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# Bring Your Own Device 2018 Handbook



**St Columba** College  
A joint Anglican and Catholic College

# Bring Your Own Device Handbook

## Introduction from the Principal

In recent years the College has provided a laptop for each student from Years 6-12. This centrally driven and supported model for the supply of a laptop in education is no longer a model, which can meet the demands of students, teachers and the College itself.

From 2018 we will be introducing the Bring Your Own Device program for our Year 6 students entering Middle School.

Bring Your Own Device, or BYOD is a technological trend in education and the corporate world. It recognises that technology and choices about technology are very personal. BYOD is designed to give you, as students and families the freedom to make choices that suit you and your circumstances.

St Columba College values the rich learning experiences that technology brings to the classroom and the BYOD program aims to continue to support personalised learning by giving students choice of the device they wish to use at school.

Each child in Year 6 is expected to participate in the school's BYOD program and students in Years 7-12 may also choose to bring a device to school each day. This device will be of your own choosing providing it meets the specifications set out by the College.

To support the transition to BYOD the College will reduce the Annual School Fee by \$280. The \$280 ICT levy normally paid by parents/caregivers at the beginning of each school year will not be charged for Year 6. This option will also be available to students in Year 7-12. If parents wish to take advantage of the BYOD program as an option for their child in Year 7-12 the Annual School Fee will also be reduced by \$280. We believe this adds value for families to purchase a laptop/tablet of their own choice.

Families have the following choices:

- Use an existing Laptop/Notebook/Tablet/MacBook from home that meets the specifications.
- Use the purchasing portal made available by the College to assist families to purchase a device either upfront or through monthly payments.
- Purchase the Laptop/Notebook/Tablet/MacBook from an external supplier.

I encourage you to read the 2018 BYOD Handbook and visit the website to find all the information you need. The Handbook provides an explanation of how the program will operate, sets out what is expected of parents/caregivers and students and provides advice about the minimum device specification.

If you have any questions about the BYOD implementation, the application of the policy to your circumstances or about alternate device arrangements please contact the ICT Technological Support team by emailing [byod@stcolumba.sa.edu.au](mailto:byod@stcolumba.sa.edu.au).

Bring Your Own Device is an exciting technology path for St Columba College. Its success depends on your support.

Ms Leanne Carr  
Principal

# Bring Your Own Device Handbook

## What is Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) refers to a model where students bring a personally owned Laptop/Notebook/Tablet/MacBook to the College to use as their primary technological device. St Columba College will be transitioning all students from Years 6 to 12 to the BYOD scheme over the coming years.

In 2018, Year 6 students will need to bring their own device to school. Students in Years 7 to 12 can also choose to bring their own device. Please fill in the Acceptance Form at the end of this document if you would like your child to take up this option.

Currently, the College charges a laptop fee of \$280 for all students in Years 6 to 12. Students in Year 6, plus students in Years 7 to 12 who choose to move over to the BYOD scheme, will not be charged the \$280 laptop fee.

## Value and Benefit of BYOD

The establishment of the BYOD program will allow students to be efficient and organised in their daily College life. It is envisaged that students will be more comfortable and responsible with a personal device of choice. The benefit to the student will include quick and easy access to personal files, customisation of resources and more articulation between home and learning.

We are also under no illusion that technology has the opportunity to be a distraction for students. The BYOD program has the potential to act as a tool to engage students in a self-disciplined and focused manner.

The College expectation is that students act responsibly with the use of technology at all times and understand that this is a privilege that needs to be respected so they will have the opportunity to work in collaboration with their teachers and peers.

## Minimum BYOD Requirements

The following will help you in selecting and purchasing a Laptop/Notebook/Tablet/MacBook for your child to use while they are at school. While there are many options, there are minimum specifications required to support your child's learning at St Columba College.

