

Newtown School Computers In Homes Progress Report



February 2002

Actions and Timeline	3
Outcomes from the Project	3
1. An increased percentage of pupils at Newtown Primary School are on-line at home.....	3
2. There has been an up skilling of family members involved in the Computers in Home Project	3
3. There has been a significant boost to parent and pupil skill and confidence levels in Information Communication Technologies	4
4. Students using new technologies as a learning tool.....	4
5. Increased home and school contact.....	4
6. Networking Newtown School and connecting it to Citylink	4
7. Creation of Newtown School website and intranet.....	5
Intranet	5
8. Training and supporting of Newtown School staff and students	6
Board of Trustees choosing the first twenty-five families.....	6
9. Appropriate training for parents and preparation of resources before the rollout of the computers	6
10. Parent Meeting	7
11. Launch of Computers in Homes	7
The project is linked with the Smart Newtown project a joint initiative between Wellington City Council and the 2020 Communications Trust.....	8
12. Ongoing of training of families and homework support for students	8
13. Technical support.....	8
14. Research.....	8
E-Mail and Internet	10
Appendices.....	10
Appendix 1	10
Appendix 2.....	11
Appendix 3.....	16
Altering Widow Sizes	17
Moving Windows About	18
Terminology & Definitions.....	18
Appendix 4.....	20
Appendix 5.....	22

Actions and Timeline

Date	Activity
May-July	<ul style="list-style-type: none"> ○ Selection of families ○ Connection to City Link ○ Beginning of Family training
August	<ul style="list-style-type: none"> ○ Launch of Computers In Homes ○ Family training and rollout of computers
September-December	<ul style="list-style-type: none"> ○ Family training ○ Ongoing technical support for families
January-February	<ul style="list-style-type: none"> ○ Research interviews begun ○ Parent meeting at six month period in project ○ Families to take responsibility of ISP and phone line (where applicable)
February 02-August 04	<ul style="list-style-type: none"> ○ Research continuing on the families in the scheme ○ Research also partied with the Smart Newtown research programme

Outcomes from the Project

Outcomes as detailed in the contract with the Ministry have been achieved and commented on below. The project is running to budget.

1. An increased percentage of pupils at Newtown Primary School are on-line at home

Twenty five families now have Internet access at home due to the Computers In Home programme.

2. There has been an up skilling of family members involved in the Computers in Home Project

Parents attended the compulsory number of training sessions as set out in the family contract

3. There has been a significant boost to parent and pupil skill and confidence levels in Information Communication Technologies

The families ICT skill levels has been improved as detailed in the appropriate sections 9.12 and 14 below .

4. Students using new technologies as a learning tool

The staff have reported that the project has increased students usage of new technologies as a learning tool. This has been shown in the following areas:

- Students using the Intranet, email,
- Students synthesizing information from the Internet and from CD Roms.

The children have said that they enjoy using the computers at home. They have commented that they would have liked the following:

- Computers enabled with the facility to listen to Somali radio
- A printer

The reason that these facilities are not available was due to their additional costs for example; continued costs of maintaining the printers for a family is too high, the school has made the families aware that they can email files to the school for printing

5. Increased home and school contact.

- The staff has seen an increase in contact with the parents and school. Some examples of this are:
- Parents email absences into school
- Children have started to email homework to school.
- Parents email things they have been working on to school and then when they are picking up their children they print it out.

6. Networking Newtown School and connecting it to Citylink

The school was connected to City Link in May 2001, the installation was undertaken, with some of the time donated by City Link staff. Two of the employees from City Link have also been involved with some of the other Smart Newtown hubs. The school really benefits from the fast connection but is finding the monthly cost quite high. They will need to consider other providers after the end of the annual contract.

7. Creation of Newtown School website and intranet

CWA built and provided the website for Newtown school. The website has been developed by Tom Law (Chair of the Board of Trustees) and Rhys McKinley (Principal) using Manila software and the support of CWA. The website is now a fantastic resource, which is easy to use and anyone accessing it can glean a wealth of information about the school, it's organisation and pick up the buzzing ethos of the school and Newtown environment. The site address is: www.newtown.school.nz



A multi-cultural school located in the southern suburbs of Wellington, New Zealand; providing quality education to the community.

- [Home](#)
- [News](#)
- [Table of Contents](#)
- [Index](#)
- [Staff Vacancies](#)
- [Members](#)
 - [Join Now](#)
 - [Login](#)

Welcome to the Website of Newtown School, Wellington, New Zealand.



