



**Korumburra Secondary College**

# **Netbook Program**

Your child is about to participate in Korumburra Secondary College (KSC)'s Bring Your Own Device (BYOD) program. This program ensures every student has 'anywhere, anytime' access to learning resources. It will also allow teachers to engage students in quality e-learning activities in class, and ensure they are prepared to enter a technology-rich world.

This booklet contains a range of information that will answer many of the questions you have about this program. Please do not hesitate to contact the College if you would like more information.

**While this document gives a brief outline of the BYOD program, more information is available on our website at [www.korumburrasc.vic.edu.au](http://www.korumburrasc.vic.edu.au)**

## What is BYOD?

BYOD stands for Bring Your Own Device. This means that students are encouraged to bring personally owned devices to school for the purpose of learning. Students must have an appropriate device in order to access the internet, cloud storage and school Information Technology (IT) resources.

### WHAT STUDENTS/PARENTS NEED TO DO

1. Have a notebook computer (“device”) which meets or exceeds the minimum requirements.
2. Arrange for School IT staff to connect the device to our school network and install required software.
3. Ensure your child brings the device to school fully charged every day, and follows the Acceptable Usage Agreement (AUA).

## GETTING A DEVICE

There are three options for obtaining a device for use at school.

**OPTION 1** (Recommended): Purchase a Windows device from **Learning With Technologies (LWT)**, via the KSC Purchasing Portal.

We recommend this option as the devices are well known brands, the school has access to drivers, installation images and spare parts, and LWT provides an on-site repair service for insurance and warranty issues.

The purchasing portal can be accessed at

<https://www.orderportal.com.au/Welcome?ofid=270&eid=688>

- We recommend that families consider extended warranty and/or accidental damage insurance policies for their device. (Please be sure to read all the details on the purchasing portal.)
- All students need a carry case for their computer. If you choose not to purchase the case from the portal, please ensure you arrange an alternative case.
- Devices purchased via the LWT portal will receive a higher level of support from school-based IT staff, including imaging (setting up), assistance with insurance / warranty claims etc
- Devices on the LWT portal are subject to change as newer devices become available.

### PLEASE NOTE:

Purchases made through the portal are private financial transactions between the purchaser and LWT. KSC does not receive any commission or other benefit for any purchases via the portal.

**OPTION 2** Use a Windows device which you already own.

This option allows for students to utilize their existing Primary School device or a spare device from home.

- Any device which meets the minimum requirements can be brought to school for use as part of this program.
- Please double check that the battery life meets the minimum requirement, as many older devices don't have the capacity to last for a whole school day.
- It is highly recommended that you insure the device against theft, loss and accidental damage (possibly as part of your home/contents insurance).
- Devices brought from home will only receive basic support from the school's IT staff outside of initial setup (connection to wifi, cloud services and printers).

**OPTION 3** Purchase a Windows device from another provider.

- It is not necessary for you to purchase Microsoft Office or anti-virus software, as this will be provided by the school at no cost.
- Most devices will only come with a 1 year warranty, and may have to be sent away for repair depending on the supplier/brand. (If purchasing a device from another provider, we encourage parents to consider purchasing an extended warranty and insuring the device against theft, loss and accidental damage.)
- Please keep in mind that very large devices (screen sizes over 13") can be cumbersome for students to carry, and students struggle to fit them on desks with their books.
- Devices purchased from other sources which are the same model as those offered on the LWT portal will receive a similar level of support from school IT staff.

**Option 4** If students are unable to utilise any of the above options, the school can provide a loan device on a day-by-day basis from the library. Students can borrow these each morning from the library, but must return them prior to leaving school at the end of the day. Library devices are not to be taken home, and is limited by availability.

***BYOD Minimum Hardware requirements:***

Windows only device;

Windows 10 – 64 bit, Full Version, not Windows S

- 11.6 inch screen (1366x768 resolution minimum)
- 128Gb SSD Min or larger
- 4 GB RAM (or 8 Gb if taking Vis Com / Photography)
- Intel i5 processor - Celeron processor is allowed, but will be slower
- Dedicated graphics card (if taking Vis Com / Photography)
- Wireless a/b/g/n (must be dual band 2.4/5.0 Ghz)
- At least 7.5 Hour battery life
- Recommended: Hard cover protective case/carry bag

While we do not recommend Apple Laptops, we will allow them to be used at school with the following note : the school will connect them to wifi / internet and printing, but will provide no software or hardware support/troubleshooting.

The School will not provide support for any of the following devices/operating systems; iPads, Android, Chrome books, Linux, WinXP, Windows 7.

Although these products may work at KSC, they will not result in the learning and curriculum outcomes the school requires. Students/Parents will need to take complete responsibility for all aspects of these BYOD's including the provision of any mandatory networking / application / security software.

### ***BYOD Minimum Software requirements:***

Microsoft Office suite:

The Department of Education and Training (DET) provides free desktop and cloud access to Office 365. This can be installed at school, or at home via the O365 cloud link.

Adobe Software : The latest versions of design software such as Photoshop and illustrator can be installed for free from the eduStar catalogue. This can be installed at school if/when required by subjects.

Antivirus software: Virus Software, such as Windows Defender, is required. This can be installed at school.

Internet browser:

- Google Chrome (recommended)
- Internet explorer version 10
- Mozilla Firefox

Other software:

- Adobe reader
- Java
- Flash Player
- Edustar Applications as required

School connectivity software: (MANDATORY):

Various applications/settings are required to be installed to connect the laptop to the school network and school internet. This will be undertaken by IT staff in the first week of school. These include;

- Wireless and internet certificate
- Internet Filtering (Sophos)
- Text books and curriculum applications as required

## **USING THE DEVICE**

### ***Configuration Session***

During the first 2 weeks of Term 1, the school's IT staff will visit relevant classes.

