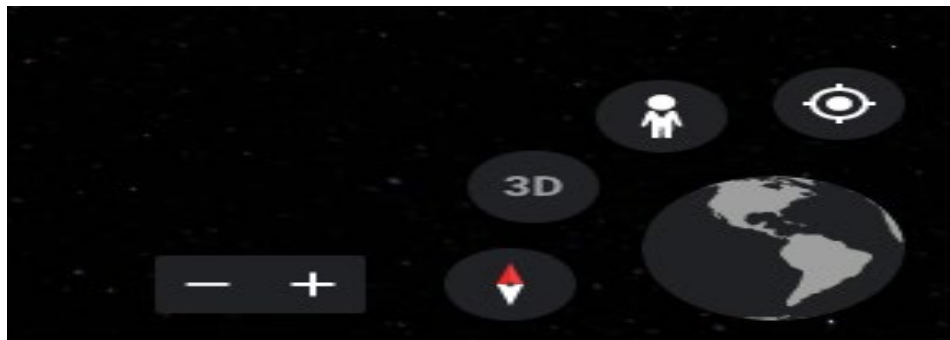
Social Sciences

GOOGLE EARTH

Go to <https://www.google.com/earth/> and hit 'Launch Earth'. Or scroll down to download Earth on mobile or desktop computer.



The following buttons allow you to change the views:



- 3D Button changes mode to 3D world view
- Person Button changes to street view
- Compass Button flies to current location



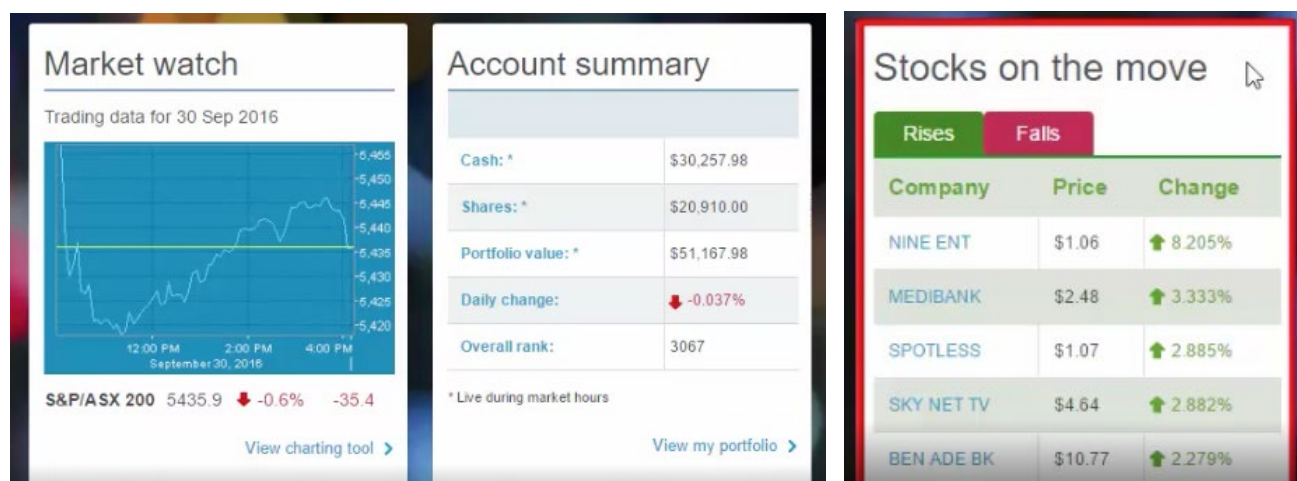
The following buttons allow you to perform actions on these views

- Compass icon - Voyager mode, which allows you to be taken through a tour of places (picked out by Google) of interest on a particular topic for example the world's most interesting roads.
- Dice icon takes you to a random place in the world.
- Pin icon allows you to create a presentation by placing points around the world. Watch the tutorial video at: <https://www.youtube.com/watch?v=5KtwMRedAbc>
- Diamond icon allows you to change a variety of map settings including removing/adding pins, roads, borders as well as latitudinal and longitudinal lines.
- Ruler icon allows you measure an area in a range of units.

ASX TRADING

Go to <https://www2.asx.com.au/> or download the ASX app from Google play store or App store.


- Create an account or login. Hit the menu icon in top left corner and click participants. Apply to become a participant.
- Click account settings in the top right hand corner and make a username.
- The information tab and “how to play” has tutorial videos to help explain.
- Go to the market and purchase some shares. Monitor your shares using the portfolio button on your dashboard.
- Use the stocks on the move tab to view stocks that are increasing and decreasing.



Languages

EDUCATION PERFECT

- Go to educationperfect.com
- Click login, your teacher will have your username and password
- Your teacher will also provide you with a class code to join that particular subject
- Click Tasks and complete those that have been assigned to your class per subject by the due date.
- After all students have completed the task a percentage grade will be provided.
- Teachers may also assign assessments that are different to the regular Education Perfect quizzes.
- Teachers may also create class and year group competitions.



