



# Samaritan

COLLEGE

BYOD

Information Booklet

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## 2 VISION AND RATIONALE OF THE BYOD PROGRAMME

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Bring your own device (BYOD) refers to a technology model where students bring a personally owned device to College for the purpose of learning. These devices will enable students to access the internet and/or College network by Wi-Fi.

BYOD allows students access to the same devices at College and at home and it can extend learning opportunities to times and places outside of the classroom.

BYOD will also allow students to work with technology with which they are already comfortable and familiar.

In 2016, all Year 8 – 12 students were required to bring their own device. From 2017 and coinciding with the move to the Saint John's campus, Year 7 students will be able to also bring their own device, but that will not be compulsory for that year level

More personalised, student centered learning is often cited as a reason for BYOD. Bring your own device empowers students and gives them direct involvement in the way they use technology in their learning. Many educators argue that giving students the authority over their own learning is best: the teacher becomes a manager of learning, rather than a direct source of information.

Such devices, in the hands of students, affords learning opportunities that bridge the formal learning with the informal, outside of classrooms. Many educators also argue that this and the ability to use their own device, leads to increased motivation and engagement.

“The cloud” enables any student with a device able to browse the web to store and share information and access applications. With browser-based programs, we don't need to find and update resources and applications that are compatible with a wide range of devices and operating systems.

Other educators comment that parents are realising that a digital device is necessary for learning.

Within the Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) it is recognised that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with Information Communication Technology (ICT), young people need to be highly skilled in its use.

To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

Students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond secondary education.

This capability involves students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

### 3 OWNERSHIP

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The 1 to 1 initiative is a 'parent purchase' model. In this model, the device will be owned by the family and students. Parents / caregivers of students are encouraged to insure the device and this is a responsibility that will remain with the parents.

### 4 COST

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It is recognised that many students already own a suitable device. In fact, over 86% of all Year 8-12 students brought their own device in 2016. To keep the cost as low as possible, the college will offer a purchase plan to any families that don't own a suitable device. For those families that wish to purchase a device through the college and utilise a payment plan, device costs will be approximately \$1,000 - \$1,200. Depending on year level, payment plans may be up to 3 years, paid in quarterly instalments.

### 5 DEVICE SPECIFICATIONS

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#### Minimum requirements:

- 5 hour battery life under normal word processing conditions
- Wireless adapter
- Keyboard
- Screen size capable of performing research / creating documents
- Active and up to date anti-virus
- A protective case or sleeve for your device

#### Things to consider:

- Screen Size: A screen size between 10 and 13 inches is recommended. Larger screens can impact portability and battery life.
- Processor: Any current generation processors will be suitable for school use. A faster processor such as an Intel i5 / i7 will benefit heavier personal programs such as Photoshop and CAD, however, this software is not a requirement at any year level and will be available on school computers for subjects requiring this.
- Insurance: It is recommended that parents check if their home insurance covers theft / damage of the device while at school.
- Usability: Whilst a touch screen and stylus are not required in the school environment, they will provide additional functionality.
- Battery: It is recommended that battery life should last the school day, however back up units will be available if a device does not last the day.
- Anti-Virus: If you do not own an Anti-Virus, Windows Defender and AVG are both excellent free options.

## 6 PROCEDURES AND GUIDELINES

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The **Social Media Policy** and the **Information Communication Technology and Electronic Devices Access and Use Policy** govern the use of devices in the school. All students and parents/caregivers are required to sign an Acceptable Use Agreement at the beginning of each year. This agreement in conjunction with these policies provide guidance on inappropriate use, social media and cyberbullying.

For those families purchasing a device through the college, parents will need to complete a Payment Options Form advising which option they have chosen. Whilst parents can choose to pay for the device upfront, those on a payment plan will be required to enter into a direct debit agreement. A device will not be issued until direct debit details are provided.

All students will participate in further induction to ensure that they are familiar with their roles/responsibilities by Pastoral Care and subject teachers from the beginning of the new school year.

