

## Notebook for Teachers and Principals Program Policy

(Ratified by School Council: July 2020)

### **PURPOSE:**

To ensure teachers, principals and para-professionals (instructors) meet Department requirements regarding the appropriate use of notebooks as a Digital Learning Tool that will integrate learning technologies into teaching, curriculum, professional development and administrative practices.

### ***Background***

The Notebooks for Teachers and Principals Program (NTPP) began in 1998 and provided teachers and principals access to notebooks for teaching and learning purposes and included a co-contribution from those employees. Over the past four years the program has provided more than 41,000 notebooks. Over the next four years the Victorian Government will invest \$75.5 million in a revamped Teacher and Principal Notebook Program. In mid-2015 following a review by the Australian Education Union (AEU) and the Department of Education and Training (DET), a new Teacher and Principal Notebook Program was introduced.

### **GUIDELINES:**

#### ***Details of the New Program***

The new NTPP will support schools by offering the central provision of Windows notebooks as a universal platform. These notebooks will be assets of the school, but consistent with the previous program will be assigned by the school to teachers and principal class employees (excluding Education Support Staff) who will be able to use them at school and at home for teaching and learning related tasks.

#### ***Operating Platforms***

Secondary schools and P-12 schools may apply for an individual VCE teacher to be supplied with an Apple notebook if they are delivering one or more VCE studies that have a direct pathway into industries where Apple computers are widely used for industry-specific applications. As a Department primary school, Glen Waverley Primary School will not support Apple notebooks as part of the NTPP.

#### ***How does a teacher apply for a notebook?***

There is no application process required by individuals; schools are allocated Windows notebooks for their eligible teachers and principal class employees.

#### ***What are the eligibility criteria?***

Teachers and principal class employees eligible to receive a notebook under the new Program need to be working in a school and registered on the central payroll at a time fraction greater than or equal to 0.4 full time equivalent (FTE). Schools will be offered an allocation of notebooks based on these criteria. Schools will assign the notebooks to their eligible teachers and principal class employees.

Glen Waverley Primary School will provide appropriate access to technology for employees operating at less than 0.4 FTE.

## **IMPLEMENTATION:**

Recipients of notebooks must:

- accept the online Licence Agreement terms and conditions  
<https://edugate.eduweb.vic.gov.au/Services/IT/ITServices/TeacherNotebooks/Pages/Welcome.aspx> (secure access only)
- care for and maintain the notebook as per the Licence Agreement
- demonstrate a commitment to on-going professional development in the use of learning technologies
- integrate learning technologies into the classroom.

## **RELATED LEGISLATION:**

Notebook For Teachers DET Guidelines

<https://edugate.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FServicesZ2FITZ2FITServicesZ2FTeacherNotebooksZ2FDocumentsZ2FeduSTAR.TPNZ2520FactZ2520Sheet.docx&reason=2&formdir=6>

## **RELATED POLICIES:**

- *Digital Learning Policy*
  - *ICT Usage and Cyberbullying Policy*
  - *Multimedia Resources Policy*
  - *Social Media Appropriate Use Policy*
  - *Student Engagement and Wellbeing Policy*
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- Notebooks for Teachers and Principals website - includes frequently asked questions and information on: New applicants (eligibility and terms and conditions); School Notebooks Representatives; Hardware Support; Replacement / Rollout; Reallocate / Retain; Loss or Damage; Useful Links

## **POLICY EVALUATION:**

Evaluation will be conducted every two years by the Policy Review (Education) Sub Committee of the School Council.

## **DUE DATE FOR REVIEW:**

Due for review in July 2022.