

Seek Within... Strive Beyond

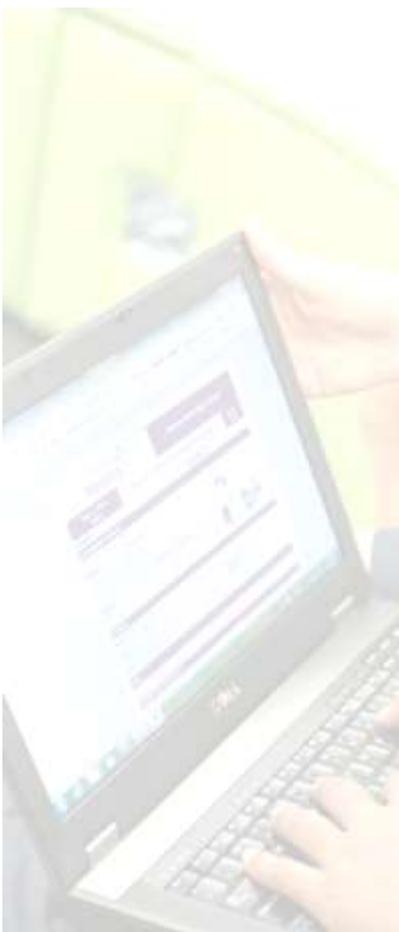
Nerang
State High School

BYOD

Bring Your Own Device

Information Guide
for Parent and Students

June 2020



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What is BYOD?

BYOD stands for Bring Your Own Device. This means that students are able to bring personally owned devices to school for the purpose of learning. They are able to access the internet (via the Department of Education secure portal) and the school servers. To ensure this access, students must have an appropriate device that meets the parameters specified by the school.

We are committed to continuing to move students and staff forward in a contemporary learning environment. We will be continuing the journey we began in 2014, using a BYOD model to give parents and students greater choice in device, functionality and budget.

IT devices are a powerful means of differentiating and personalising a student's education, and student-owned devices allows student choice regarding which applications best suits their learning and communication style. We are giving families control over the choice of IT device students use at school (within specifications and parameters).

So what is a "Device" in the BYOD genre?

Ideally, this will be a laptop, although a tablet (like the Microsoft Surface or iPad) with keyboard would also suffice.

Please note; Android devices (such as the Samsung Galaxy Tab), Google Chromebooks and HP Streams will not meet the minimum specs and will result in students not being able to access the school network or internet connection. If in doubt, please don't hesitate to contact the school for further advice.

Device Guide

Thanks for your interest in embracing a future where education ceases to be in a traditional classroom setting and harnesses the power of digital tools to make learning an individual and creative experience. Our team of dedicated teachers are busy exploring new ways to harness technology to shift curriculum into the 21st century. By opting into our BYOD program, you will find that you will have:

- more choice in the style of device for your child
- a device that is current, rather than of a previous generation
- a device which is free of the school software 'Image', and this means your device will generally operate faster.

In considering the right device for your child's learning we have compiled a simple guide from what is currently available on the market. You may consider different styles of devices to those we have indicated, such as 'mobile devices', smart phones and tablets. Before committing to these, or any other device, we ask that you check the minimum requirements to connect to our school's network and successfully run software that is integral to the bulk of learning at the school.

Considerations before Purchasing a Device

- i. Operating System: Windows 10 or OSX (MacBook), iOS (iPad).
- ii. Must be able to install Microsoft Office - provided free to our students
- iii. Minimum Hard Drive size: 128GB
 - a. This is mostly used up by Windows & Microsoft Office being installed
- iv. Consider the manufacturer's warranty – some companies offer more than one year.
- v. We recommend you investigate accidental damage cover for your device.
 - a. Owning a device means students will need a very limited number of items from the stationery list.
- vi. We also strongly advise the purchase of a durable case to protect your investment.

Reminder: Android devices (such as a Google Chromebook and Samsung Galaxy Tabs) are not suitable.

