Korumburra Secondary College

Netbook Program 2018

Your child is about to participate in Korumburra Secondary College's Bring Your Own Device (BYOD) program. This program ensures every student has 'anywhere, anytime' access to cutting - edge 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 hopefully answer many of the questions you may have about this program. Please do not hesitate to contact the College if you would like more information.

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 and school ICT resources. 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 we began in 2011, 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).

This program seeks to balance:

- The need for all students to have 'anywhere, anytime' access to electronic resources and activities
- The changes to government funding which mean schools can no longer provide free devices to students
- The need to minimise financial costs to families wherever possible
- The need for the students' devices to have appropriate technical support, and
- The need for students to continue developing their handwriting and non-IT skills.

Why Netbooks?

Portable computers called "Netbooks" weigh just over 1kg and fit easily into a school bag. Loaded with the software students need, and backed up with in-school technical support, the Netbooks give participating students access to the tools to learn in a digital age, 24/7.

Research shows that with the use of 1:1 computer access your child will be more engaged in their learning, the learning will be more personalised and relevant, their literacy, numeracy and thinking skills will improve and they will be able to collaborate and analyse more effectively.

THE ADVANTAGES OF 1:1 LEARNING

1:1 Learning is where each student and teacher has one internet connected netbook computer for use in the classroom and at home. The Netbooks would give participating students the tools to learn in a digital age and will change how and when your child learns.

The types of activities that will become possible for your child include:

- Using the internet and encyclopaedia software for research
- Creating animation, movies and 3D designs
- Recording and editing photographs, sound or video
- Creating media-rich presentations
- Collaborating online with students locally, interstate or overseas.

WHAT STUDENTS/PARENTS NEED TO DO

1. Have a notebook computer ("device") which meets or exceeds the minimum requirements (see right). See 'Getting a Device' for details.
2. Prepare the device for use at school. See 'Preparing the device' for details.
3. Ensure your son/daughter brings the device to school fully charged every day, and follows the Acceptable Usage Agreement. See 'Using the device' for details.

GETTING A DEVICE

OPTION 1 (Recommended): Purchase a device from **Learning With Technologies**, via the Korumburra SC Purchasing Portal.
• Learning With Technologies (LWT) is a major provider of IT to schools, and provides an online portal for Korumburra S.C. parents to purchase appropriate devices.
• There are several different devices available, and you can use the portal to compare their features and decide which is best for your child.
• All of the devices available in the purchasing portal have been tested to ensure they work correctly on our school network. They all have 3 years warranty and insurance, and repairs can be performed at the school by LWT technicians. Students are provided a loan device each day while the repairs are being completed.
• A 3 – year Accidental Damage insurance policy can be arranged on all devices.
Please read the details and Product Disclosure Statement on the Purchasing Portal.
• Parents are encouraged to insure the device against loss/theft (possibly as part of their home/contents insurance).
• An optional protective case is available with all devices. All students need a case for their computer. If you choose not to purchase the case from the portal, please ensure you arrange an alternative case.
• The devices have Microsoft Windows pre-installed.

The purchasing portal can be accessed at
https://www.orderportal.com.au/orderForm/orderform?orderformid=270&eid=688

• Devices on the LWT portal are subject to change as newer devices are available. The current Devices on the LWT portal are :

ACER Celeron CPU	Travelmate B117	ACER Pentium Touch	Travelmate B117

intel inside Celeron   11.6"   10 HRS
1.40 KG   120 GB   5 GHZ AC

A light weight 11.6" notebook ruggidised for education use with good battery life. Great for web surfing and document creation.

intel inside Pentium   11.6"   10 HRS
1.40 KG   120 GB   5 GHZ AC

A light weight 11.6" Touch notebook ruggidised for education use with good battery life. Great for web surfing and document creation.

• The device will be delivered to the address you select in the checkout process (usually your home).
• As recommended devices, netbooks purchased via the LWT portal will receive a higher level of support from school-based ICT staff.