☒ Remember me [Forgot password?](#)

[LOG IN](#)

[Log in through your school or organisation](#)

[Create account using access code](#)



In Japanese classrooms, there is a **bowing process** that class leaders (a predetermined student) will lead to **start the class** and **show respect to the teacher**:

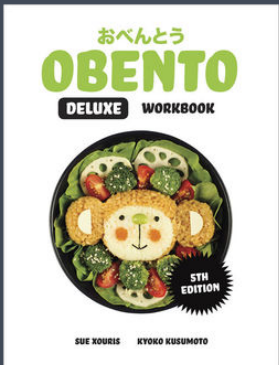
- Stand up ▶ きりつ
- Attention ▶ きをつけ
- Bow ▶ れい
- Sit down ▶ ちゃくせき

The teacher will generally bow in reply, and then begin their class. When the bell rings at the end of class, the process is repeated again.



NELSON NET

- On the Nelson Net website, students will have access to online resources that compliment the Obento Deluxe workbook
- Teachers will provide information on how to log in to Nelson Net and access the audio files and resources



おべんとう
OBENTO
DELUXE WORKBOOK
5TH EDITION
SUE KOURIS KYOKO KUSUMOTO

BOOKSHELF ENTER ACCESS CODE REQUEST A TITLE FREE RESOURCES SAMPLE CHAPTERS NEED HELP ?

Obento Deluxe Workbook 5ed

FILTER BY CHAPTER

Preliminaries 1 2 3 4 5 6 7 8 9 10 11 12

Unit resources

- > Preliminaries
- Unit 1 どうぞ よろしく Pleased to meet you
 - 7 Audio
 - Task 10 (779.57 kB)
 - Task 11 (1.49 MB)
 - Task 13 (822.97 kB)
 - Task 14 (1.58 MB)
 - Task 18 (1.45 MB)
 - Task 19 (1.33 MB)
 - Task 20 (1.72 MB)
- > Unit 2 一、二、三 1, 2, 3
- > Unit 3 どこ から? Where are you from?

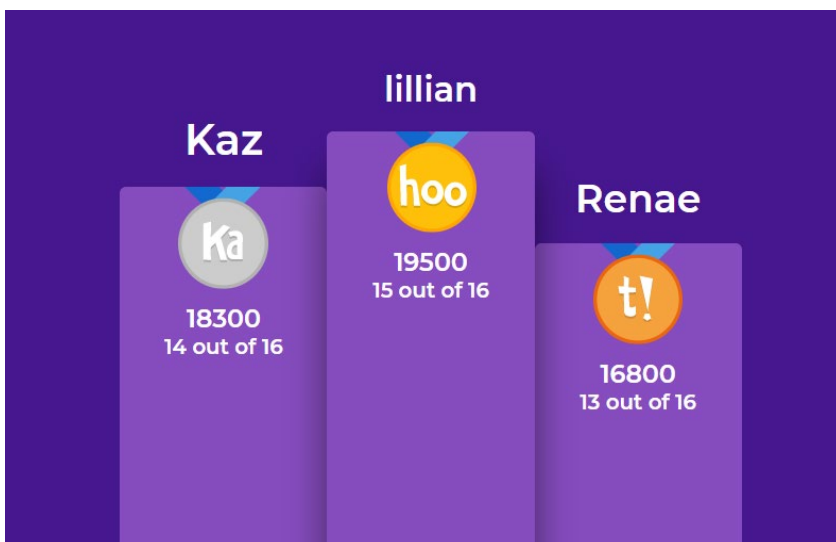
Personal Development, Health and Physical Education

In PDHPE, we utilise a number of different websites to enhance the learning and engagement of our students. Each of the following websites are embedded in the Year 7 and 8 programs we run at Picnic Point High School. All of these websites can be accessed through a web browser to make the transition from wrote learning to online learning much smoother.

1. Kahoot (<http://www.kahoot.com/>)

Kahoot! is an online-interactive quiz platform that allows students to engage in fun and interactive quizzes based on PDHPE content.

When participating in Kahoot, students will be required to visit kahoot.it or download the Kahoot! app and enter the relevant game pin. Once entered, they'll be able to input a nickname and participate in the quiz.