Low End (\$500 - \$700)

<p>Specifications <u>Hard Drive</u>: 128G SSD Storage <u>RAM</u>: 4 to 8GB <u>Processor</u>: Pentium Dual Core (2.3GHz)</p> <p>Best Suited For: Junior School Students – 7, 8 and 9</p>	<p>Capabilities: Be able to open, edit and create content Best suited for basic computer duties (web browsing, Office365 applications (such as Word and OneNote)</p> <p>Limitations: Potential storage limitations Processing Speed limited capability for graphics intensive programs Poor multi-tasking Limited Battery Life – you'll need your charger for school May not have touch screen capability</p>
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Examples

HP 15.6-inch Pentium Dual Core/4GB/128GB SSD Laptop



HP 14-inch A6/8GB/128GB SSD Laptop - Natural Silver



Mid Range (\$700 - \$900)

<p>Specifications <u>Hard Drive:</u> 256GB SSD Storage <u>RAM:</u> 4 to 8GB <u>Processor:</u> Intel Core Pentium (Quad Core)/Intel i5/AMD</p> <p>Best Suited For: Majority of students regardless of year level</p>	<p>Capabilities: There are more types of devices available with diverse features, tablet like and traditional laptops Office365 applications (such as Word and OneNote) More storage Improved graphics Longer battery life Faster processor, increased memory will mean better multi-tasking</p>
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Examples



Top End (\$1000 plus)

<p>Specifications <u>Hard Drive:</u> 128 to 256 GB SSD <u>RAM:</u> 4 - 8GB <u>Processor:</u> Intel Core i5 Processor – i7 Processor</p> <p>Best Suited For: Better suited to Senior School students (Years 10 – 12) or students engaged in graphics intensive software such as photo shop and CAD based programs.</p>	<p>Capabilities: Greater range in the type of device, such as ‘inkable’ screens Handles all computing duties If purchasing a high end laptop you will receive a larger Hard Drive. If purchasing a high end tablet you will receive greater flexibility. High end laptops will be able to utilise graphics intensive software Fast Multi-Tasking</p> <p>Surface Pro Limitations: Surface Pro <u>will</u> also require the purchase of the type-cover (keyboard) and Surface Pro Pen (stylus).</p>
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Examples



Software

Antivirus

Students need their own antivirus software to combat any 'nasties' they may pick up when at home internet surfing. You can pay for it and be assured of the quality of the software (eg. Norton's Anti-Virus 12mth subscription will cost approximately \$60).

Irrespective, students won't get any viruses from us – our internet is bluecoat protected and they can't transport viruses through our server, as our antivirus software will kill it. So, it's not a requirement from us, it's just the way it is these days – you need antivirus software.

Microsoft Office (IS FREE – DO NOT PURCHASE)

In our school the major piece of software that teachers and students use to share learning resources and assessment is Microsoft OneNote, which is a part of the Microsoft Office suite. The good news is that the Student Advantage package makes this available via Microsoft Office 365. All Queensland state school students (P to 12) are eligible to obtain a maximum of 5 copies of the Microsoft Office 2016 Suite to their home and mobile computer equipment.

Students can download this for free through our School website (Facilities → Computers and Technology → Bring Your Own Device (BYOD)).

Windows Devices will require:  Office 365

Backing Up

As we all know, technology can fail and can be lost or stolen so it is extremely important that students have a backup plan in case things go wrong.

Backing up is easy. Once set up, your data should be backing up automatically. You just need to check every once in a while to make sure your backups actually work. We would suggest backing up every week. This would require students to copy their most important files onto an external hard drive or equivalent. This can even be done via Windows Backup (or Time Machine, if you have a Mac) to do this automatically.

Care of Device

It is the responsibility of families to keep their chosen IT device in good working order to ensure minimal disruption to learning.

It is expected that students bring their IT device to school each day **fully charged**. Each device should be clearly labelled with the student's name.

Students should take care to completely **turn off their device** when moving around. This will ensure a smooth reconnection to the network in their next classroom as well as ensuring no damage is to done to the Hard Drive.

Case / Carry Bag

A **strong** carry case is a great way to protect your device from accidental damage like drops. Use a bag or case designed to hold a laptop, with **adequate padding**. 'Wetsuit material' cases are not suitable and do not provide any protection.

Insurance

Purchasing insurance is a personal choice – **we highly recommend this**. When purchasing your laptop please check your options to purchase accidental damage protection for your device. Ensure that this covers your device for accidental damage on and off the school campus. Fire, theft and Acts of God are usually not covered under these programs, but you can include it in your personal or home insurance. The insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company.

Warranty

We advise that all devices are covered by an extended warranty to last the students' time at Nerang SHS.