The device must be brought to school fully charged and ready for use in classes each day. Whilst the college is investigating the use of portable power packs to support a quick charge of devices that run out of battery power, there will be no dedicated charging facilities available to students. Due to tagging and testing regulations and the limited availability of power supply points, students are not to bring charging facilities to school.

Students who fail to bring their fully charged device to school will need to use traditional writing materials on that day. The device must be taken home each evening and must not be left in the locker or classroom overnight.

Care of device whilst at school

- Devices should be switched off at the end of every lesson before moving to your next class. It is highly recommended that you use a protective carry case for your device.
- Students should always look to keep their device in their lockers, when not in use. Students will be provided with a padlock at the beginning of the year. This is to be utilised to ensure the device is securely stored when not in use. This includes recess and lunch breaks.
- Try to avoid moving your device around when it is on. Before switching it on, gently place your device on a stable surface and then switch it on.
- You still need to be careful with the device while it is in your bag. Do not drop your bag from your shoulder. Always place your bag gently down.
- Be careful when putting the device in the car or bus that no other items are on top of it and nothing will roll on to the device bag.
- Avoid exposing to direct sunlight, heat sources, dust, dirt, rain, liquids.
- Staff will ensure the devices are not used in areas of the school where the above dangers are more apparent i.e. outside in the sun, being hit by a ball in the hall, steam in Home Ec etc.
- LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your device by its screen. Don't slam the screen closed and always be gentle when putting your device down. Ensure that nothing is left on the keyboard before closing the lid. Serious, expensive damage to the screen may result if the check is not done.

## 7 LOSS AND DAMAGE

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Parents/Caregivers need to ensure that the device is covered under their home/contents insurance policy at all times. Whilst the school insurance does not cover loss or damage to devices, the college will investigate if exceptional circumstances exist and may provide support if necessary.

It is the user's responsibility to report lost or stolen devices to the nearest police station and provide the insurer with a crime report number and claim for a replacement on their Home Contents or Car Insurance. If the device is taken overseas, please ensure that it is covered by travel insurance.

If a device is damaged in any way it should be reported immediately to your Caregroup teacher.

New devices sourced through the college have a 12 month warranty. Details are provided when the device is collected. As noted with other devices, families should ensure that this device is covered under their home insurance. The warranty only covers defects with the device.

## 8 ANTI-VIRUS PROTECTION

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All devices used at school should have an anti-virus software. Anti-Virus software (Windows Defender) is built into Windows 7 and above. Updates of this software will be automatic. AVG is another free option.

Students need to take all steps to protect the device from virus attacks. Viruses can enter devices through removable media, emails, Internet. Some tips to avoid being infected:

- Do not open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet. Save the files to the device's hard disk and run the virus scanner on the files before opening them
- Delete chain and junk emails. Do not forward or reply to any of these
- Never reply to Spam
- Hundreds of viruses are discovered each month. Run your virus scan regularly.

## 9 INTERNET USE

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Students can access the Internet through the College's wireless network while on site. Access to the Internet through the College's network is monitored and subject to strict filtering. Students are not permitted to access the internet through any external device while at the College.

Students accessing the Internet at home to do school work are not monitored through the Catholic network filters.

## 10 SOFTWARE, COPYRIGHT AND INTELLECTUAL PROPERTY

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All students will have free access to Microsoft Office products.

Office 365 is a suite of Microsoft products which your child has access to from any device. As this is a web-based solution, your child simply needs a school allocated email and an internet connection which will enable them to access their work from anywhere, anytime. Students will be allocated 1TB (terabyte) of free storage as part of the license agreement. The cost of this software is already included in your school fees.

Additionally, every student will have the ability to download Microsoft Office 2013 for PCs and Microsoft Office 2016 for Macs on up to 5 computers. The licenses for use of this software will remain in place for the entire time that your child is a student of Samaritan College.

eBooks are being trialled in 2016. In some instances, these will replace hard copy text books. For subjects requiring the use of eBooks, students will be provided log in details at the beginning of the semester. Costs associated with the eBooks are included in school fees.

Some subject specific software (CAD, Sibelius, Adobe Design) will continue to be maintained on school owned computers. This software can be expensive and it is not expected that students will require this on their own device.