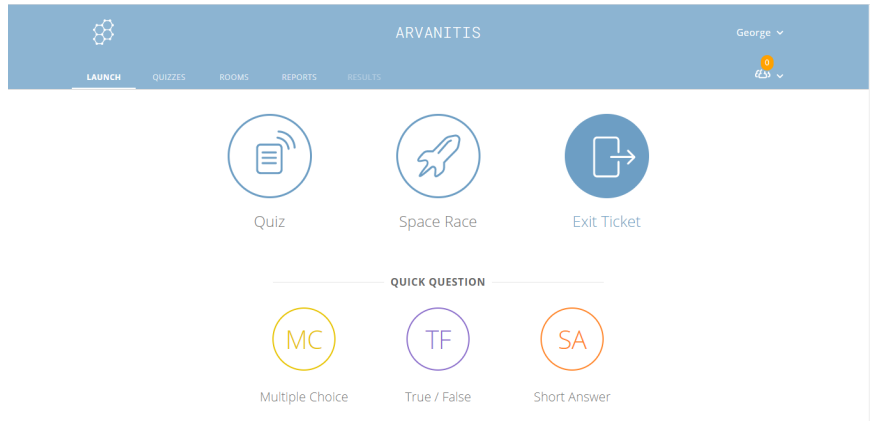
Each question is worth points and the student with most points and the end of the quiz is determined the winner.

Kahoot! is used as both formative and summative assessment to assess student learning and understanding throughout the course.

2. Socrative (<https://b.socrative.com/login/student/>)

Similar to Kahoot!, Socrative is an online quiz platform which allows students to answer questions based on PDHPE content.

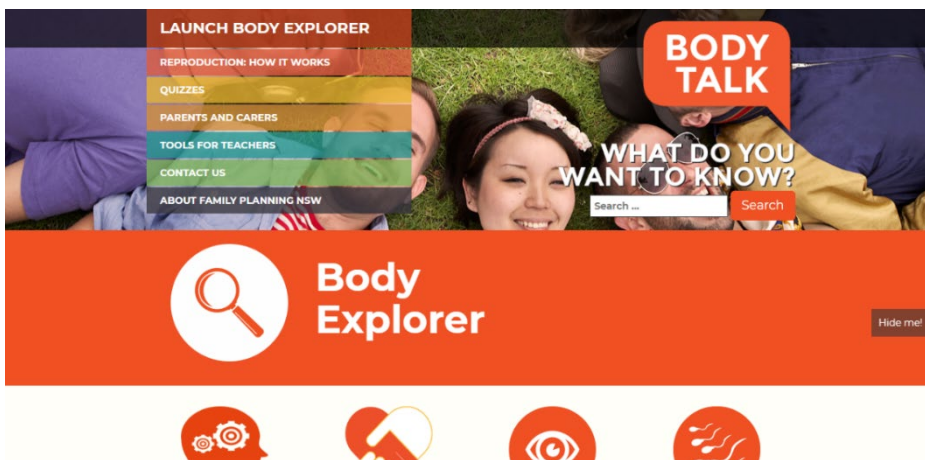
To gain access, the teacher logs onto Socrative and allocates a code for students to login. Once logged in, students enter their name and the quiz will be allocated to them to complete.



The questions set can be a mixture of multiple choice, true/false and short answer.

Socrative is generally used at the end of different topics to consolidate learning. This platform also allows for 'exit slips' which give students the opportunity to comment on their learning and provide the teacher feedback on areas of the topic/quiz they liked and areas that need improvement.

3. BodyTalk (<https://bodytalk.org.au/>)



BodyTalk is a website which is used in the Year 7 & 8 topics; Under Construction & Growing Pains respectively.

This website allows for students to interact with the different stages of puberty and changes happening in teenagers' lives.

It also provides information on why changes occur during the adolescent years, and gives advice/support on how to manage these changes.

This website is an interactive way to approach puberty and assist students in understanding content.

Creative and Performing Arts

Visual Arts

Adobe Photoshop CC

Adobe Photoshop CC is a professional digital image editing and manipulation software application. Students can use Photoshop for almost any type of **image editing**. In Visual Arts and Photography, we use Photoshop CC as a tool to create wonderful digital artworks, for planning, touching up and for high quality professional photographs. In other subjects this application can be used to manipulate images such as maps for Geography, make diagrams for Science and PDHPE, illustrate stories and design posters in English and History, create graphic material including menus and touching up food photographs in TAS, produce promotional materials for Music and working with perspective and geometric images in Mathematics.

Students learn basic skills to get started but after a bit of experimentation, they often achieve great success with more advanced techniques. One of the main benefits of using this professional application is that students learn to and develop creative skills in problem solving. There are many tools, features and ways to manipulate an image but students do not need to understand all of Photoshop's features to use it effectively.

This program has many applications which can be used beyond school. It is designed for and used by professionals in commercial and industrial fields. Students will benefit from this in many ways