They will:

- Provide students with their school username, and help them set their password.
- Help students connect to the school's wireless network.
- Help students connect to our web filtering system
- Help students connect to printers
- Help students set their homepage to Compass
- Offer students an identification sticker with their name and username.
- Record the details of each student's device.

Once students have their school username and password and have completed the relevant department paperwork, they will be able to access Office 365 on their computer.

If you would like to discuss the technical details of what is changed on students' computers, please contact the school.

### ***Daily Requirements***

- Students must charge their device at home each night.
- Students must bring the device to school every day.
- Students should carry the device inside their school-bag to reduce the risk of theft.
- Students must bring the device to every class unless instructed not to bring it by their teacher.
- Students may bring a protective case (which only contains the device) to class. However, they cannot bring a larger bag or school-bag.
- Students must follow teacher instructions when using the device, and must only use it for school-related purposes while at school (see 'AUA').
- Students must store the device in their locker when it is not in use. The locker must have a lock on it.
- Students should keep regular backups of their files. The easiest way to do this is on a USB drive or via approved cloud storage. Teachers will generally not accept technical problems as an excuse for late/missing work.
- Students may print via the Papercut or Mobility Print system. This system involves a 5 digit code which allows students to collect their printing for any copier as well as perform copying and scanning.
- Students are given a limited printing budget at the start of each term, and can check their balance in the Papercut system. Money can be added to their account at the General Office.
- Students will only be able to access the network via our web filtering software (known as Sophos). Attempts to circumvent this system breach the AUA.

## TECHNICAL SUPPORT PROCEDURES

The school will continue to run an IT help desk that will offer daily support for student owned devices. However, warranty, security, insurance and maintenance will be something the parent/guardian will need to discuss with the vendor when the device is purchased. Advice about this will come out with the minimum device specifications. The installation of an Anti-virus software is a compulsory requirement of connecting the BYOD to the school network solution.

The level of support for device-related issues will vary depending on the type of device in use.

### 1) ***Devices Purchased Via Purchasing Portal:***

NOTE: While these devices are not owned by the school, the school technicians can provide general advice and diagnosis for issues.

It is the responsibility of the student (and their parent/carer) to ensure devices are made available for repairs, and any insurance paperwork is filled out correctly in a timely manner.

### REIMAGE

The fastest and most effective way of solving software based issues, such as corrupted files or operating systems is to reimage the device. This will reinstall windows and any programs, applications and links required for learning.

It is important to back up any data prior to a reimage to avoid loss.

The school's IT staff are able to reimage any device which has been previously leased via the school's 1-1 program, or LWT's portal.

### WARRANTY

Any hardware issues which occur that are not the result of accident or damage may be covered by the relevant warranty. The IT staff can be contacted to assist with logging warranty claims on any LWT purchased device.

### INSURANCE

Accidental damage or loss may be covered by insurance (it is highly recommended that all devices purchased are covered by the 3 year option). IT staff can be contacted to assist with logging insurance claims on any LWT purchased device.

### 2) ***Devices Obtained From Other Sources:***

### WINDOWS REFRESH

Most problems are caused by software or incorrect configuration. These can usually be resolved by using Windows 10's 'Refresh' function.

Please note that this may delete any software which you have installed and any data files you have created (ie word documents). Applications will need to be reinstalled after refresh and students must ensure they have a backup of your important files.

## WARRANTY and INSURANCE

Parents/guardians of students are responsible for logging warranty or insurance claims directly with the point of purchase. The IT office may be able to assist with general advice in these matters.

## FAQs

Do students need to bring a high-end device if they are doing media, design or music?	While it is recommended that students bring a device which is suitable for the curriculum, the college will continue to provide subject specific hardware for relevant subjects.
Should I purchase 3G or 4G for my child?	Student access to internet and other services will be more than adequately provided for by the College. If students have access to home Wi-Fi, when not at College, they will not require 3G or 4G internet.
Is my child required to purchase any other software for learning?	Students will not be expected to purchase apps for learning unless listed on a text list, and readily available for all device types. From time to time students may come across apps that are applicable to their learning. Parents will have the option to purchase these apps if they choose, however, they will not be a requirement for student learning.
Will my child's device be covered by the College's insurance?	No, parents are encouraged to refer to their home and content policies to ensure that their child's device is covered while at College.
Will my child be able to access the College's file network when not at College?	Yes, students are currently able to access the College's network via the internet. (eg, Home Access Plus, cloud based storage, Compass)
How will student digital citizenship be addressed?	All students must sign our Acceptable Use Policy in order to use our network. We also utilise powerful internet filtering software in order to fine tune the types of content being accessed by our students. Students will be developing their sense of citizenship in an online world through teacher and student role modelling and experience. Academic honesty, the appropriateness of language for communication in various forums and appropriateness of content will also be a feature of student learning. With student personal devices, the opportunity for teachers and students to collaborate together will enhance student development of their sense of digital citizenship.
Can my child use digital texts in place of hard copy versions?	This will be a matter of student personal choice, manageability of classroom equipment and text availability in digital form.
Who is responsible for damage, loss, or theft of devices your child brings to school	Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. KSC takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by KSC for damaged, lost or stolen personal computing devices. When a student is not using their device, it must be stored in a <b>locked</b> locker.  KSC accepts no responsibility for loss or damage to or for maintenance or repairs required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of school staff or of another student.