Statistically a laptop will require, on average, 2.5 repairs during its 3 year life cycle. This includes hardware repair due to component failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non-warranty.

Repairs and Maintenance

All maintenance for the device, operating system, software and/or apps purchased by the Student/Parent are the responsibility of themselves. Parents/Students should ensure quick maintenance turnaround for BYOD devices. If laptops are available, we may be able to offer a short term loan device while a student's laptop is being repaired.

School Support

If you run into a problem, we advise students to see our IT Technician, Teddy, and he will attempt to diagnose the fault. If the issue is not able to be resolved by the IT staff, they can recommend a course of action for repair (eg. warranty claim, insurance claim, etc.)

Secondary Devices

We acknowledge that the majority of today's users experience media on a variety of screens: computer, Smart phone, tablet and TV. Students are welcome to bring secondary devices to Nerang SHS. However, **students will not have school network access on these secondary devices** nor will the school support repairs and maintenance.

Examples of a Secondary device that are not supported



Any type of Chromebook



Android Tablet
(eg: Samsung Galaxy Tab)

BYOD Responsible Use Policy

Student and Parent Responsibilities:

- Maintaining the device, keeping it on good working order.
- Ensuring the device is charged when arriving at School.
- Keep the device safe on School grounds.
- Keep your passwords safe and do not disclose them to other students.
- Users are responsible for the security, maintenance and integrity of their individually owned devices and their network accounts.

Legitimate use includes the following:

- Researching activities that relate to learning activities as part of the Nerang State High School curriculum.
- The use of email for exchanging appropriate information and engaging in collaborative projects.
- The design and development of digital products (eg Videos, slideshows, etc) related to learning activities.
- Accessing the School V-Drive to download and submit learning materials.

Unacceptable use includes:

- Violation of copyright laws by having unlicensed software, including games, or illegally downloaded music on the device.
- Use of stand-alone and/or online gaming at school.
- Using software to harass, insult or bully. (Including blogs, discussion boards and social networking sites).
- Using obscene language via email or any other electronic messaging medium.
- Using the school network resources (WiFi, email, hard drives, etc) to deliberately humiliate others by sharing compromising images, recordings or text.
- Sending, receiving, displaying or searching for any offensive and anti-social material.
- Introducing or spreading computer viruses, physically damaging hardware, altering source codes or software configurations, etc.).
- Possessing software that is capable of accessing protected sections of the network, doing damage to the network or obtaining other users passwords.

- Using other users' passwords or allowing others to use your account and password to login to the school network.
- Breaching of others' privacy.
- Copying (stealing) other's intellectual property (eg. assessment, classwork).
- Using any means to avoid scrutiny by teachers of work in progress.
- Accessing an external portable Wi-Fi hotspot on school grounds.
- Displaying images that are deemed inappropriate by staff.

The following pertinent excerpts have been taken from The School's Responsible Behaviour Plan for Students Appendix 1, "The Use of Personal Technology Devices at School". Full details of behaviour expectations and consequences are set out in this policy.

- **Confiscation:** Devices used contrary to this policy will be confiscated by school staff if required to be kept for purposes of disciplinary investigation. Devices containing evidence of criminal offences may be handed over to the police.
- **Recording Voice and Images:** Recording of events in class is not permitted, unless express consent is provided by the class teacher. The school will take disciplinary action where images or sound being disseminated to others, is done for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.
- **Communication:** The sending of messages that contain obscene language or threats of violence will subject the sender to discipline and possible referral to the Police.
- **Recording:** Students need to be aware that to record, monitor or listen to a private conversation may be in breach of the Invasion of Privacy Act, unless consent to the recording is appropriately obtained.

Consequences for breaches of the BYOD Responsible Use Policy:

Consequences are dependent on the severity of the unacceptable use. Activities that include network hacking, using programs to steal passwords, or possession of obscene / offensive material would result in suspension or exclusion. Consequences for other inappropriate use, eg playing computer games at school, would be dealt with via the RTC where all issues are followed up with a Responsible Thinking Plan and the offence recorded on OneSchool. Other actions will include network account suspension, a Dean/Deputy Principal interview with student and parent and student account/device monitoring for 1-2 weeks following account suspension.

Note: Network Administrators may review files and communications to maintain integrity and ensure that users are using the network responsibly.