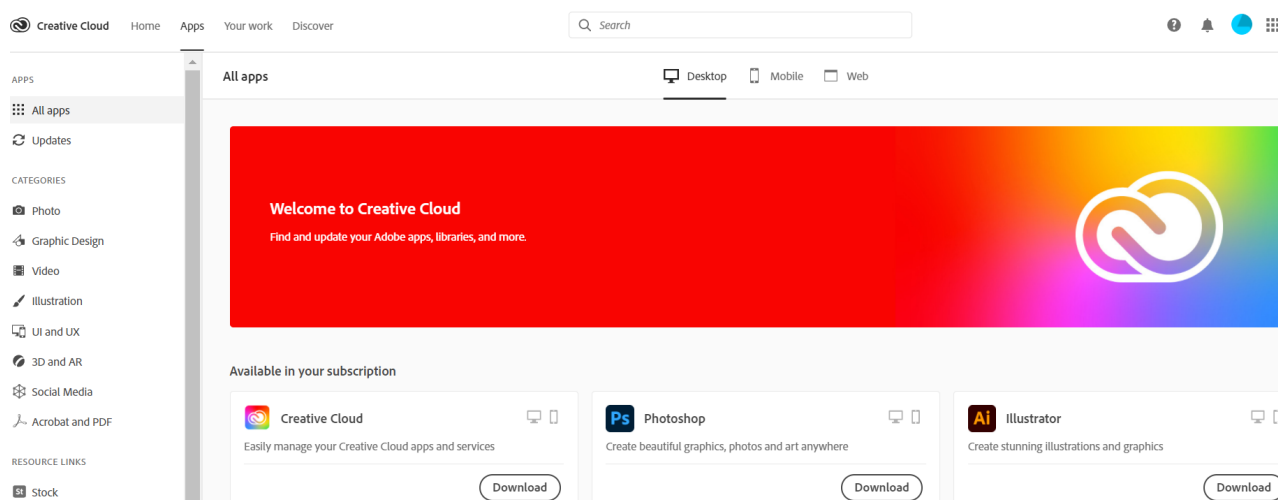
Students are able to download a free student version of Adobe Creative Cloud to use while they are at school, which includes Photoshop and Premiere Pro (video production), through the Education Hub. To do this follow the steps below:

Step 1: Go to <https://creativecloud.adobe.com/>

use your NSW Department of Education E-Mail to sign in.

Step 2: Click on the **Apps** link at the top for a list of all the programs to download.

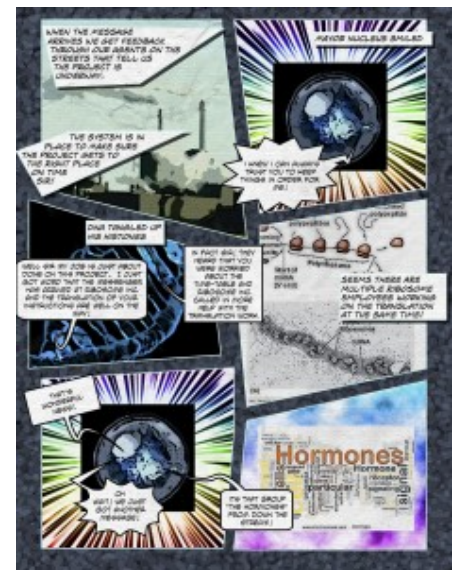
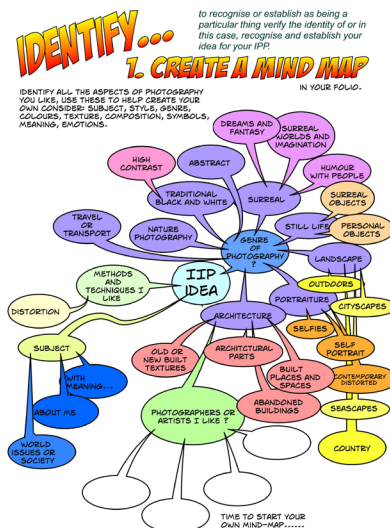
Step 3: Follow the instructions to download. You need to do this from home.



Comic Life 3 is downloadable software, available from plasq.com. The software comes at a cost, after a free trial period of 30 days, at approx. \$45.00. The software is not just for creating comics, students strongly relate to the combination of images, color and text. Students often ask teachers if they can draw pictures to go with their writing. It gives students the opportunity to not just add an illustration, but to use sequential images and text to tell a story or relate their understanding of learnt concepts.



Getting started: Students can open a comic blank with styles work station, they are able to import images onto a story board layout or custom arranged pages. Images can be changed into cartoon, painted, newspaper or many other styles to impress the overall presentation of the project. Text can be added in speech bubbles, frames or formatted through the project as structured responses or research.



Music

In Music, Year 7 students will use music composition programs such as: Noteflight, Musescore, Soundtrap and Auralia. These programs are available to students online and their work and projects are saved to the cloud. The school has purchased access licenses for each program, student's login using their DET email and password.



Noteflight and Musecore transcribe the student's own compositions into music script. This is helpful in class when integrated with performance and listening tasks. Soundtrap is a loop-based software that allows students to explore musical structures, tone, colour and rhythm, whilst producing their own musical products. Auralia is ear training software, students will listen, analyse and answer musical questions based on class activities.



Notate your music

Download professional free software to create, play and print Sheet music.

Students are able to access these programs on their device at home using their DET information so they can complete home tasks or experiment on their own.

AURALIA⁶

EAR TRAINING WITH REAL MUSIC

With 54 topics and endless customisation Auralia is the most comprehensive ear training software available.