Tena koutou. Tena koutou katoa.
Nau mai, haere mai ki te Kura a Newtown web Site.



Intranet

As part of the relationship developed between the 2020 Communications Trust and Vic Link, the school was offered the product LinkEd! at no cost. LinkEd! has been created just for schools to solve school internet and email problems and provides a wide range of features to support curriculum and information management.

The service is web based. LinkEd maintain the servers that allow filtered Internet access, email accounts, a web site, intranets, notice boards and information sharing. Access to information can be achieved from any school computer and from home.

8. Training and supporting of Newtown School staff and students

The following team carried out the staff training:

- Martyn Leda (Wellington High School ICT teacher)
- Matthew (the Computers In Homes technician)
- Tom Law (Chair of the Board of Trustees)
- Rhys McKinley the Principal

The students are trained through the teachers and library programme. Matthew the technician has offered support for the more advanced students. Wellington High School students came to the school about three times to help the Newtown School students with use of the computer.

9. Board of Trustees choosing the first twenty-five families

The Trustees chose the first twenty-five families for the project from list of families that applied to be in the programme. The families applied by completing a questionnaire. (See appendix 1) There is a waiting list at the school for families that would like to be part of the scheme. The school carefully developed it's own Internet agreements for the children and their families, which they signed before taking part in the programme. (See appendix 2) One of the benefits of having a number of Computers In Homes schools is that they share resources between the different schools. The families and staff of the schools involved are creating a real collegial spirit. The Newtown Weekly newsletter is e-mailed to all schools involved in the scheme from Panmure Bridge in Auckland, Whakatane Schools in the Tuhoe programme and Cannons Creek schools. (See appendix 3)

10. Appropriate training for parents and preparation of resources before the rollout of the computers



All parents had to attend a minimum of two training sessions before receiving their computer. With the coordination of Rhys McKinley (Principal) and support from Massey University students the computers were gradually distributed to all families over a period

of three weeks. The Massey students attended the school every Friday and went into the homes to fix and adjust the computers. The basic training was compulsory for all the families. Other sessions were continued after the basic course and these were voluntary for the families. These courses covered more in depth sessions on Internet, e-mail, spreadsheets and cash flow.

11. Parent Meeting

A parents meeting was held on Tuesday 5th February. At this meeting we discussed:

- How the families were progressing with the computers at home
- The transfer of the ISP costs to them in March
- A celebration of the Stockholm Challenge win.

Some of the comments from the meeting were:

- They felt the computer was an asset like the microwave, TV and they could not do without it.
- “Kids live on it”
- They do the maths and spelling games all the time
- Contact with relatives had increased and they were contacting family and friends in India, UK, Abu Dhabi and Australia
- One family allowed their daughter to access chatrooms sometimes but this was tightly supervised
- The computers are now too slow for them
- One family had created their own letterhead
- They had been using the computer for word documents and spreadsheets

The chair of the Board of Trustees distributed a questionnaire (Appendix 4) to the families at the meeting.

12. Launch of Computers in Homes

The Newtown launch of the Computers In Homes project was a successful and special occasion. Four MP’s, the Mayor of Wellington and many other guests attended the launch.

The visitors were welcomed with a Powhiri to the school meeting house and the children sang to the audience. Some of the computers were handed over to a number of representative families. Trevor Mallard MP, the Mayor of Wellington Mark Blumsky and Barbara Craig, 2020 Communications Trustee all spoke at the event. The school provided a splendid morning tea and the start of the project was celebrated by all.





The project is linked with the Smart Newtown project a joint initiative between Wellington City Council and the 2020 Communications Trust. Smart Newtown is the development of a number of hubs in the Newtown community where access to computers and training is available for all. The Community Centre, Newtown Park Flats (sponsored by Fujitsu), the Pacific Island Network Centre and the library will all have a suite of

computers and access to the Internet.

13. Ongoing of training of families and homework support for students

The families can continue to attend a weekly training session at the school on a Tuesday evening. The topics covered vary according to parents requests.

The Homework Centre is funded by a grant from the Government and provides a space for children to do their homework. The children are expected to work at their homework under the supervision of one of the teachers. The Homework Centre operates on Tuesday, Wednesday and Thursday of each week. The children have access to the school computer system, the resources of the library and the guidance of the teacher.

