

Bring Your Own Device Handbook

The College
of **St. Paul's**



Introduction

BYOD (Bring Your Own Device) is a necessary shift in the way we deliver the curriculum to our students as we aim to nurture and accommodate the skills and practices significant for 21st Century learners.

Under the BYOD program, all students are required to bring their own device for use in all classes. If a student elects not to bring a device, technology will be made available based on availability.

Evidence suggests that the benefits of integrating personal devices into learning include:

- Increased student collaboration
- Increased digital literacy
- Increased comprehension of technologies
- Building digital citizenship
- Independent learning
- Student driven learning
- Greater critical thinking skills
- Improved student engagement

Using their devices, students will be able to access Student Cafe & Moodle, which provides access to class resources, assignments and feedback on each of their subjects. Students will also have access to Office 365, Email, Edmodo and various other applications.

We strongly recommend all devices purchased come with suitable warranties and accidental damage protection and theft insurances.

This handbook has been put together to explain how the program operates, sets out expectations of parents and students and provides information about device minimum specifications.

If you have any questions about the BYOD program, please contact the College.

About BYOD

Bring Your Own Device or BYOD is a technology choice trend that recognises a person's device selection is very personal.

BYOD in the education space allows students and families the freedom to make technology choices that suit both the curriculum requirements as well as their own.

How does it work?

From 2018 all students must bring their own device to use at school every day. These devices must meet our minimum device specifications. Students are also required to agree to the Acceptable Use Agreement that defines how technology can be used at St Paul's.

How do I Purchase?

Parents have two options when purchasing a device:

Option 1 – School Selected BYOD:
A Windows device recommended by the College supplied through our BYOD partner Learning With Technologies.

Option 2 - Self Selected BYOD: A device of your own choosing. Purchased through an alternative supplier.

Option 1: - School Selected BYOD (OUR RECOMMENDATION)

BYOD through Learning With Technologies

St Paul's has chosen Learning With Technologies as our BYOD partner. Multiple devices have been selected that meet our device requirements at various price points.

Purchasing one of the recommended devices will ensure your chosen device meets our minimum specifications.

Option 2 - Self Selected BYOD

A device of your choosing

If you already own a device that meets the requirements or you may prefer another device (such as a Mac) this option is for you. Information contained within the guide will help you in selecting a device.

It is important to ensure that you select a device that will perform well for its intended lifespan. You may wish to use the specifications of devices with our BYOD partner as a guide to selecting a device.

Option Differences:

The only difference between the two options is your supplier choice. If you are at all unsure of the device you should choose, we recommend Option 1.

We highly recommend all boarders select Option 1 and select a device with onsite warranty.

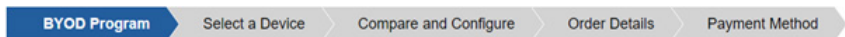
Option One: School selected BYOD

Choosing the right device is easy! We have partnered with Learning With Technologies and pre-selected devices that best suit junior school and senior school students at a range of price points.

Our BYOD Partner

Learning With Technologies has been selected to supply devices that meet the College BYOD requirements. LWT has been supplying St Paul's for some time and we trust that they provide you excellent service and pricing.

Selecting Your Device



Two online order portals have been created. One for junior school and one for the senior school. Higher specification devices are available in the senior school order portal. Junior school students may also purchase a device from the senior school portal.

Taking Delivery



Each device in the portal has an estimated delivery date. Some devices have longer delivery dates than others. This can vary depending on the time of year.

You may choose where you want the device delivered (either to the College or to your primary residence).

Once delivered, the device is ready for you to setup. Support around purchasing your device can be directed to LWT. The portal provides a number resources including contact information, answers to frequently asked questions, how to order and how to get support for your device.