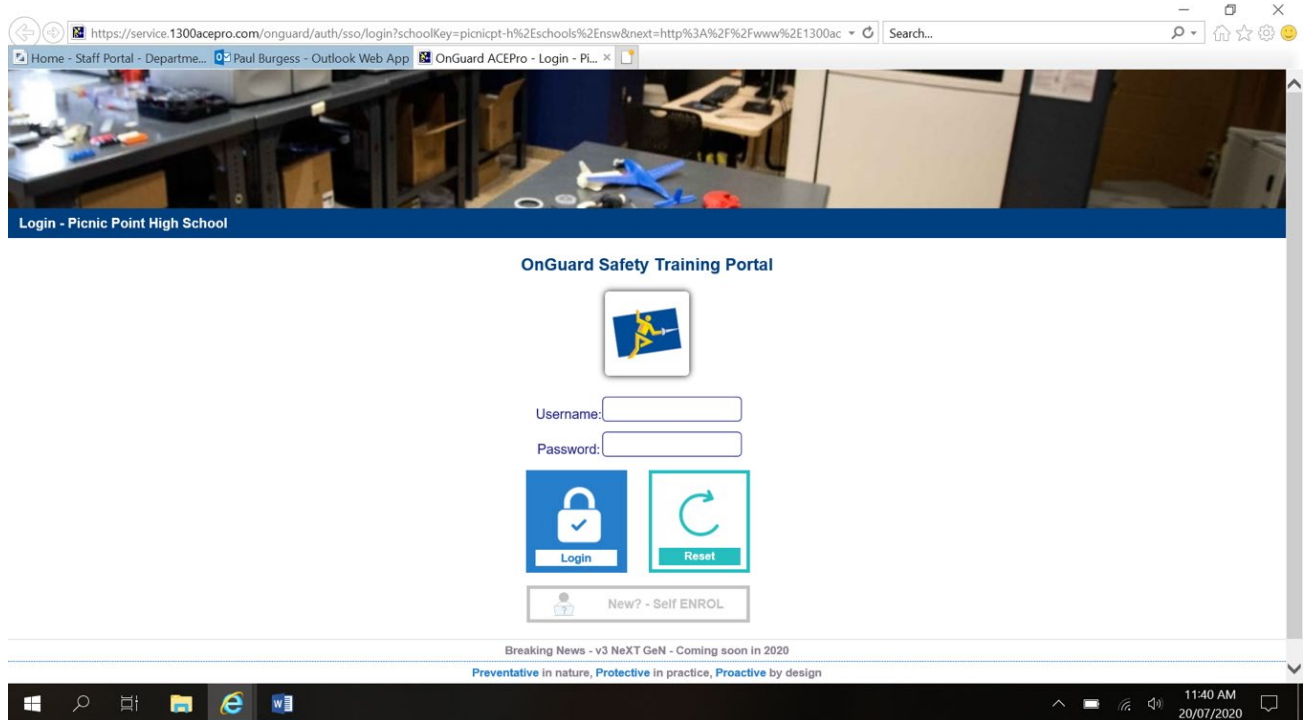
Explore creative sound making

Soundtrap for Education empowers students and teachers to explore creative sound recording in all subjects, for all ages and ability levels.

Technological and Applied Studies

Onguard:

Students will be emailed a personalised link that will then take them to the following screen.



The students will then have to log on using firstname.lastname (no capitals) they will need to use the password onguard for the first time they log on, they will then be prompted to change their password.

All the safety modules are then loaded into the individual student profile.

Illustrator (laser cutter)

Students will be taught how to use the Adobe Illustrator software as part of their design/ project work.

This software can be downloaded for free via the

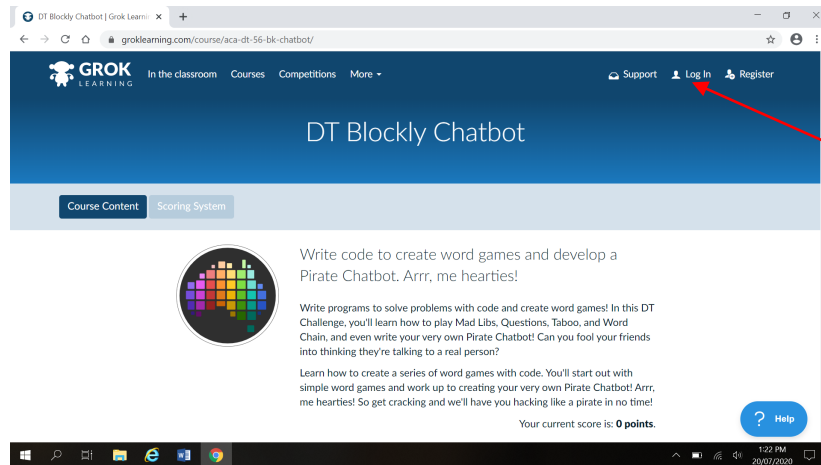
<https://creativecloud.adobe.com/>

Digital Tech Grok learning

Students will be supplied with a link through their Google classroom.