**Machine Type** - Windows Laptop/Tablet or MacBook (A tablet must have a physical keyboard attachment)

**Operating System** - Windows 7 or above or Mac OS X 10.11 or above

**Processor** - Intel Core i3 or better

**Memory** - 4 GB (8+ preferred)

**Battery** - Minimum 7 hours

**Wireless** - 802.11n or 802.11ac (must support 5 Ghz band)

**Weight** - No more than 2.5Kg

**Storage** - Minimum 128 GB Solid State

**Screen Size** - 11.6 - 14 inches

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## **Additional Considerations:**

The following are not requirements of the BYOD program, but should be strongly considered when purchasing a device:

***Hard cover protective case recommended***

***Minimum 3-year warranty and insurance recommended***

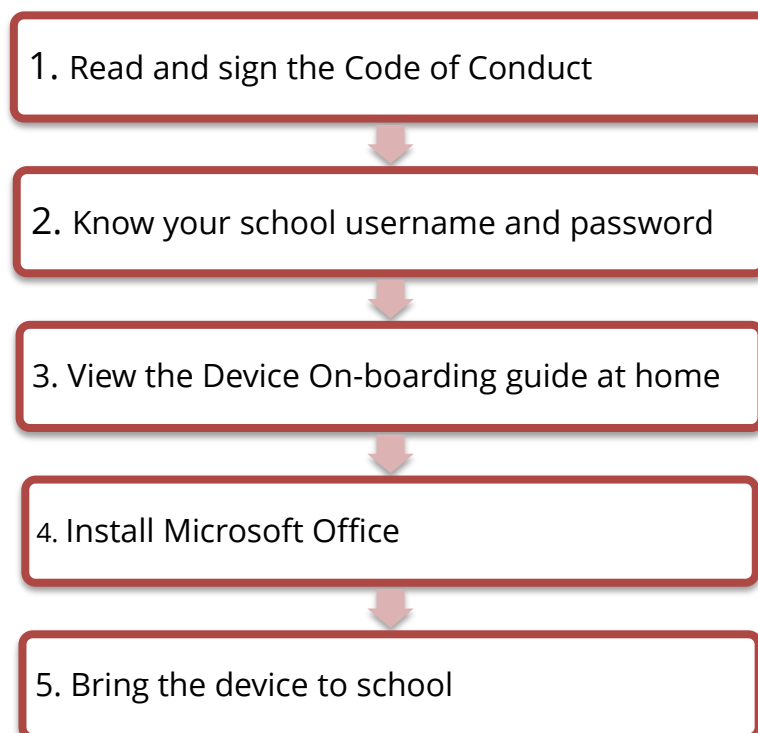
## Purchasing Portal Option

St Columba College has established a partnership with Learning with Technologies, should you wish to buy a device that meets all of the above specifications. The link below will take you to an ordering portal where you will be able to purchase or finance a device for you child in 2018 -

[www.columba.orderportal.com.au](http://www.columba.orderportal.com.au)

## Technical Support

The College will continue to provide assistance with connecting to the College Wi-Fi and associated services. As BYOD devices are not owned by the College, any technical support relating to the device operation and hardware repairs will need to be referred back to the supplier.



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## 1. Read and Sign the Code Of Conduct

The Code of Conduct outlines the rights and responsibilities of students and parent/caregivers in the BYOD program. It must be returned to the ICT Department before a device can be connected to the College network.

## 2. Know your school Username and Password

Students are given a St Columba username and password soon after starting school. Existing students will be familiar with their login details. New students will be issued with a username and password by the ICT Department shortly after commencing.

## 3. View the Device On-boarding Guide at home

The Device On-boarding Guide is available from the College website from the BYOD section. This guide gives instruction on how to access the College network and internet, and install required software.

## 4. Install MS Office

- Navigate to [www.office.com/signin](http://www.office.com/signin) and enter your email address and password
- Click Install Office 2016
- When prompted click run to commence installation
- **\*\*\*Please be patient, the installation can take up to 60 minutes to complete\*\*\***

Once a device is ready to be brought to school, it is simply a matter of following the steps in the Device On-boarding Guide. Students who run into difficulties should visit the ICT Department where assistance can be provided.

## Frequently Asked Questions

### Is BYOD compulsory?

For students entering into Year 6 in 2018, it is compulsory to bring to school each day their own device that meets the above minimum specifications. It is in the best interest of each student to have their own device to support their personal learning at school and at home.

Students in Years 7-12 also have the option to bring their own device, however, it is not compulsory in 2018. Over the coming years all students will be required to transition to the BYOD system.

### What if I don't want to buy a new laptop for my child, but instead use one I have at home?

While a new device is preferred, a device that is in good working order and most importantly meets the College's minimum specified requirements is acceptable.

### How will my child's device be used at St Columba?

Information Communication Technology (ICT) is being embedded across the majority of subject areas at St Columba College. The new Australian Curriculum also has a Digital Learning Curriculum learning area which students are required to undertake through their various lessons. Whilst it is unlikely that the device will be used in every lesson of every day, it is expected that students where applicable will use the technology collectively to enhance and strengthen their education here at the College.

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## Who is responsible for the device at school?

Students are responsible for their device at all times. Devices should not be left in lockers at the College overnight, over the weekend or during school holidays.

## Do I need to take out my own insurance? What happens if my device is damaged accidentally during College hours?

Accidents do happen and it is important to minimise this as best as possible. St Columba College strongly recommends parents contact their household contents insurance provider to determine appropriate insurance cover. BYOD devices are not covered by College insurance and any damage, loss or theft is the responsibility of the owner.

## What happens if a device is lost or stolen?

Stolen devices must be reported to the College and the Police. If the device cannot be located, then those with insurance will be able to claim under their policy.

## Can students charge their device at the College?

Due to various safety reasons and electrical testing policies, charging BYOD devices will not be possible at school. Students need to prepare their device at home for the school day as they would prepare their books and other equipment for learning.

## Can the College look at my device?

The College will provide support for connecting the device to the College Wi-Fi. It will be up to the parent/student to contact your supplier to repair your device. The College reserves the right to collect and check any student device if it suspects to contain inappropriate content.

## What does the College provide?

For all devices, the College provides a subscription to Microsoft Office 365 and high speed, filtered Internet access. Students will be able to print via the College's managed print service.

## Is an iPad suitable for BYOD?

No. An iPad does not meet the required minimum specifications for a BYOD device.

## Should students be backing up their device?

Portable hard drives, USB sticks and cloud storage solutions are all relatively cheap. These are all good methods for backing up your device. Students are expected to back up their work as a normal operation.

## What software will my child's device require?

For Windows devices, this should be either Windows 7, 8.1 or Windows 10. For Apple Mac devices, this should be OSX 10.10 or later. Other required software such as a web browser, and audio/video playing tools are generally already installed. The College will provide access to Microsoft Office 365 and the Adobe suite to students who require it.

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## What about Antivirus software?

Student devices should have Antivirus software installed. Recent versions of Microsoft Windows come with Microsoft's own Antivirus software called Windows Defender. Other free options include:

**Bitdefender Antivirus** – <https://www.bitdefender.com.au/solutions/free.html>

**Avira** - <http://www.avira.com/en/avira-free-antivirus>

**Avast** - <https://www.avast.com/en-au/index>

## What if a student forgets their device?

As with any tool or textbook, if a student forgets their device at home they are responsible for getting the work completed as if they had their laptop present.

## What if my question is not answered here?

Please ask. If you have any further questions or concerns about the program please contact [byod@stcolumba.sa.edu.au](mailto:byod@stcolumba.sa.edu.au)

## Laptop/Notebook/Tablet Care – Important Information for Students

1. LCD SCREENS are delicate – they do not like being poked, prodded, pushed or slammed. This is usually the most expensive part of the device to repair and the most commonly damaged part. Never pick up your laptop by its screen. Do not slam the screen closed and always be gentle when putting your laptop down. Remove any items like headphones, pens and USB sticks before shutting the lid closed, as these will damage the screen.
2. Charging is to be done at HOME only.
3. Mobile phone hot spotting is strictly forbidden.
4. Loss of data or hardware malfunction is no excuse for not completing work.
5. Ensure you backup your schoolwork **regularly**.
6. Do not disclose your password to anyone.
7. Do not leave your laptop unattended.
8. Avoid putting anything heavy on the device and make sure it is switched off for travel to and from the College.
9. Software that is added to BYOD devices should be legally owned and should not be offensive, malicious or breach copyright laws.

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## St Columba College BYOD Years 7-12 in 2018 - Acceptance

Students in Years 7-12 have the option to bring their own device in 2018. If you choose to take up this option, please return this form along with your existing St Columba College laptop to the ICT department by the **8 December 2017**.

If this form, along with the current St Columba College laptop, is not returned by the 8 December 2017, it will be assumed that your child will be continuing with their current school laptop in 2018. Students that choose to move over to the BYOD scheme will not be charged the annual \$280 laptop fee.

## Parent/Caregiver Consent

I/We have read the St Columba College Bring Your Own Device 2018 Handbook and wish to take up this option in 2018.

### PARENT/CAREGIVER ACCEPTANCE

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

PARENT/CAREGIVER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/CAREGIVER SIGNATURE: \_\_\_\_\_

PARENT/CAREGIVER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/CAREGIVER SIGNATURE: \_\_\_\_\_