



BYOD

Bring Your Own Device

Year 7, 2018



Information Guide for Parents & Students

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BYOD at Robina State High School

Robina State High School will continue with the implementation of a BYO device program in 2018 with a requirement for all year 7s to have their own device to support and enhance learning. The BYO device program gives families the freedom to purchase laptops of their choice which meet minimum requirements to enable access to our school network.

Minimum Device Recommendations

Specification	Junior / Senior 'general' usage requirements		Specialised Senior subjects which require higher computer specifications
	Minimum	Desirable	Minimum
Processor	2GHz speed or higher	Quad Core 2GHz or higher	i5 Intel or higher
RAM	4GB	4GB or higher	8GB
Operating System	Windows 8.1 or later Or MAC OSX 10.9 Yosemite or later	Windows 8.1 or later Or MAC OSX 10.9 Yosemite or later	Windows 8.1 or Or MAC OSX 10.9 Yosemite or later
Battery Life	6 hours	8 hours	8 hours
Wireless	802.11 n Dual Band	802.11 n Dual Band or better	802.11 n Dual Band or better
Screen Size	11"+	13"+	13"+
Hard Drive Capacity	128GB or higher	256GB or higher	500GB+
External Port	USB Audio Out	USB Audio Out	USB Audio Out

Choosing your Device

We can understand and appreciate the uncertainties that may be associated with choosing the best device for your child. This documentation provides the minimum specifications that are required as well as examples of the majority of the popular brands that meet these specifications. You will also find examples of devices that do not meet specifications. We would recommend that you consider the size and weight of the device, as your child will be carrying this around with them on a daily basis.

Unfortunately, we are unable to recommend one particular device over another due to our adherence to the "Public Sector Ethics Act 1994" where we have a "duty to provide advice which is objective, independent, apolitical and impartial".

Should you have any specific questions in regards to a particular device please contact the school and we will be happy to assist you.

Examples of devices that meet the minimum specifications for 'General Usage'

<i>Manufacturer/Model</i>	<i>Image</i>	<i>Specifications</i>
<p>Acer Aspire 15.6" Notebook</p>		<ul style="list-style-type: none"> • Windows 8.1 or Windows 10 • Quad Core A4 Processor • 4GB RAM • 500 GB Hard drive • 15.6" Screen • 7 hour battery
<p>DELL Inspiron 15.6" 3000 Series</p>		<ul style="list-style-type: none"> • Windows 8.1 or Windows 10 • Intel Quad Core • 4GB RAM • 1TB Hard drive • 15.6" Screen
<p>HP 14" AN008AU</p>		<ul style="list-style-type: none"> • Windows 8.1 or Windows 10 • Quad Core A6 • 4GB RAM • 500 GB Hard drive • 14" Screen
<p>Apple MacBook 12"</p>		<ul style="list-style-type: none"> • OS X Yosemite or higher • Intel Core M processor • 8GB RAM • 500GB Hard drive • 13" Screen • 7 hour battery
<p>Microsoft Surface Pro</p>		<ul style="list-style-type: none"> • Windows 8.1 or Windows 10 • Intel Core i5 • 4GB RAM • 128 GB Hard drive • 12" Touch Screen
<p>DELL Inspiron 11" 3000 Series 2-in-1</p>		<ul style="list-style-type: none"> • Windows 8.1 or Windows 10 • Intel Pentium Processor • 4GB RAM • 128 GB Hard drive • 11.6" Touch Screen
<p>HP Envy x2 – 13 Detachable Laptop</p>		<ul style="list-style-type: none"> • Windows 8.1 or Windows 10 • Intel Core i3 • 4GB RAM • 500 GB Hard drive • 13.3" Touch Screen

What if a device doesn't meet the recommended specifications?

Examples of devices that DO NOT meet the minimum specifications for 'General Usage'.



Apple iPad



Microsoft Surface RT



Android Tablet

While it is not recommended, a student can currently bring a device that does not meet the minimum specifications. Any device that does not meet the minimum specifications may experience connectivity issues and limited access to curriculum related resources. The device may also limit the student's ability to utilize school related software.

Measuring your device



Please note:

When measuring the size of the screen it is done diagonally.

Senior Subject Specific Devices

Senior students that are undertaking a program of study that uses special software such as Graphics, Multimedia, Film & TV and/or Senior Photography, are advised to consider a device of a higher specifications than that of General Usage. This will enable students to use subject specific programs in a greater capacity.

Please Note: This type of device is not a prerequisite to the program of study.