Years 7-9

Order Portal

<http://spjs.orderportal.com.au/>

Year 10-12

Order Portal

<http://spss.orderportal.com.au/>

Option Two: Self selected BYOD

Before purchasing it is important to ensure your device will meet our requirements. St Paul's has a number of hardware requirements and some general considerations to assist you in selecting your device. Please consider the following:

5Ghz Wireless

The St Paul's College wireless network operates on the 802.11n/a 5Ghz standard. When purchasing a device ensure that it is able to connect to a 5Ghz wireless network. You may see these advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac" or "Gigabit Wireless". Devices with 2.4Ghz only wireless capabilities will not be able to connect to the College network.

Ask the salesperson to verify the device has the correct 5Ghz Wi-Fi inside. You may also wish to confirm a devices capability online. We have often found salespersons get this wrong.

Avoid using wireless dongles. These can be broken easily and often cause confusion when connecting to wireless systems.

Battery Life

Devices need to last an entire school day – look for a device with a battery life of at least 6 hours as charging your device at school is not permitted.

Advertised battery life can differ from real world use. Consider purchasing a device that has a removable battery. This will enable replacing the battery as it degrades over the life of the device. A higher speed device can often impact battery life. Take this into consideration when purchasing.

Screen Size, Keyboard & Form Factor

Students will be creating content constantly with their devices. In order to do this, it's important that devices are not too small or large and provide suitable ways to interact with them.

In order to ensure the device is usable for a variety of purposes we have set a minimum screen size of 11 inches . Screens should be no larger than 15" inches

All devices must have a physical keyboard. This guarantees that the screen size is not reduced by on screen keyboards.

Many devices have convertible form factors in that they are both a tablet and laptop. These devices often come with a stylus\pen that is useful in the classroom. These 2 in 1 style devices are highly recommended.

WIFI STANDARD	WIFI BAND	ACTION TO TAKE
ABG	2.4Ghz	Do not purchase a device with this standard.
N	2.4\5Ghz	A device with this standard can be either 2.4Ghz or both 2.4GHz & 5Ghz. Check it is dual band or 5Ghz
AC	5Ghz	All AC devices are 5Ghz and will work at St Paul's

Option Two: Continued

Warranty & Insurance

Consider purchasing extra warranty to reduce future repair costs. We recommend that your warranty should cover the length of time you anticipate to use the device at school. We recommend 3 years. **Onsite manufacturer warranty** will reduce the amount of time a student device is out of action. All devices purchased through our purchase portal have onsite warranty options.

Insurance against accidental damage loss and theft is also recommended. Loss and theft protection can often be attained through home and contents or car insurance by listing the device.

Software

The College provides free access to key learning software including

- Microsoft Office 365 (Word / Excel / PowerPoint / Outlook / OneNote)
- Autodesk AutoCAD
- Adobe Creative Cloud (Years 9-12) (Photoshop / Illustrator / InDesign)

Antivirus is also mandatory.

Subject Selection

If you are intending to study a subject that will use the Autodesk or the Adobe suites, selecting a device with higher performance would be beneficial. This may take the form of more RAM, a faster processor and better screen. To ensure no disadvantage, St Paul's provides a dedicated computer lab for using such software while at school.

Build Quality

A device's build quality is largely determined by price. Plastics, hinges and device rigidity are often compromised in lower cost devices. Select a device that will stand up to daily use.

St Paul's Buying Guide

Use this guide when purchasing a device in store.

Hardware Specification

Form Factor	Laptop, tablet or convertable device with a physical keyboard.		
Screen Size	Minimum of 12 inches with a maximum of 15 inches		
Operating System	Microsoft Windows10 (Windows 10S is not recommended) MacOS 10.8 or later		
Wireless Compatibility	WIFI STANDARD	WIFI BAND	ACTION TO TAKE
	ABG	2.4Ghz	Do not purchase a device with this standard.
	N	2.4\5Ghz	A device with this standard can be either 2.4Ghz or both 2.4GHz & 5Ghz. Check it is dual band or 5Ghz
	AC	5Ghz	All AC devices are 5Ghz and will work at St Paul's
Battery Life	Devices need to last a whole school day - look for a device with a battery life of at least 6 hours of continuous use.		
Storage	A mininum of 128GB of storage is recommended. Solid State Disks are preferred for speed and durability.		

Additional Considerations

Recommendations	<ul style="list-style-type: none"> + Device weight under 3kg + Minimum RAM of 4GB RAM. More for heavy workloads + Pen\Stylus input for note taking.
Protect your device	Warranty, accidental loss and damage Insurance.
Software	<p>All required software is provided by the College including</p> <ul style="list-style-type: none"> + Office 365 + Adobe Creative Suite + Autodesk AutoCAD + Sophos Home AV is available to all familes and is freely downloadable.

Acceptable Use & BYOD Agreement

By bringing a device to St Paul's College you are accepting this Acceptable Use and BYOD Agreement.

Technology access is available to all students as part of the teaching and learning programs offered at SPC. This document sets out guidelines for student use of:

The SPC computer system, including the computers and all the hardware, software, wireless and cable networks, internet and email; and,

Bring your own devices (BYOD) meaning devices that are brought into the school or that are connected to network facilities, regardless of who they belong to.

Student Responsibilities

- Follow all instructions about correct usage, ergonomics and posture.
- Use your device as instructed by your teacher
- Maintain a secure password and keep it private – any activity on your account is your responsibility.
- Bring your device fully charged and appropriately maintained for use at school each day.
- Maintain your device including managing the operating system upgrades, adequate hard drive space, software updates, back-ups, antivirus updates and regular power cycling to ensure system effectiveness.

Supervision and Monitoring

- Actions performed using SPC or BYOD may be monitored by SPC or by another person/organisation on our behalf.
Student access to and usage of notebooks, mobiles and other devices (including any owned personally), may be randomly monitored and temporarily accessed and withheld, including senior staff confiscating your device to compile an audit report of its usage including internet history, files and communication.
- Disciplinary action may be taken, files /content may be deleted, and student network access suspended if:
 - There has been or may be a breach of the SPC rules/policy.
 - There may be a threat of harm to a student, others or system security.
 - Unacceptable files and/or content are found.

Appropriate Use

- Students may not use SPC infrastructure on BYOD in an unlawful manner.
- Students must not knowingly use any device or internet site to send, forward, attach, upload, transmit, download, link to or store any images, content, links or material that:
 - are or may be defamatory, harassing, threatening, racist, sexually explicit, pornographic, or otherwise offensive
 - are or may be construed to be vulgar, insulting, rude, disruptive, derogatory, harmful or immoral
 - contain any virus, worm, Trojan or other harmful or destructive code
 - may injure the reputation of SPC or damage the reputation of the school.

In addition, students are not permitted to do the following:

- spam, chain or mass email
- infringe the copyright or other intellectual property rights of another person or organisation
- perform any activity using an anonymous or misleading identity
- engage in any illegal or inappropriate activity
- access the internet using another person's name or account
- download illegal software
- download excessive quantities of data other than in the ordinary course of learning.

What does this all mean?

Device Setup

- It is your responsibility to complete the initial setup of your device including loading operating system, antivirus software and other applications.
- Abide by school recommendations about device type, model and minimum requirements.

Access, Security and Privacy

- When at school connect only to the SPC wifi. Do not tether or roam to other networks to bypass filters.
- Login with your own user name and password to access the SPC network. Any activity on your account is your responsibility. Change your password frequently.
- Your online access can be monitored. It can be tracked on your own equipment and can be checked by staff.
- Bypassing SPC network is forbidden. You will be held liable for any internet sites you visit.
- Use an antivirus application.
- Secure your device at all time when not in use. It must be kept locked in your locker. The security of your device is your responsibility.
- When in transit from home and school, your device is to be kept in your schoolbag.

Education

- Digital routines should be established and maintained, at home and at school to ensure regular backup, charging and maintenance of your device.
- Timely submission of assessments is your responsibility. Non or late submission due to ICT issues will not be accepted.
- Copyright rules and regulations should be adhered to. Do not store, reproduce or share copyright images, music or video files.
- Plagiarism is a form of theft. Acknowledge all sources included in your work. Refer to the College diary for advice on compiling a bibliography.
- Save your work appropriately. Remove files no longer in use and back up work regularly. Data security, backup and recovery is your responsibility.

Device Maintenance and Usage

- Take care to use equipment appropriately. The care of ICT equipment is your responsibility.
- Use BYO devices as instructed by your teachers.
 - Report any technical issues to staff/parents.
 - You may be held liable for wilful damage or inappropriate use of your or another's device.
 - Use email, text message and other chat forums appropriately. Always portray SPC values when communicating in any forum.
 - Be honest about your online activities at school and home. Do not conceal your computer activity from your parents or teachers.
 - Capture images and video footage only when all parties agree to being filmed/captured (including those seen and heard).

Communication Online

- Represent yourself, your peers, your teachers and SPC appropriately when accessing social networking sites at all times. Be cautious not to defame another person's character, as you will be held responsible for your online communications.
- Be cybersafe. Never reveal you full name, address, telephone number, banking details to anyone online. Be aware of the photos, videos and audio files you display online. Understand that once information is uploaded you cannot control its use. People are not always what or who they seem to be on the Internet. Do not view or display offensive messages, pictures or video. This can be a form of cyber bullying. Offensive material will be deleted without notice.
- Report all forms of cyber bullying to a teacher.

Discipline

- SPC may take disciplinary action including limiting or removing access to the SPC system, or even suspending or permanently excluding you from SPC if you do not adhere to the Acceptable Use Agreement.

Common Questions

How do I know what device is best?

We have pre-selected a number of devices through our BYOD partner that will meet both the College technical requirements and student needs.

The best device is largely a personal choice however be sure to refer to our buying guide in this document if purchasing from a retailer.

Cyber Safety at Home

All students at St Paul's receive information about cyber safety and appropriate use. Each year we run a parent cyber safety evening to assist parents make decisions about technology use at home. Please ask our staff if you wish to attend the next evening.

Will the device be secured?

The College does not warrant against the device. All students are provided with a secured locker in times where the device is not required.

If you are concerned about damage or loss we recommend that insurance or accidental damage protection be purchased with your device.

Device Affordability

We recognise that the purchase of a device is a significant expense. We would expect a quality device to last three years or more.

Our BYOD partner provides both outright and finance options on devices if required.

Getting Help

If you have any questions about the BYOD program not answered in this book they can be directed to admin@stpaulscollege.nsw.edu.au or by calling the College.

Year 7	Year 8	Year 9	Year 10	Year 11
Digital citizenship What it means to be a digital citizen	Social media What does your profile say about you?	Social media	Social media and plagiarism	Social media
Social networking, emailing and gaming How much is too much?	Cyber bullying and cyber safety	Tagged	Sexting	What your profile says to your potential employer

First Week at School

1

Set your homepage to our Launchpad

Our Launchpad provides links to our most used online places. You can find it at: <http://launchpad.stpaulscollege.nsw.edu.au>

2

Follow the Launchpad Guide

On commencement each student will receive the launchpad guide. The launchpad guide provides the instructions to setup your device ready for use in the classroom. You will be assisted through this process by staff. This guide is unique to each student and provides all credentials for network access.

3

Support Procedures

We understand that sometimes things don't go to plan. Our onsite ICT staff can assist you with onboarding your device regardless of where your device has been purchased.

We can assist with issues relating to WIFI access, internet access and printing however we are unable to assist with non-College related software or hardware faults/failures.

Students can email helpdesk@stpaulscollege.nsw.edu.au to request assistance or ask a staff member to send a request on their behalf.