14. Technical support

The Task Force Green member of the staff at the school has provided technical support. The students from Wellington High School were able to offer some support for the school but the Computer In Homes programme requires a technician that could be called on regularly and at short notice. The Trust now finances this technician to support the families' in the programme. The families are comfortable with Matthew visiting their homes, as they know him from his work at the school.

15. Research

The research on Computers in Homes is being carried out by Victoria University over a two-year period. Victoria University is working in partnership with Massey University in Newtown. Massey University is carrying out the research for the Smart Newtown project. This will dovetail into the research on the Computers in Homes families because many of the families are resident at Newtown Park Flats and also use the facilities at the Pacific Island Network Centre, Newtown Branch Library and the Newtown Cultural and Community Centre that are all Smart Newton hubs. At this stage only the baseline data has been collected for the Smart Newtown project and results are not yet available.

The Computer In Homes project has been underway for five months (launched in August 2001). Observation and informal interviews with parents has been carried out at the training sessions. National Radio has also been following the parents from the inception of the project and will be producing three half hour documentaries this year. These informal interviews were to ascertain where the initial skill levels of the parents. The school has collected together information on the literacy levels of the children from the twenty five computer in homes families. From analyzing their test scores over a two-year period we will be able to monitor improvements rates. The original test scores of the children have been collated and these will be measured again at a six monthly, mid year and end of year. The scores will be presented on a graph to depict changes in skills of the children.

At the moment the researcher is conducting in depth interviews. The children will also be interviewed in small groups at the school and one of these meetings has taken place so far. The parents will also be observed again at the training sessions.

The Children involved in the programme are mostly eight years old. The feedback from the in depth interviews has revealed that the children are generally using the Ark Software of educational games. When the families first got the computers some of the parents were concerned as the children stopped going outside and used the computers all the time. They found that this has become better balanced now that the computer is no longer a novelty. Generally the children were found just using the educational games and were anxious to improve their spelling and maths scores. The parents reported that the younger children were generally not using the Internet, whereas the older children in the families were using the Internet for their homework. Parents wanted more guidance on how the Internet could be used as an educational resource.

The extended family, whanau, friends and neighbours are using the computers extensively. The families have taken very seriously their agreement to train one or more people on how to use the computer and access the Internet. There main anxiety is over the use of chat rooms and safety concerns with older children of relatives visiting the homes. The parents are keen to attend training on Internet safety. More of the Newtown families have prior experience of computers either from study at Polytech or other institutions or at work. None of the families have had computers at home before and they really enjoy the opportunity to develop their skills by having time on a computer in their home environment.

E-Mail and Internet

The range and frequency of use of the Internet varies with each family. From a family that receives ten emails a day to one family that receives one and two a week.

Families are writing to family and friends all over New Zealand and overseas. None of the families had used letters as a form of communicating with their families before but now e-mail is replacing the use and expense of phone calls.

The families are using the Internet for:

- o looking for jobs
- o searching library catalogues
- o looking at the Newtown School website. The families particularly enjoyed seeing their children’s work on line and then e-mailing family and friends to encourage them to look at there children’s work on line.
- o All the parents interviewed so far have been Maori and they enjoyed accessing Mari content on line. They also have concern at the availability of some Maori information on line as they feel there is a difficult line between what should be available and what is should not be available due to it’s spiritual connections to Maoridom.
- o One family has signed up her family to a Maori Waaka team using to the Internet.
- o One family is part of an online Maori church group

Some parents are now considering further education.

Appendices

Appendix 1 –Family Questionnaire

Appendix 2 –Family Agreements

Appendix 3 –Computer In Homes Weekly School Newsletter

Appendix 4- Parent Questionnaire

Appendix 5- Other partners in the Newtown Computers In Homes project

Appendix 1

Computers In Homes Questionnaire

Please fill in the details below.



Name.....

Address.....

.....

Phone number.....Work phone number.....

Name and age of people at home who may use the computer.

Name	Age

I want to take part in the Computers in Homes Scheme because

.....

Ethnic group.....

Languages spoken.....

Languages read.....

Any previous computer experience.....

The Internet has lots of information. What information do you and your family want?

.....

Do you have a phone line to the house at the moment?.....

Do you have transport to get the computer to your house?

.....

Do you have a table or surface to put the computer on?

What training times most suit you and your family?

I am prepared to pay \$50 to take part in the Computers In Homes scheme.

Signed.....

