



SCOTS ALL SAINTS COLLEGE

2019 Bring Your Own Device (BYOD) Information

Dear Parents

Scots All Saints College will have a Bring Your Own Device (BYOD) information technology platform at the College for students in the Middle School (Years 7 to 8) and the Senior School (Years 9 to 12) from 2019. Under the BYOD Program, students in Years 7-12 bring their own laptop for use in all classes as an aid to their learning. The BYOD Program allows students easy access to our core ICT products:

- [Canvas Learning Management System](#) - a place for students, teachers and parents to connect and collaborate, and a central 'portal' for assessment tasks, learning tools, discussions and lesson content.
- [Microsoft Education](#) tools that allow digital inking and the recent advancements of Microsoft in Education.

Students' use of technology and communication devices has become normalised to the extent that many already have, and are extremely comfortable using multiple devices available to them at home and on the move. Our information technology offering builds on the natural affinity today's students enjoy with technology. Additionally, the College environment should replicate the post-secondary experience with technology and lead to a smoother transition to further study or the workplace.

The school will phase in Windows 10 devices over the next two years for staff and students. During this transition phase, it will be acceptable for students to still bring in Apple Mac devices and non-touch screen Windows computers, especially as students may have already purchased these computers recently.

Moving forward however, parents are advised to adhere to the specifications in this document, which describes minimum requirements and functionality in more detail.

We have been able to secure significant discounts on suitable machines with JBHIFI Education. This site, unique to Scots All Saints is live now, <https://www.jbeducation.com.au/byod> and can be accessed using the school code SASCBYOD19. There are range of options here, which all suit the school's minimum requirements of a touchscreen, 'active pen' Windows 10 laptop with a screen size of at least 12 inches. We strongly recommend you consider purchasing Accidental Damage Protection Insurance and install some level of anti-virus software on your child's device.

Prior to purchasing, if you have any questions, feel free to contact the College IT Manager, Mr Matthew Jarrett on 02 6331 3911 or by email, it@saints.nsw.edu.au

Kind regards

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Information Technology Program

The Scots All Saints College Information Technology Program provides students with the following at school and at home:

- Wireless connection at the College with access to printers and the internet
- Industry-standard software for creating, editing, designing and presenting
- Digital textbooks for many subjects
- Subject outlines, assessment tasks, feedback and results
- Online discussion boards and collaborative learning tools

Canvas

Canvas is a Learning Management System that can be accessed from any web-enabled device. Canvas allows students access to learning materials, discussion boards and class announcements. Students may also view and submit assignments, access their marks, feedback and collaborate with their peers.

Office 365

The school subscribes to Office 365 which enables all students to download the Microsoft Office Suite (Word, Excel, PowerPoint etc.) at no additional cost to students. Details for installing the software will be provided prior to commencement in 2019.

BYOD setup

Year 7 students will have their devices connected to the school network, Wi-Fi and printers during their first week of school from Thursday 31st January 2019 onwards.

QUESTIONS & ANSWERS ABOUT THE PROGRAM

Q: Why BYOD?

A: The BYOD Program not only provides students with access to expanded, global resources and content but also gives students the opportunity to take ownership of their learning and approach to creative problem solving. BYOD allows teachers to utilise technology knowing that all students will have access to a similar device (laptop) with similar capabilities. BYOD also provides you with the opportunity to select the hardware platform and software that you want your child to use.

Q: Why Canvas LMS?

A: Canvas is a cloud-based learning management system. It provides the platform from which teachers, parents and students can communicate and share resources using the BYOD devices. In 2019 Canvas will provide students and parents with real-time access to assignments, homework, resources, marks and teacher feedback through the adoption of this Learning Management System. Canvas is accessible from any device with a web browser.

PURCHASING A DEVICE

Q: Which type of device should I buy?

A: A Windows 10 based Laptop is the device type the College is prescribing for the Program; from 2019 all new students will need to purchase a Windows 10 based laptop. Students who currently have a Mac OS device will continue to be supported for the next two years, from then the expectation is that the College will operate as a Windows only environment in the Middle and Senior Schools.

Q: Why a Windows 10 based device?

A: The Decision to go with Microsoft in 7-12 results from an acknowledgment of the advancements made by Microsoft Education in recent years. These include inking tools, touch screen and ease of connectivity to external displays. Additionally, these devices are often more affordable than equivalent Mac OS computers and are better supported in the school environment.

Q: Can my child use a tablet or iPad?

These will not be acceptable as student devices under this Program as the primary device. These can be used as secondary devices where appropriate and with permission from the teacher for teaching and learning purposes such as taking images or video. However, as applicable to all BYOD devices, these will not be covered by the College's insurance policies and the College will take no responsibility for stolen, lost, or damaged devices.