As the device is owned by the student, they may add their own private software. This software must be legally purchased with a user license. Student added software must not be malicious or offensive or breach copyright laws.

Upon enrolment at the secondary campus, students will be issued a school email address which will allow them to access the Microsoft Online portal. Once accessed, students are able to download the full version of Microsoft Office onto their device and will be able to save work onto their 1 terabyte of web based storage.

## 11 SECURITY AND STORAGE

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The device is primarily for classroom and homework use. In educating the whole child we acknowledge that there are times when students should spend time socially engaged with others. Recess and lunch are ideal times to such engagement. As such personal devices are not be used during recess and lunch, computers are available in the library for those who need to continue with their work. During practical classes, the devices should be securely stored in their locker or classroom. Each student is provided with a school padlock. Students are expected to use padlocks to secure their locker contents.

## 12 POWER ISSUES/BATTERY USE

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Students must come to school with their devices fully charged.

New technology gives much longer life to modern batteries in computers. Devices offered by the college will last the full school day if fully charged.

It is recommended that you use the device on the inbuilt power-save setting for optimum battery life. This includes adjusting screen brightness to help minimise power usage.

Limited devices will be available for borrowing from the library on a lesson by lesson basis. Students borrowing these devices will be monitored for usage frequency. Devices should only be borrowed on an infrequent basis. Where it is identified that a student is borrowing a device regularly, parents/guardians will be contacted and requested to replace the device with a more suitable alternative.

Charging facilities will not be available. Students are not to bring their power packs to school.

## 13 BACKUP AND DATA STORAGE

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It is important to keep backups of critical student work. As all work will be cloud based and 1TB of storage is provided to each student, it is expected that there is limited risk to loss of student work.

Importantly, work should be stored to the student's One Drive and not retained on the computer's hard drive. If work is retained on the hard drive and frequent backups are not made, there is significant risk to permanent loss of work.

The College will not be held responsible for lost work due to a failure to do backups.

## 14 PRINTING

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Student work will mostly be electronically submitted. If students are requested to hand up a printed version, printing facilities will be available at the school.

The college will move to network based printing solution (Papercut) from the beginning of the BYOD program implementation. Papercut is a printing software that will allow students to print to any printer using their school based login credentials. All students receive a printing allowance as part of their enrolment. If students exceed this allowance, they will need to purchase an additional printing allowance. This can be arranged through the front office staff.

If printing at home, students will need install the home printer to the device.

## 15 FAQs

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### **Is it compulsory for my child to bring a device to school?**

It is compulsory for all students in Year 8 – 12 to bring a device to school. It is optional for Year 7 students. You can either provide your child a suitable device or the college will negotiate a competitive rate with suppliers of devices which will be billed separately in agreed instalments or can be paid in full when the device is provided.



### **Do I need to install Office 365?**

Yes. A fact sheet on how to install this software will be provided to all students. It is FREE. Students will be provided with 1 terabyte of space which will allow student work to be accessed from anywhere, anytime, providing web access is available.

### **What if my child forgets his/her device?**

A small number of devices are available from the library for short term loans. Students will be able access all school work that has been stored in the 'Cloud'.

### **Has the school made allowance for how heavy a bag will become?**

The school has reviewed text requirements and prioritised replacement of texts with e-books. It is also anticipated that, over time, as students become more familiar with the programs available for them, through Office 365, they may find it unnecessary to use the regular exercise books.

### **Does it matter what operating system the device has?**

It is irrelevant whether the student is using an Apple product or Windows operating system. As long as the device has wireless capabilities to connect to the internet it will work in the school environment. Office 365 is available for any device and the full Microsoft Office suite of products is available for download on any device.

### **What if we don't have access to the internet at home?**

Providing the full version of Microsoft Office has been downloaded onto your child's device, your child will be able to work offline at home. All required work will be able to be brought down from the 'cloud' using school internet and stored on the device for further work at home. It will be the responsibility of each student to make sure that they are downloading the necessary work before they leave school.

### **Will there be a filter applied to student accounts to ensure no inappropriate content is accessed whilst at school?**

Whilst connected to the school wireless network, the Catholic Education child protection filters will operate.