Appendix 2

<p>NEWTOWN SCHOOL BOARD OF TRUSTEES</p>	<p>COMPUTER RULES 11 July 2001</p>
<p>Policy : Health, Safety & Security Policy</p>	<p>Management File Ref : BOT10PR06</p>

The following rules apply to the use of computers at Newtown School

- Children shall not deliberately damage any computer equipment – hardware or software
- Children shall not deliberately disrupt the use of a computer or the school’s computer network
- Children shall not copy any software
- Children shall not insert any floppy disc into a computer without being authorised to do so

- Computer Screens are to be visible to staff and adults at all times
- Children using school computers shall immediately follow the instructions of a teacher, teacher aide, Trustee or other authorised adult
- No more than three children shall be at the same screen simultaneously without the supervision of a teacher, teacher aide, Trustee or other authorised adult
- Children shall not install passwords on any school computer
- All computers shall be used in accordance with the law and should not be used in a manner that hurts or offends other people

The following rules apply to the use of Internet on the Newtown School Computers

- The internet shall be used safely and no sites shall be accessed that are offensive, or likely to offend others.
- Children shall have only one browser application running at any one time
- Children shall not access chat rooms or conversation networks using school computers
- There shall be regular and random checks of Internet browser history files

The following rules apply to the use of material on the Newtown School Website

- The Newtown School web site is <http://sites.tki.org.nz/Newtown> or other URL as may from time to time be publicised Tom I am unsure of this statement
- The site is for the benefit of the school and is used to convey information, display children's achievements and activities and to promote the school and other activities as they may be developed.
- Access for placing material on the site is controlled by the Principal and the Chair of the Board of Trustees
- Parents are given to opportunity to indicated that they do not wish their children or their work to be identified on the web site
- Children on the site will only be identified by photograph and/or first name. No surnames/or second names will be used.

NEWTOWN SCHOOL BOARD OF TRUSTEES	SCHOOL COMPUTERS AND INTERNET USE STUDENT AGREEMENT 11 July 2001
Policy : Health, Safety & Security Policy	Management File Ref : BOT10PR06

The following rules apply to the use of Computers at Newtown School

Computer Machines and System

- I will make all efforts to take care of the computers in the classrooms and Library
- I shall not use a floppy disks in school computers unless they are dedicated to the machine being used or are virus checked by the teacher or other competent person

- I will not install programmes on the computers in the classrooms or Library without first obtaining the approval of the teacher or other competent person.

In the use of the Internet

- I will not access or bring up on the screen sites or pictures that may offend others or be offensive. These sites include pornography, sites with violence or other unkind activities
- I will not give my last name or address or telephone number to anyone when using the Internet
- I will not give the name or address or telephone number of any other person to anyone when using the Internet. This means, I will not give the name or address or telephone number of any of my friends, family or neighbours
- I will never send a person my picture or anything else without first checking with my parents
- I will not respond to any messages that are mean or make me feel uncomfortable, if I do I will tell my parents right away so that they can contact the service provider. It is not my fault if I get a message like that.
- I will tell my teacher right away if I come across anything that makes me feel uncomfortable

Computers

- I will follow the rules about the use of the internet
- I will be sensible and not do anything that hurts other people or is against the law.
- I understand that if I break these rules in any way, I may not be allowed to use computers at Newtown School for as long as may be decided by the school staff. The school may also take other action such as advising my parents, or taking formal disciplinary action against me

In signing this, I agree to the above

Child _____

Date _____

NEWTOWN SCHOOL Board of Trustees	SCHOOL COMPUTERS AND INTERNET USE PARENTAL/CAREGIVER AGREEMENT 11 July 2001
Policy : Health, Safety & Security Policy	Management File Ref : BOT10PR06

Recognising that the use of the computer in a school is an aid and tool to learning,

- I agree to my child being able to use the computer in class and in the school library
- I will support the school in maintaining appropriate standards of use for the school computers by my child particularly in the areas of internet safety and computer use
- I will try to get to know the services and web sites that my child uses at school and at home
- I will establish rules and guidelines for computer use by my family at home to ensure that good habits are learnt and applied at both home and the school
- I will encourage my child to come to me at any time if they feel unsafe about anything that they experience on the Internet.
- I will contact the school immediately should my child tell me that they feel unsafe about anything that they experience on the Internet while at school.
- I have read the Primary School Computer and Internet Rules and Agreement and understand that there may be severe consequences if the rules are broken.
- I have gone over the information with my child and explained its importance.
- I also understand that theft or damage to equipment could result in the home receiving a bill for the cost of replacement parts or repairs.
- I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet or through e-mail, it is the responsibility of my child to have no involvement in such material.