PLEASE NOTE:
Purchases made through the portal are private financial transactions between you and LWT. Korumburra S.C. does not receive any commission or other benefit for your purchase via the portal.

OPTION 2 Use a device which you already own.

• Any device which meets the minimum requirements (see previous page) 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 ICT staff.

OPTION 3 Purchase a device from another provider.

• You are welcome to purchase a device which meets the minimum requirements (see previous page) from any provider.

• Please double - check that the battery life meets the minimum requirement, as many devices will not have the capacity to last for a whole school day.
• 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. In contrast, the devices available through the Purchasing Portal come with 3 year on - site warranties and a 3 year Accidental Damage Insurance Policy.

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 purchase from other sources which are the same model as those offered on the LWT portal will receive a higher level of support from school ICT 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.

BYOD Minimum Hardware requirements:

Windows only device;
Version 8.1 or better
Version 10

- 11.6 inch screen (1366x768 resolution minimum)
- 320Gb HDD – SATA or 128Gb SSD
- 4 GB RAM
- Intel i3 processor, Celeron processor is acceptable
- 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

The School will not provide support for any of the following devices/operating systems; Apple products (including iPads), Android, Chrome books, Linux, WinXP.

Although these products may work at KSC, they will not result in the learning and curriculum outcomes the school expects, hence 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:
Department of Education and Training (DET) will provide cloud/internet access to Office 365 which will be suitable; however an active internet connection is required to use this product at all times. DET and Microsoft are working toward making available a local installation of

the Office 365 office suite (Word, Excel, PowerPoint) which can be used without internet connection.

The software items below are available as free downloads and must be installed by student/family prior to bringing to school. Links will be provided on separate info sheet in term 4.

Antivirus software (MANDATORY):

- A current Antivirus and Malware software version with automatic updating enabled

Internet browser:

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

Other software:

- Adobe reader version 10 or better
- Java version 1.8.0_40 or better
- Flash player version 17.00.134
- 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, the KSC ICT department will provide information on this at school ICT induction sessions

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

PREPARING THE DEVICE

A preparedness section has been added to our school website at http://www.korumburrasc.vic.edu.au/wordpress/index.php/ict/ to help families get their devices ready for 2017/8. This will include any new applications which need to be downloaded / installed, plus any additional information that may be required.

Families can also:

1. Ensure the device is functioning correctly, and the student is comfortable using it.
2. Ensure there are no passwords which will prevent the student from using the computer, or changing its configuration (e.g. connecting to a wireless network).
3. Remove any software (e.g. games) which might distract your son/daughter.
4. Ensure the device has up-to-date anti-virus software.
   • For Windows 8 and above Windows Defender is pre-installed.
   • For other versions of Windows, we recommend Microsoft Security Essentials (free download).

• Many new computers come with free trials of anti-virus software such as Norton, Symantec or McAfee. Although this software has some security benefits, it often slows the computer down, and when the free trial expires it will stop working or require payment. Most of our students choose to uninstall this software and instead use Windows Defender or Microsoft Security Essentials (see above).

5. Please ensure Google Chrome is installed
6. Label the device with the student's name.
   • It's usually best to put an identification sticker below the keyboard, and another on the outside of the lid.
   • A sticker will also be offered to students during the Configuration Session (see 'Using the Device').
7. Ensure the device is fully charged.

USING THE DEVICE

Configuration Session

During the first 2 weeks of Term 1, the school's IT technicians 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 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 Usage

- 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 'Acceptable Usage Agreement').

- 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 system. This allows students to upload files from their device and choose the printer where they would like them printed.
- Students are given a limited printing budget at the start of each year, 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 Cyberhound). Attempts to circumvent this system breach the Acceptable Usage Agreement.

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 ICT 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 ICT 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). ICT staff can be contacted to assist with logging insurance claims on any LWT purchased device.

2) ***Devices Purchased From Other Sources***:

WINDOWS REFRESH

Most problems are caused by software or incorrect configuration. These can usually be resolved by using Windows 8's 'Refresh' function.

Please note that this will 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 you have a backup of your important files.