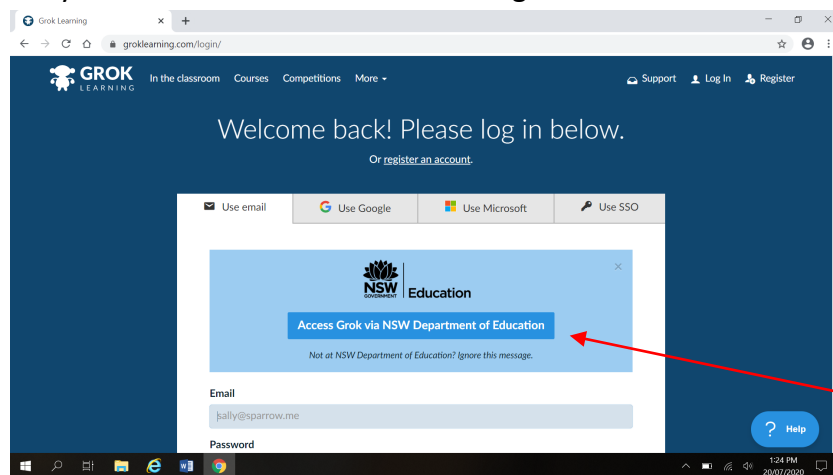
An example of this link <https://groklearning.com/course/aca-dt-56-bk-chatbot/>

This will take them to a screen that is similar to this

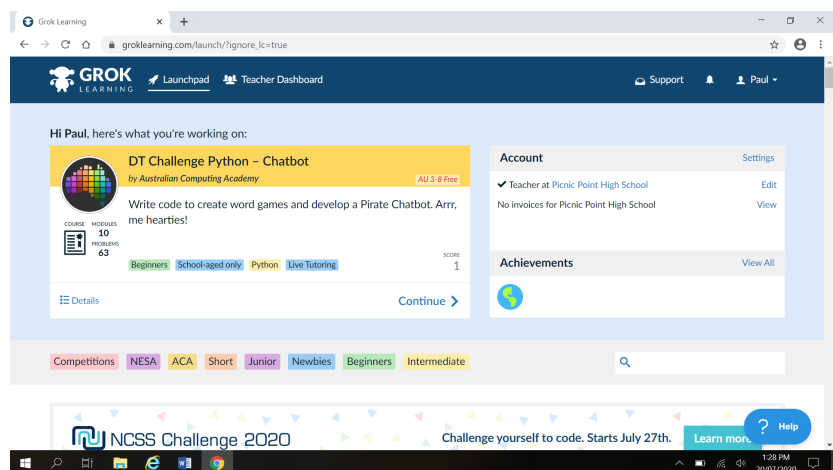


Students log on via this icon.

They will then be taken to the following screen.



Students must log on through this icon using their student portal



The students will then be taken to the challenge that has been allocated to them.

G Suite – all subjects

G Suite for Education (G Suite) are online productivity tools that work on any device. G Suite lets teachers and students create, communicate and collaborate in real time, essentially being an online drive of all work. No more “I left my USB at home”. Teachers and students have access to tools that allow:

- Collaborative word processing, presentation and website creation
- Easy delivery and management of assessment
- Time and task management
- Unlimited online storage.


G-Suite works best when you use Chrome as the internet browser.

Tool	Classroom applications to enhance learning
GOOGLE DOCS	
Google Docs is Google's browser-based word processor. Google Docs can be shared and worked on collaboratively with teachers and students.	Google docs enhances learning through providing a space for real-time student collaboration: <ul style="list-style-type: none"> - collaborative development of ideas. - collaborative research. - sharing docs with teachers and others for feedback. Documents can be shared and uploaded, ensuring paper is not lost. Docs can be worked on offline then synched at a later time.
GOOGLE CLASSROOM	
Google Classroom is a tool that does what its name suggests – creating a virtual ‘classroom’ in the cloud that students can join and teachers can manage.	Google Classroom enhances learning through being a digital organiser where teachers can keep class materials and share them with students -- all paperlessly.
GOOGLE SLIDES	
Google Slides	Google Slides is more than “PowerPoint online”. With thousands of visual to enhance and engage, Google Slides can create interactive presentations. Students and teacher can collaboratively develop: <ul style="list-style-type: none"> Presentations E-books Choose your own adventures Magazine Short film