In signing this, I agree to the above rules

Child's Name _____

Parent(s)/Caregiver _____

Date _____

NEWTOWN SCHOOL Board of Trustees	NEWTOWN SCHOOL WEBSITE CONSENT 11 July 2001
Policy : Health, Safety & Security Policy	Management File Ref : BOT10PR06

(Tick one of the following statements that do apply)

- I do not wish my child or their work to be identified on the Newtown School web site
or
 I have no objection to my child or their work being identified on the Newtown School web site in accordance with the web site rules of the school

or

if you have not ticked one of the above statements, tick one of the following

- I do not wish my child to be identified on the Newtown School web site
or
 I have no objection to my child being identified on the Newtown School web site in accordance with the web site rules of the school

Child's Name _____

Parent(s)/Caregiver _____

Date _____

Appendix 3

NEWTOWN SCHOOL

Mein Street, Wellington 2

Tel/Fax 04 389 6667

EMAIL: admin@newtown.school.nz

12 February 2002

No 08

Computers in Homes Newsletter

NEWSLETTER EMAIL: newtownschoolcih@yahoo.co.nz

NEWSLETTER EDITOR: TOM LAW



COMPUTERS IN HOMES

From Tuesday of last Week.

ISP

At the meeting, those present were advised that clarification was being sought from Actrix regarding the future cost of Actrix being the internet provider.

The latest information from Actrix is that the reduced fee of \$12.50 per month will continue for the next six months. After that the rate will be the normal rate for Actrix – at this stage it is thought that the rate will be \$19.95 per month.

You should have received an email from Clare Coman (2020 Trust) regarding the ongoing contracts with an ISP. It is essential that you reply to her. Remember to be part of the Computers in Homes Project you are required to have access to the internet at home and the only way to achieve that is to organise an ISP.

Technical Support

If you have problems with your computer, let the school know what your problem is. It may be that by talking with Matthew who provides IT support for the school, that your problem can be solved. Otherwise you may need to bring the computer box to the school.

Another option may be to discuss the problem with whoever is leading the training session on a Tuesday evening.

Whatever the problem, have it dealt with quickly. It is no use having the computer at home if you can't use it.

Task Bar



Someone asked how they went about getting the icons that normally appear on the desktop onto the task bar of the screen.

A reason for doing this was that the wallpaper on the screen had a very attractive picture and the desk top icons spoiled that or could not be seen.

Switch on your computer and usually the Task Bar is at the bottom of the screen. It's that grey bar that runs along the bottom with the Clock at the right hand end. The clock is a digital one. If you point at the clock and hover the Mouse over it the date and year will also appear. After a few seconds the date display will turn itself off again.

At the left-hand end it has the Start menu. The area between is called the Task bar. It's been given that name because any task you currently have open will be displayed in it.

This Task Bar is not fixed in this position. If you point to any empty space on the Task Bar and hold the mouse button down you can drag the Task Bar to the top, left or right side of the screen. When it's there you can let go the mouse and the Task Bar will take up its new position. The next time you start Windows it will be in its new position. Most people prefer it at the bottom of the screen, if someone has moved it purposely or mistakenly just drag and drop it back to where you want it.

It is possible to transfer all the icons into the task bar.

The problem is, having done that, you then finish up with the whole of the task bar with those icons and no room left to show what programs you have open on the computer.

From the graphic I have open

- 2 Internet explorer windows
- Windows Explorer
- Excell
- Word and
- Paintbrush

I can identify each one and by the first letter what is in each window. If there was less space (more icons on the right hand side, there identifying of what windows are open and what they are becomes difficult. I can drag the cursor over the task and identify it that way, but that is an xtra action that I need to take.

I suggest that you keep the task bar as clear as possible to allow you to readily identify open windows

Altering Widow Sizes

Some time back in last year I was contacted by phone by a client who was trying to get two windows on screen at the same time. There is nothing hard in doing this providing you stick to the rules and you take note of what you are being told. There are three icons at the top right hand side of the screen and they change when you use them. The right hand one with a cross if clicked will close that screen or program. The left one (if it's available) will place the program down onto the task bar. The program is still taking up memory and is ready to be run from here just by clicking it.