WARRANTY and INSURANCE

The parents/guardians of students are responsible for logging warranty or insurance claims directly with the point of purchase. The ICT 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.
Will my child require an iTunes or (Microsoft market place) account to purchase apps 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 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 teachers be able to monitor my child from playing games during classes?	Whether a student is on-task and engaged in their learning or whether they are off-task and playing games falls under the theme of classroom management and student engagement
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. Korumburra Secondary College takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by Korumburra Secondary College for damaged, lost or stolen personal computing devices. When a student is not using there device, it must be stored in a **locked** locker. Korumburra Secondary College 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.

Learning with Technologies

Frequently Asked Questions

Questions about Products

What features are important in a school environment?
The two most important features are battery life and weight.

Battery: Most schools don't want students charging their units during the day so you need at least a 7 hour battery to get through the day.
Weight: It is generally recommended that any notebook that a student is taking to and from school should be no more than 2KG as otherwise it will add too much weight to their bags.

Other important features are:

Wireless: Most schools operate what is known as a 5Ghz or Dual Band Wireless network - most notebooks we sell ship with 5Ghz Dual Band Wireless.
Screen Size: Choosing a screen size depends on how your child is going to use the unit. If it is primarily for information research such as web browsing and basic office applications a 10 or 11.6" screen will suffice. If the student is going to do more project work on the device a larger screen may be appropriate.
Processor: This affects the performance of the unit in order of slowest to fastest processors go - Intel Atom, Celeron, Pentium Dual Core, Core i3, i5, i7. As a rule if you a doing web browsing and basic office applications then Atom, Celeron and Pentium Dual Core are fine if you are doing more intensive project work then choose a Core i processor.

What is a solid state drive?
Solid State Disks is a new technology replacing old mechanical disks. These disks are up to 5 times faster than older style disks and are less likely to fail as they don't have moving parts. They do cost more and give you less storage space though.

Questions about Payment

What methods can I pay by?
Credit Card, PayPal, Direct Deposit, Interest Free

Is my credit card secure online?
We use a secure Westpac portal to process credit cards.

Do you store my credit card number?
No LWT does not store any credit card information.

My credit card doesn't work online what's wrong?
Our credit card portal uses a technology called 3D Secure to stop credit card fraud unfortunately not all banks subscribe to this service and some cards may be declined.

If this happens you can continue your order by choosing another payment method such as Paypal or use "Over the Phone" and we'll process it from there.

Can I pay in instalments?
You can pay in instalments but we cannot place the order for your products until we get full payment. To help spread your cost we do offer an Interest Free option.

What is Interest Free?
Interest Free options are supplied by GE Money and give you an interest free period with repayments. Please note that interest free may not be available on all products. There is a $99 annual fee with these cards and it is strongly recommended you read the terms and conditions carefully if applying for a card.

Delivery Questions

When will I receive my goods?
Your order will be processed straight away and goods will usually be shipped to you by Australia Post Eparcel within 1-2 weeks. If there is any delay we'll send you an email letting you know.

What if I'm not home when the goods arrive?
If you are not home when the goods are delivered Australia Post will leave a registered post pickup card and you'll be able to pick up your unit from the local post office.

Warranty Questions

How is warranty supplied?
Warranty will be supplied onsite at your school or by return to base depending on your warranty purchased. To log a job just go to http://www.lwt.com.au and click Log a Job under support.

What's covered by warranty?
Only the hardware is covered by warranty against manufacturer fault. Software and physical damage are not covered.

Insurance and Repair Questions

I need Insurance?
You don 't have to purchase insurance with your unit but it can help lock in costs and ensure quicker onsite repair. For full information please refer the PDS.

What do I do if my unit gets damaged and I don't have insurance?
We can supply a quote and repair cost for fixing a broken unit.

Software Issues

I have a problem with my software who should I talk too?
We only provide the hardware and unfortunately can't supply advice regarding the software. If you have a school supplied image you should talk to the school if you are having difficulties or seek local IT support.