Q: What are the minimum requirements?

A: We have included a set of minimum requirements and functionality at the end of this document. We also have outlined recommended specifications to help parents choose the most suitable device. In most cases, if you purchase a new personal laptop computer it will meet these specifications.

Q: Should I buy insurance?

A: You should purchase insurance for your child's device and all students should have **Accidental Damage Protection**. Insurance can be purchased through JBHIFI when purchasing the machine through JBHIFI. The security of the device rests with the individual owner. Scots All Saints College takes no responsibility for stolen, lost or damaged devices. The College's insurance policies will not cover student devices under this Program. While College employees will help students to identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Q: I have an old laptop at home; can I give this to my child to use?

A: We strongly recommend that the device your child brings to school is as new as possible so that it meets our minimum requirements and is as functional and reliable as possible. Devices already over three years old will probably not be suitable.

Q: My children all share a laptop; will this do for the BYOD Program?

A: Ownership of the device is important and students need '24/7/365' access to their technology. For this reason, it is essential that students have their own individual device.

Q: Who owns the device?

A: The school does not own the device in any way. It remains the property of you and your child at all times.

Q: I have bought the device, now what do I do?

A: We will provide detailed advice regarding the school-appropriate set up of the device at the start of 2019. In the meantime we recommend your child gets comfortable using the device and avoids installing too many programs or games which take up valuable memory.

CONNECTIONS

Q: Will the school provide Wi-Fi?

A: Yes. Whilst the school is open, students will be able to connect to the internet through the College Wi-Fi service when on College premises. Students choosing to stay at school after normal hours for study or homework help will be able to remain online.

Q: Will there be web-filtering?

A: When students are on school premises and connected to the internet through the school's Wi-Fi network, web-filtering will be engaged. Inappropriate websites detected to contain age-restricted material, potentially harmful material or illegal content will not be accessible. In addition, social media (e.g. Facebook and Twitter) will be blocked whilst on site. When your child is connected to the internet at home, web-filtering will be limited to whatever your internet provider supplies.

Q: Will my child be able to use 3G/4G connections instead of the school Wi-Fi network?

A: We strongly recommend that your child uses the school's Wi-Fi service to connect to the internet whilst on school premises and does not use 3G/4G for their primary device. 3G/4G connections can become very costly and are not subject to web-filtering.

Q: Will my child be able to download songs, movies and other media on their device?

A: Your child will have local administrator rights to their device and will therefore be able to download and install any program or files they choose. Please be aware that all students have an allocation of a weekly download limit whilst connected to the College Wi-Fi. Therefore students should be browsing internet and downloading resources primarily for education purposes while on campus. All access to Internet resources, email, copyright, etc. on BYOD devices is governed by the College ICT Acceptable Use policy.

TEACHING AND LEARNING

Q: How will the devices be used in class?

A: The over-arching objective for the Program is to give students access to a learning tool, which provides students with the opportunity to collaborate, communicate and research on a global level in real time. Currently our teachers deliver various teaching styles which range from setting specific online tasks to giving open-ended tasks where students are expected to find the solution however they can. With the enhancement of our Information Technology Program this will become more fluid and prevalent.

Q: What effect will the program have on textbooks and exercise books?

A: The College will continue to support the use of e-Books across various subjects. The benefit of using an eBook, in addition to the reduction in weight, include the ability to search and enlarge content easily, show links to additional content, interactivity, portability and can be safely transported between school and home. Also, many students may wish to use their device in lieu of exercise books in many lessons – again, this will remain entirely up to students to decide upon but is fully supported by the College. Some subjects may require students to have hard-copy text and exercise books which will be notified via the book list.

Q: What are the requirements if my child studies specialist subjects?

If your child is studying a subject in Design and Technology or Visual Arts, students will have access to specialist software in the computer lab or on College owned devices. Where possible, specialist software will also be made available to students in these subjects to support project work. If there are any concerns, please contact the Head of Department or class teacher for course specific requirements.

DAY TO DAY USE AND SUPPORT

While developing skills in the classroom, students will become familiar with a variety of trouble-shooting skills. There are a number of issues that students will face in general that require some immediate resolution. Our goal is to have students know their own device and to be mostly self-sufficient.

Students can bring their device to the IT Support office for initial diagnosis in the event of malfunction. If the problem can be easily fixed within 15 minutes then the IT Support staff will do so. Issues that cannot be easily resolved by the IT Support staff, and all repairs, will be the responsibility of the student/family to arrange appropriate repair or replacement of the device. Students are encouraged to have Accidental Damage Protection Insurance which can be purchased through iBroker www.ibroker.net.au. There will be loan devices for short-term loans (up to two weeks) to cover times without a device whilst being repaired.

Q: What do we do about printing?

A: Students will be able to print to multifunctional printing devices. Also, students may use the College computers to print. Instructions regarding printing will be provided at the time of setup. However, the College is taking steps towards becoming a paperless environment and we encourage students to avoid printing unless absolutely necessary.

Q: Will there be a means of charging the device at school?

A: Personal devices must be fully charged before school each day and run on battery power while at school. Due to Work Health and Safety issues, charging of devices cannot be provided by the College. We strongly recommend you purchase a device which has a substantial battery life so that it lasts the full school day.

Q: What happens if my child's device malfunctions or is broken?

A: The College IT staff will provide technical support related to the connection to the College wireless network and Internet as well as printing. For software issues, we recommend using the 'help' menu or support feature of the website for the software itself. For hardware issues, you will need to contact a computer Technical Support service or the company where you bought the device. Unfortunately, the College IT staff cannot attempt to repair personal devices, as this will invalidate warranties and insurance policies. The device is owned by the student, not the College. As a consequence, the responsibility of the maintenance and updating of apps is the responsibility of students and parents. The College IT department can offer advice and guidance regarding this.

Q: Will the school provide spare devices while my child's is being repaired?

A: A bank of College laptops will be made available for students should their device be unavailable due to repairs. These devices will be clearly labelled as College property and the loan time will be restricted to a maximum of two weeks. There will be no charge for this loan. We recommend that, should you anticipate a repair taking more than two weeks, you arrange an alternative spare device for your child.

Q: Where is the device stored each day?

A: The student device is to be stored in the student locker when not being used in class. The locker should remain locked with appropriate padlock at all times and the device should not remain on College grounds after the conclusion of the school day.

Information Technology Program Requirements

To assist parents' purchasing decisions, the specifications below meet the College minimum requirements. If you would like further information prior to purchasing, please contact us at it@saints.nsw.edu.au

HARDWARE:

Minimum System Requirements for the Windows Based Laptop:

- Windows 10 Home (or higher)
- Core i5 Processor (or higher)
- 8GB RAM (or higher)
- 256GB SSD Drive
- 6+ hour battery life
- Touch screen with stylus tools to support Windows Ink and an 'Active Pen'
- 2 to 3 year warranty (optional – at the parents discretion)

General Minimum Requirements for All Devices:

- Weight <2kg as it will be carried in school bag each day
- Battery life should be greater than six hours
- Recommended disk drives for notebooks/laptops are solid state disk (SSD).
- Screen size: 12 inches or greater
- Wireless Connectivity: 802.11 N – No 3G/4G enabled devices
- Audio/Video: Headphone and Microphone Ports
- Full QWERTY Keyboard suitable for touch-typing
- Robust carry-case
- Integrated webcam
- Accidental Damage Protection

SOFTWARE:

The School provides access for each student to the following applications:

- Canvas Learning Management System
- Microsoft Office 365 (includes access to Word, Excel, PowerPoint, Outlook)
- As well as a number of other online, collaborative learning tools as they become available.

Device Access:

Students must have full administrative access to the device so that they can install programs and change settings.

Internet Browser:

Devices must have the latest version of any of the below Internet Browsers installed so that students can access the internet and other related sites as required.

- Google Chrome (version 68 or higher) *** This is the recommended browser of choice
- Microsoft Edge
- Microsoft Internet Explorer (version 11 or higher)
- Mozilla Firefox (version 61 or higher)

In addition, certain free Internet browser plug-ins which are essential are:

- Adobe Flash/Adobe Shockwave
- Java

Devices must have Google Chrome (version 68 or higher) web-browser so that students can access the internet and Google for education.

PDF Reader:

A program which can open and view PDF files is essential. Adobe Acrobat Reader is an excellent free option.

Productivity Software:

Much of students' work is undertaken using their devices, which will include word-processing, data analysis, presentation design and viewing and desktop publishing. This can be performed using the software provided with Microsoft Office 365.

Audio/Video Software:

A suitable audio and video application will be required. Due to the wide range of video types which exist, we strongly recommend that the free program VLC Player is installed (in addition to those already installed such as QuickTime, Microsoft Media Player etc.) as it can open and view many different forms of video. <https://www.videolan.org/vlc/index.html>

Anti-Virus Software:

Up-to-date Anti-Virus Software is a must have to keep your child's own and other files safe. Various free Anti-Virus programs exist which are available for Windows. There are several free versions you may wish to consider such as <https://www.avast.com/en-au/index> or <http://free.avg.com/au-en/homepage>.