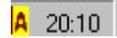


The centre icon changes according to what state the window is in.

The picture above shows that the window is not in its full state, there is only one icon. Also if you look at the bottom right of the window you will see three little lines that form a small triangle on the window.



You can see these little lines just above the clock time of 20:10.



While the window is in this state you can hold down the mouse button on this triangle and by moving the mouse in an upward and left way the size of the window will decrease. You will see a double-headed arrow line all the time you have the mouse button held down. This action is known as Drag and Drop. **Note:- no matter how hard you try you are not able to open the window to its full size with the drag and drop method.**

Whatever the size of the window (when it's not full size) by clicking on the centre top right icon the window will expand to full size. Now you will see that the icon has also changed.



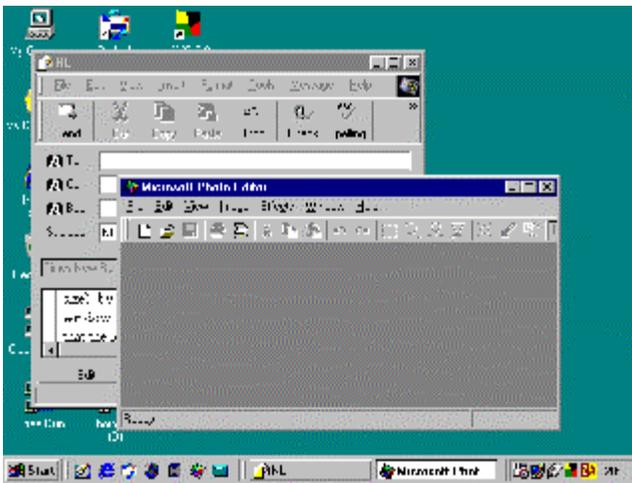
Notice that the centre icon now has two little squares. This denotes that the window is full size. Click on this icon now and the window will take on the size it was before it was made full size. You need to play with these window sizes and make sure that you can change the size of them to what you want. The next step is to show you how to move the windows around the screen when you have more than one on screen.

Moving Windows About

Whenever you have more than one window open at the same time on screen, only one of them can be active. That means that you can only do things in one window at a time. The active window is always the one with the Blue coloured Title Bar. Here is a screen with two windows open.

The active window is the one on top with the Blue Title bar - notice that the other Title bar is grey in colour and the window is underneath. To make the underneath window active you just need to click once in any portion of the window that can be seen. This will bring the window on top and also change the colour of both windows' title bars.

To move a window to a different place on the screen just click in its title bar and hold down the left mouse button and drag the window where you want it to be. Try some of these things out for yourself, it can be fun resizing windows how you want them and moving them around to where you want them.



Terminology & Definitions

Macro

A macro is a series of instructions designed to simplify repetitive tasks within a program such as Microsoft Word, Excel or Access. Macros execute when a user opens the associated file. Microsoft's latest macro programming language is simple to use, powerful, and not limited to Word documents. Macros are in mini-programs and can be infected by viruses

Appendix 4

Questionnaire

	YES	NO
I let my child have supervised access to the Internet for up to one hour per day		
I have received training in the use of a computer What organisation _____ When _____		
I have trained a friend, family member or a neighbour the skills that I have learnt		
I have been interviewed for research and evaluation purposes.		
I know the services and web sites that my child uses These are _____ _____ _____ _____ _____		
We have established rules and guidelines for computer use by my family		
I have monitored that the rules and guidelines are complied with		
I have encouraged my child to come to me at any time if they feel unsafe about anything that they experience on the Internet. .		
The Internet is a family activity.		

We have family events using the Internet		
I have introduced visitors and friends to the computer		
I make sure that visitors comply with the rules that we have set down for our family		
I have had regular contact with Newtown School at least once a week about the use of computers. ByEmail Phone Other means		
If the computer is not working, I will contact the school within one day or the next school day		
I have installed a virus checker on the computer		
I find the School Computers in Homes newsletters helpful		
I would like to see information on the following included in the Newsletters _____ _____ _____ _____		
Training – I would like to have further training in the use of computers		
I would like the training to cover _____		

Appendix 5

The 2020 Communications Trust and Newtown School would like to acknowledge the kind support of the following organisations. Without their support the project would have been unable to become a reality:

The Ministry of Education
Wellington City Council
Actrix
TKI
LinkEd!
City Link
Massey University
Wellington High School
REDA
Newtown families and community
Vic Link