GOOGLE SITES	
Google Sites is an application for creating simple web sites that support collaboration between different editors.	<p>Google sites are easy to create websites for you and your students. Google sites are a great alternative way for students to publish their learning to a real-world audience.</p> <p>Students can:</p> <ul style="list-style-type: none"> - create digital portfolios. - collaboratively publish their work. - use a mix of digital tools to create meaning.
GOOGLE FORMS	
Google forms is a survey tool that enhances the process of data collection. Data collected through Google Forms is automatically fed into a Google Sheet for analysis.	<p>Google Forms enhances learning through providing a platform for:</p> <ul style="list-style-type: none"> - Surveys with a range of answer options, including short answer, long answer, multiple choice and check boxes.
GOOGLE SHEETS	
Google sheets is an online spreadsheet that allows users to collaboratively create and format spreadsheets.	<p>Google Sheets enhances learning though providing a collaborative platform to:</p> <ul style="list-style-type: none"> - Creating simple and complex tables, charts and graphs. - Connecting to external data sources - Conditional formatting - Embed spreadsheets on a website - Play around with scripts - Linking between sheets - Embedding into other G-Suite apps.
GOOGLE JAMBOARD	
Jamboard is G Suite's digital whiteboard that offers a rich collaborative experience for classrooms.	<p>Google Jamboard enhances learning through supporting:</p> <ul style="list-style-type: none"> - Work in real time on collaborative whiteboards from multiple devices. - Works in a browser or download Jam Board app. - Draw and sketch the way you would on a traditional whiteboard. - Grab images and content from the web and bring them straight into your jam. - Pull in work from Docs, Sheets, and Slides; even add photos stored in Drive.

Library


The PPHS Library is a buzzing space that supports future focused learning. Students are encouraged to engage with our online library which offers eBooks and audiobooks. You can access our wide range of ebooks and audiobooks through following the instructions below:




ONLINE LIBRARY @ PPHS

ACCESS EBOOKS
AND AUDIOBOOKS



STEP 1
Access your online library through:
<https://picnicpoinths.eplatform.co/>




STEP 2
Browse and select the texts that
interest you.



STEP 3
Borrow using your DoE login and
ENJOY!



Picnic Point High School
Knowledge is Life



LIBRARY	BROWSE	LOANS	SAVED	<input type="text" value="Search for books"/>	Advanced Search
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Picnic Point High School

Access our eLibrary anywhere, anytime, on multiple devices.

Start Browsing

or get the [ePlatform app](#)

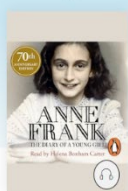



Download on the App Store

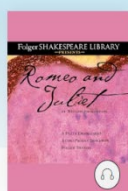
GET IT ON Google Play

Get it from Microsoft


Listening Favourites view more >




The Diary of a Young Girl
by Anne Frank
☆☆☆☆☆




Romeo and Juliet
by William Shakespeare
☆☆☆☆☆




The Hunger Games
by Suzanne Collins
☆☆☆☆☆



Wonder
by R. Palacio
☆☆☆☆☆



Matilda
by Roald Dahl
☆☆☆☆☆

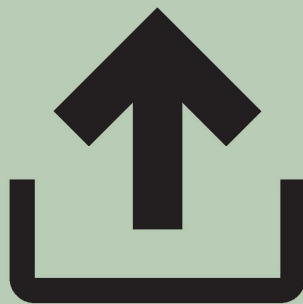


Mockingjay
by Suzanne Collins
☆☆☆☆☆

BYOD @ PPHS

Advice for success!

**COME TO
SCHOOL WITH A
FULLY CHARGED
DEVICE.**



**BACK UP YOUR
DATA EVERY
WEEK USING
AN EXTERNAL
DRIVE.**

**NEVER SHARE
YOUR
PASSWORDS.**



**ALWAYS ASK
PERMISSION BEFORE
YOU RECORD OR
PHOTOGRAPH OTHER
PEOPLE.**

RESPECT RESPONSIBILITY PARTICIPATION

BYOD – Expected Protocols

All BYOD students are expected to abide by all NSW DoE policy and our school Digital Devices and Online Services procedure that directly supports the implementation of the NSW DoE policy for Digital Devices. Additionally, it is expected that students ensure:

- Laptops are protected with anti-virus software.
- Laptops are brought to school fully charged.
- They are **responsible** for their own equipment including charger, protective case, laptop.
- Laptops are used for learning purposes only whilst in class.
- Laptops remain in school bags for all practical lessons unless otherwise instructed by the teacher.
- Class work is completed and turned in via Google Classroom when required.
- Class work is organised into appropriate folders in Google Drive and backed up in folders on virtual desktops.
- All subject folders on virtual desktops should be clearly labelled e.g Project, PDHPE, etc.
- Folders and virtual desktops are made available for teachers to monitor and provide feedback to students.
- They **respect** instructions given by their teacher. If students are instructed to close their laptop or turn the screen around they must respond accordingly to allow the teacher to teach and students to learn.
- The school common values are at the forefront of their journey as a digital citizen.
- They use technology to enhance their learning, not control their learning or time.
- They do not use their digital device to access inappropriate websites.
- They do not use their digital device in class to access social media.
- They do not engage in any conduct online that is considered as bullying or anti-social.
- They are aware that if they do misuse their digital device the device may be kept by the teacher/DP for the parent collection ONLY. In extreme circumstances of misuse, devices may be handed over to the Police and parents will be required to collect the device from the Police Station.
- Learning is valued and **participation** in class is important at all times.