Software

Education Queensland and Microsoft have now released Office 365 for free to all students. This can be downloaded by logging into <http://webmail.eq.edu.au> on the web using a student's username and password. Once logged into emails the student can click on the words 'Office 365' in the top left hand corner of the page to be taken to the installation page. This enables students to install the latest Office Suite on multiple devices including both PC and MAC computers, tablet devices and smart phones.



The school is licensed for the Adobe Design Suite. Under this license the school can install this package on students own devices for free. This can be installed on both PC and MAC laptops. It will not install on tablet devices or smart phones. To have it installed the student will need to book a time that is suitable with the IT staff in the Resource Centre after students return to school in the new year.



A suitable anti-virus should be installed where appropriate. Avast is an example of a free version that is commonly used. Other well-known options that cost are McAfee, AVG and dvxcvSymantec.

Suggested software to install

Internet Browsers:

- Mozilla Firefox www.mozilla.org/en-US/firefox/new/
- Google chrome www.google.com/chrome

Plugins:

- Adobe Flash, Reader, Air, Shockwave Player www.adobe.com/downloads.html
- Java www.java.com/en/download/index.jsp

Video Players:

- QuickTime Player www.apple.com/au/quicktime/download/
- VLC Player vlc-media-player.en.softonic.com/

Audio Recorder:

- Audacity audacity.sourceforge.net/download/

Backing up

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

Backing up is easy. Once set up, your data should be backing up automatically. You just need to check every once in a while to make sure your backups actually work. We would suggest backing up every week. This would require students to copy their most important files onto an external hard drive or equivalent. This can even be done via Windows Backup (or Time Machine, if you have a Mac) to do this automatically.

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 fully charged. Each device should be clearly labelled with the student's name.

Students should take care to put their device to sleep when moving around as failure to do so can damage the Hard Drive and potentially lose files.

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

Purchasing insurance is a personal choice. When purchasing your laptop please learn about 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 and we request you to include it in your personal or home insurance ensuring you contact them and are aware of what is covered. 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.

Warranty

We recommend that all devices are covered by an extended warranty to last the students' time at Robina SHS.

Statistically a computer will require, on average, 2.5 repairs during its 3 year life cycle. This is a computer requiring a hardware repair due to component failure (warranty) or accidental damage (non-warranty). On average 70% of these repairs are warranty and 30% non- warranty.

Repairs and Maintenance

All maintenance for the device, operating system, software and/or apps purchased by the Student/Parent is 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 Robina SHS IT staff who will attempt to diagnose the fault. If this is not able to be resolved by IT staff, they can recommend a course of action for repair (e.g. warranty claim, insurance claim etc.)

Secondary Devices

We acknowledge that the majority of today's users experience media on a variety of screens: computer, Smart phone, tablet and TV. Students are welcome to bring secondary devices to Robina SHS. IT staff can assist in connecting the device to the Wi-Fi only, however cannot support repairs and maintenance.

BYOD Policy Documentation

The use of ICT devices and systems has been designed to help students keep up with the demands of the 21st Century. Helping students to become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

The Queensland Department of Education, Training and Employment, deems the following to be a responsible use and behaviour by a student.

- *Developing appropriate literacy, communication and information skills;*
- *Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;*
- *Conducting general research for school activities and projects;*
- *Communicating or collaborating with other students, teachers, parents or experts in relation to school work;*
- *Accessing online references such as dictionaries, encyclopedias, etc.*
- *Researching and learning through the Department's e-learning environment.*

The Queensland Department of Education, Training and Employment deem the following to be irresponsible use and behaviour by a student.

- *Use the IT resources in an unlawful manner*
- *Download\ distribute or publish offensive messages or pictures;*
- *Insult, harass or attack others or use obscene or abusive language;*
- *Deliberately waste printing and internet resources;*
- *Damage any electronic devices, printers or the network equipment;*
- *Commit plagiarism or violate copyright laws;*
- *Use unsupervised internet chat;*
- *Send chain letters or Spam e-mail (junk mail)*
- *Access 3G/4G networks during lesson time*
- *Knowingly download viruses or any other programs capable of breaching the Department's network security.*

What is expected of schools when providing students with access to ICT facilities?

We will provide information in relation to student access and usage of its network and reserve the right to restrict/remove student access to the intranet, internet or network facilities if parents or students do not adhere to our network usage and access guideline/statement.

We will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding or ceasing access to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

What awareness is expected of students and their parents?

Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail. Be aware that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour. Students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school. Access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program. The Internet gives access to information on and from a wide variety of organisations, subjects, people, and places with origins from around the world. The school cannot control information accessed through the Internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge and teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.