

St Scholastica’s BYOD Parent Handbook

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What is the DLE?

DLE is short for the Digital Learning Environment and is our vision for teaching and learning at the College. It recognises the changing nature of technology within our school community and beyond, with the increase in cross-platform tools and strategies increasingly available to our students. Our DLE will provide a framework within which teachers can design engaging and valuable learning experiences that students can apply to their world beyond school.

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 College network Wi-Fi. To ensure this access, students must have the 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 using a BYOD model to give parents and students greater choice in device, functionality and budget.

So what is a “Primary Device” in the BYOD genre?

Mostly, this will be a **laptop**, although a hybrid device with keyboard (e.g. Microsoft Surface **Pro**) would also suffice. An iPad, netbook, Chrome book or Galaxy Tab would not meet the minimum specs as they have limitations which cannot be overcome and allow the student to perform the tasks or install the applications they need.

It is highly recommended that your daughter is part of the purchasing process. Whilst they always want the latest and greatest, she will be the one using the device for many years. A trip to a reseller store such as JB Hi-Fi or Harvey Norman will provide her with the hands on experience to ensure the screen size, keyboard layout and quality of build (check the lid hinges) is suitable and comfortable to be using on a daily basis.

The DLE team is available via email at DLE@scholastica.nsw.edu.au to answer any questions you have prior to purchasing or generally about the program at the College.

Primary Device (Minimum Specifications)

	<u>Junior / Senior 'General' usage</u>	
<u>Operating System</u>	Windows 7 or above <i>(Windows 10 preferred)</i> Mac OS 10.8 and above	<ul style="list-style-type: none"> • These minimum specs will allow students to access the internet, run Microsoft Office applications (e.g. Word, Excel), watch videos and have take-home learning resources (e.g. textbooks, assessment, handouts).
<u>CPU</u>	Intel Core i3	<ul style="list-style-type: none"> • Students studying Digital Arts such as Video and/or Photography need to consider a device of a higher specifications
<u>RAM</u>	4GB minimum <i>(prefer 6+)</i>	<ul style="list-style-type: none"> • These are the minimum specifications for a device to able to be used at school - Additional applications at home may increase some of these specs.
<u>Hard Drive</u>	120 Gb minimum	<ul style="list-style-type: none"> • We can understand and appreciate the uncertainties that may be associated with choosing the best device for your child. Examples of some of the popular brands that meet these specifications, along with examples of devices that do not meet specifications, are provided in this document.
<u>Screen Size*</u>	13" to 15" <i>(2in1 devices start at 11.7")</i>	<ul style="list-style-type: none"> • We would recommend that you carefully consider the size and weight of the device, as students will be carrying this around with them every day. We accept that students will have different uses for their device when away from school, and therefore we cannot determine what features each student needs for their device.
<u>Battery Life</u>	6 hours +	
<u>Wireless</u>	Wi-Fi enabled (802.11ac) <i>MUST BE 5Ghz band capable or will not connect</i>	

Should you have any specific questions in regards to a particular device you are considering, please email the school with the details and we will be happy to assist you.

Email your questions to: DLE@scholastica.nsw.edu.au

Examples of devices meeting minimum specifications.

The minimum specifications have been aligned to the majority of the popular brands in the examples below. These examples provide a **guide only** to the types of devices that meet the minimum specs – Devices with higher level specs could be considered if students are using their laptop at home for activities other than web browsing, word processing, on-line video and email.

You will also find examples of ‘2-in-1 devices’ and devices that **do not** meet specifications.

Laptops:

Manufacturer / Model	Specifications
<p>Acer 14" Laptop Aspire R3-431T</p> 	<ul style="list-style-type: none"> • Windows • Intel Pentium Dual-core 1.70 GHz • 4GB RAM • 500GB Hard Drive • 14" Screen
<p>ASUS F451MA-VX series</p> 	<ul style="list-style-type: none"> • Windows • Celeron Quad Core • 4GB RAM • 1.0 TB Hard Drive • 14" Screen
<p>Dell Inspiron 15" 3000 Series</p> 	<ul style="list-style-type: none"> • Windows • Intel Core i3 • 4GB RAM • 500GB Hard Drive • 15" Screen
<p>HP 14-G007AX Notebook</p> 	<ul style="list-style-type: none"> • Windows • 1.5 GHz AMD Quad-Core A4-5000 • 4GB • 500GB Hard Drive • 14" Screen
<p>Toshiba Satellite S40-B00D</p> 	<ul style="list-style-type: none"> • Windows • Intel Core i5 • 4GB RAM • 500GB Hard Drive • 14" Screen
<p>Apple MacBook Air or Pro 13"</p> 	<ul style="list-style-type: none"> • OS X Lion • Intel Core i5 • 4GB RAM • 500GB Hard Drive • 13" Screen

'2 in 1' Devices that are suitable:

Manufacture / Model	Image	Specifications
Dell New Inspiron 11 3000 Series 2in-1		<ul style="list-style-type: none"> • Windows 10 • Intel Core i3 Processor • 4GB RAM • 500GB Hard Drive • 11.6" Screen
HP Split x2 – 13 Detachable Laptop		<ul style="list-style-type: none"> • Windows 10 • Intel Core i3 • 4GB RAM • 500GB Hard Drive • 13.3" Screen
Microsoft Surface Pro 3 or 4		<ul style="list-style-type: none"> • Windows 10 • Intel Core i5 • 4GB RAM • 256GB Hard Drive* • 12"

Examples of '2 in 1' devices that are **not** suitable:

Chromebook	Apple iPad	Microsoft Surface RT (This is not the Surface Pro)	Android Tablet
			

Device considerations

When selecting a device, you should give consideration, first and foremost, to the Device Specification. But consider also:

- Operating system (Mac or Windows)
- Size and Form-factor
- Subject Selection
- Longevity
- Battery Life

Operating system (Mac v Windows)

It is important that you choose the operating system that your daughter is most familiar with which allows her to achieve the task outcomes quickly.

Many students enter the College with the operating system that they have never used before and are unfamiliar with how it functions. They find themselves struggling to fulfil the requests from their Teachers and produce the desired results.

All students must be able to perform the following basic tasks on their specific device before they start school.

- Turn the Wi-Fi on and off.
- Access the internet using a browser.
- Download and install software.
- Find an application such as Word or Pages and start it.
- Choose page size such as A4 or A3.
- Export or Save document as pdf.
- Save, locate and open documents.

The following links will provide some basic user guides on the different operating systems and how to perform tasks such as finding an application once you install it, searching and other helpful tips.

- MacBook
 - <https://www.apple.com/au/support/macbasics>
- Windows 10
 - <http://www.top-windows-tutorials.com/master-the-basics-of-microsoft-windows-10-on-desktop-and-tablet-with-our-free-video-tutorials>

Size and Form-factor.

The Device can range from 11.7" up to 15". Previous students have found the 13.3" device to be the "sweet spot". A device larger than 14" is heavier and your daughter might find it too big to sit on a school desk with other equipment. You may decide that a 11.7" device is too small. Devices can be in laptop form-factor or tablet convertible form-factor (2-in-1). A laptop is good for doing written work seated at a desk or even on the ground. A tablet convertible is a little bit more versatile in where it can be used, but note two typical drawbacks: the quality of the keyboard is likely to be lower and if the convertible tablet does not have a rigid hinge, then it may be difficult.

Subject Selection

Once students move into Year 9 they start to have some input into their choice of subject. If your daughter is intending to take Film-Making or Information and Software Technology, for example, maybe you will see benefit from a more powerful device or one with a better quality screen. Or, maybe you see a benefit in being able to take mathematics notes on screen with a digital pen and want a device with a digitiser. This is not to suggest a smaller/slower/cheaper device will inherently put you at an academic disadvantage. Rather it is to make the point that the choice of device is personal and should be used to further your learning.

Longevity

Varying devices have varying build quality. This is mostly based on price. A device with cheap, flimsy hinges and plastic exterior componentry will not last as long as a better built device. A good quality device, well looked-after could easily last four years and more. However, no device can reasonably be expected to last all six years of a high school career. So it's important to factor in when you're likely to want to replace a device when purchasing it. A quality device bought for Year 7 could last until Year 10, with a new device intended for Years 11-12 and beyond. Beware there's always the possibility the device just won't make it.

Battery Life

The Requirements Specification says your device should have six hours of battery life. This will see it through the school day. Note also the advertised battery life of a device and its real battery life are often vastly different and this will also depend on the applications they may use. Furthermore, batteries degrade. Over time, the amount of runtime you get out of your device will decline. After two years, battery life may be cut by 50%. You should plan for this scenario. If the device has a removable battery, then you can consider purchasing a new battery for it after a couple of years. Otherwise you should consider a device which has ample spare battery life such that a degraded battery still gets you through the school day. If you travel to school by train and expect to use your device while travelling, you need to factor this in when considering the necessary battery life of your device.

Software

Antivirus

Students who bring a certain Windows Device will need their own antivirus software to combat any 'nasties' they may pick up when internet surfing.

Some devices you purchase will have a trial version of Antivirus such as Norton as well. It is best that you uninstall it if you are not going to subscribe to it. Once the trial ends, your computer will not be protected unless you purchase the ongoing subscription.

Windows 10 has built in antivirus protection, all other Windows versions such as 7, 8 or 8.1 will need to have something installed before getting access to the College Wi-Fi.

Apple Mac has built in antivirus protection as well

Malware (something is better than nothing at all)

Today malware infections are more common than virus ones. We insist that all student devices should install a product such as "[MalwareBytes](#)". Malware can infect all devices which can create the following issues, stop it from functioning correctly, steal information or lock files requesting payments.

When you install a Malware product, a paid product will provide enhanced coverage such as real-time protection and automatic updating and scanning which will keep the device protected as much as possible.

Free alternatives, these are not as reliable because they require the owner to manually update the protection files and run scans manually. The device will most likely have the infection before they realise and cause it to malfunction.

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 Office. The good news is that the College makes this available via a Microsoft Licensing Agreement.

Students at the College are eligible to obtain a maximum of 5 copies of the Microsoft Office Suite to their home and mobile computer equipment and it remains active until you either graduate or unenrolled from the College.

Students can download this for free via their office365 portal once they have been setup by the IT Department.

Adobe Creative Cloud

Students who are doing Visual Art or TAS will be able to get a copy of Adobe Creative Cloud from their teacher to install. This will be manually installed when in school via USB memory stick.

Other software you need to install

(these are free)

Internet Browsers:

- Google chrome:
 - <https://www.google.com/chrome/#eula>

Plugins:

- Adobe Flash, Adobe Reader, Adobe Air and Shockwave Player:
 - <http://www.adobe.com/downloads.html>
- Java:
 - <https://java.com/en/download/>

Backing Up.

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

You are encouraged to use your Office 365 “OneDrive Cloud Storage”, and with 1TB for each student this offers ample storage. This will potentially help prevent data loss in case of computer failure or accidental user error. The OneDrive Cloud Storage app also provides a recycle bin in case you want to restore deleted files if you saved them online.

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.

The final responsibility for care remains with the owner of the device. A protective cover and carry case are required to be used on College grounds to reduce the chances of accidental damage.

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.

Insurance (don't be confused with warranty)

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.

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.

School Support

If you run into a problem, we advise students to see the IT staff. They will attempt to diagnose and provide the student with a course of action to carry out to help rectify it.

Students Responsible Use Policy.

Access to email and internet services (school services) in St Scholastica's College are provided to students in order to support their educational and administrative needs. These school services are necessary educational tools and must be used in a responsible manner.

This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of our College's expectations when students are using the services provided by the College and when using their personal equipment to communicate to or about members of the College community.

If a student acts in a way that is against the contents of the policy, she will be subject to consequences according to the College Welfare Policy.

The College reserves the right to capture, store and review all internet browsing and emails across our school network.

This policy also refers to the use of mobile phones which, through advancements in technology, have become video and still cameras as well as portable computers.

This policy addresses, amongst other things, the particular use of these technologies that has come to be referred to as 'Cyberbullying' (See No.4 below).

The College will investigate and take action where this kind of bullying occurs in school and outside of school having regard to the extent of harm that may have been caused to relationships between students or between students and teachers, or to the possibility that criminal behaviour may be involved. (continued over page)

POLICY RULES

1. When using the school services **students will:**

- ensure that communication through internet and
- email services is appropriate (i.e. consistent with this policy) in content, nature and intent.
- only use the user ID and password issued by St
- Scholastica's College Glebe and not allow other users to use their username and password.
- understand that the student is responsible for any computer activity undertaken using their username and password. To help maintain security, students will change passwords as advised and notify the College immediately if they think that it is known to another person.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message
- that is inappropriate or makes them feel uncomfortable.
- seek advice from a teacher if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- Actions taken through social media can be investigated by the College if deemed to be in breach of College policy and may be investigated by the police in serious circumstances.

2. When using the school services or personal mobile phones (or similar personal equipment) **students will not:**

- disable settings for virus protection, spam and filtering that have been applied by the College and not attempt to evade them through use of proxy sites.
- allow others to use their personal accounts.
- deliberately use the electronic identity of another
- person to send messages to others or for any other purposes.
- use inappropriate programs or intentionally download inappropriate software, graphics or music that are not associated with the learning activity as directed by a teacher.
- damage or disable computers, computer systems or networks.
- disclose personal information about another person (including names, addresses, photos, phone numbers)
- distribute or use information which is copyrighted without proper permission.
- take photos or video of members of the College community without their consent.

3. When using school services **students will never knowingly** initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, e.g. unsolicited advertising material.

4. When using school services or non-school services

students will never send or publish either through internet sites, email or mobile phone messages:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- the College name or crest without the written permission of the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of school services may result in disciplinary action which includes the withdrawal of access to services, in addition to other appropriate sanctions.