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.



**Picnic
Point
High
School**

Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to be safe, responsible and respectful digital citizens.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents/carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

'Right Time, Right Place' whereby students may use technology at recess, lunch and during study breaks on Monday, Wednesday, Thursday and Friday. On Tuesdays, students will have 'Technology Free Tuesday - TFT' where digital devices will not be used in the playground during school hours. During recess and lunch students will be encouraged to participate in other activities including ball/card games and discussions.

Students may use their device (laptop or phone) in class for educational purposes only (including Tuesdays). If devices are not in use, students should have mobile phones on silent and in their bag. **Headphones and air pods are not permitted at school.** All smart watches should be on aeroplane mode to prevent notifications from disrupting learning. Students must continue to follow the School Common Values of - Respect, Responsibility and Participation with the use of digital devices and whilst online. Students are not permitted to use devices in the change rooms or toilets under any circumstances. In 2021, our school introduced a BYOD - laptop program, commencing with Year 7, this procedure applies to all students (BYOD and non-BYOD).

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents/carers, school counsellors and other student support staff, and, if required, students themselves.

This may cover times when, or places where, use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

- The student is given a warning from a teacher or other staff member.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are returned at the end of class.
- Confiscated devices are handed in to the school office and can be collected at the end of the day.
- The incident may be recorded on Millennium as "Inappropriate use of device".
- The Deputy Principal may suspend your privilege to use your device at any time.
- The student's access to the school email is restricted through the EMU tool on the DoE portal.
- The Deputy Principal/Principal may arrange a meeting with the student's parent or carer.
- Confiscated devices are held in the office until a parent or carer collects the device.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents.

Contact between students and parents/carers during the school day

During school hours (and particularly on Tuesdays), it is requested that parents/carers make contact with their child via the school office on 9772-1700 as their first option. This process will actively show parent/carer support of this procedure and assist staff with managing student's appropriate use of devices. We understand there are times when a direct message to your child is necessary and perhaps more timely.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.

- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter. <https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>
- Provide digital devices that meet school specifications if your child is participating in the bring your own device program and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes: establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy; identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements; working with the department and the Office of the e-Safety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students:

- The school procedure was discussed at a whole-school assembly on February 27 2020.

Parents and carers:

- Parent and carer preferences were discussed at a P&C meeting on August 17 2020.
- Parents and carers will be advised via an email and in a school newsletter.
- This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools.

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>

Review

The principal or delegated staff will review this procedure annually.

Appendix 1: Key terms

- Bring your own device is an optional program determined by individual school communities. Parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the Student Use of Digital Devices and Online Services policy. Schools retain discretion to determine the specifications of personal devices to be used at school.
- Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.
- Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.
- Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos.
This is a crime in NSW.

PPHS Student use of Digital Devices and Online Services Procedure

- Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.
- Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.
- Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.
- Reasonable adjustment is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students.
- School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.
- School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Appendix 2: What is safe, responsible and respectful student behaviour?

Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software and an up to date Anti-Virus program installed. Students must also take care with the school-owned devices so that other people can use them after you without any issues.
- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.

Student User Agreement:

SIGN AND RETURN THIS PAGE TO SCHOOL ON DAY 1 OF YEAR 7 2022

Picnic Point High School requires all BYOD students to be responsible learners. This document, once signed, confirms you and your parent/carers support the responsible use of technology for learning as outlined in the following documents:

1. BYOD – Expected Protocols (page 33)
2. Behaviour code for students (page 34)
3. Student Use of Digital Devices and Online Services Procedure (pages 35-41)

Whilst at school students must connect to the free Wi-Fi provided by the NSW Department of Education ONLY using their portal username and password. Logging on to this WiFi will ensure all students are accessing age appropriate content that is filtered and secure.

Failure to comply with these documents may result in the school acting in accordance with the NSW Department of Education Student Discipline in Government Schools Policy.

This Agreement must be signed and returned to the school before participating in the PPHS BYOD program.

I/We confirm that as a student of PPHS:

- ☐ I have read the documents: BYOD – Expected Protocols, Student Use of Digital Devices and Online Services Procedure and Behaviour Code for Students.
- ☐ I agree to abide by the terms and conditions within the documents listed above.
- ☐ I understand my responsibilities regarding the use of digital devices at Picnic Point High School.
- ☐ I will only access the internet during school hours via the NSW Department of Education internet service 'detnsw'.
- ☐ I will always use the internet in a respectful manner.
- ☐ I will participate in online activities that contribute to a positive and inclusive digital society.
- ☐ I understand and agree to the Picnic Point High School Student User Agreement.
- ☐ I understand that if I do not comply with the Student User Agreement the school may need to follow guidelines within the NSW Department of Education Student Discipline in Government Schools Policy.

Date: / /

Name of student:..... Signature of student:

Name of parent/carers: Signature of parent/carers: