



**1:1 Program
Information Booklet**

**BYOD
(Bring Your Own Device)**

2017

1:1 Program @ BSC

We extend to you a warm welcome to Bairnsdale Secondary College for 2017. The purpose of this information booklet is to provide you with information on the IT device requirements for students at the College in 2017.

Our 1:1 program allows students to use the device with which they are most comfortable and with which their learning will be most effective. Recognising the importance of choice, we will offer a number of solutions from which students can choose the most appropriate to suit their individual needs:

- Students may provide their own personally owned **Windows-based** portable device to be linked to the school network. This could be a Windows-based tablet or netbook/notebook. The minimum requirement is that the device must be running Windows 8.1 (not Windows RT.)
- Students may provide their own personally owned iPad to be linked to the school network.
- We will continue to offer the availability of an (out of warranty) school-owned netbook on loan on an annual basis for the term of the student's enrolment for a termly fee of \$30.

Safe and Secure

To maintain a safe and secure learning environment, a filtered Internet connection will be provided for students. They will not be permitted to use a personal broadband connection such as a 3G/4G phone network. As well, students will only be able to use their device under the direct supervision of their teacher. Any unauthorized use can result in the device being confiscated, searched, and privileges being revoked. At school, the students will use the computers in class and store them in their lockers at recess, lunch and when they are not required in class. Students are responsible for their Devices. At the end of the day they are expected to take their computers home to re-charge the battery and, where appropriate, to complete work. There is an expectation that all students will have their device at school on a daily basis for use when required.

What Do I Need to Do Now?

All students are required to have use of a personal device through one of the above solutions. Once you have decided which option is going to be best for your child, please complete the form at the back of this booklet. This should be signed and returned to the school.

Further information on the program, together with copies of all documentation can be found on our website at <http://www.bairnsdalesc.vic.edu.au/extra-curricular/1:1program/>

If you have any further queries regarding the program, please contact Mandy Holmes (holmes.mandy.m@edumail.vic.gov.au)

FREQUENTLY ASKED QUESTIONS ABOUT '1:1'

1. **Why am I being asked to bring my own device to school?**

In 2012, the College received funding from the Federal Government to move to a '1:1' learning environment. This supplied the College with netbooks for students in Years 7 to 10, in order to have a computer for their learning 24 hours a day. The Federal Government funding was not continued, so the College had to then purchase netbooks in 2013 and 2014, to ensure all students had a netbook. Families were asked to pay a computer levy to support this program.

Unfortunately, the College can no longer sustain the program in this way and we, along with College Council, have been forced to look at other options to continue supporting student learning in this technology-driven environment in which we now live and work.

2. **What sort of device can I bring?**

Students may provide their own personally owned Windows-based portable device to be linked to the school network. This could be a windows-based tablet or netbook/notebook. The minimum requirement is that the device must be running Windows 8.1.

Alternatively, students may provide their own personally owned iPad to be linked to the school network.

3. **Can I still rent a device from the school?**

We will still have a small number of out of warranty netbooks that can be rented from the school. The netbook is owned by the College and therefore if a student exits (no longer attends) they will be required to return the netbook.

If you wish to rent one of these devices, you will need to contact the college finance office and complete a rental agreement.

4. **Do I need to provide any additional accessories?**

Through our experience of students using 1:1 devices we would strongly advise the provision of a skin (or screen protector for iPads) and a protective bag.

The protective case is for transporting the device safely to class and to and from school. A skin will allow you to personalise your device and assist with determining individual computers.

Accessories that will also be required by **all** students:

- USB (Windows device only - on College booklist)
- Skin (if renting a college netbook)
- Bag (if renting a college netbook)

Accessories that you may wish to consider:

- External hard drive (for back up purposes)
- External DVD drive
- Additional battery
- Mouse
- Bluetooth keyboard (for tablet devices)

5. **Do I need to personalise my device?**

As with all school equipment, it is essential that all devices clearly bear the student's full name. This enables any member of staff (particularly IT technicians) to easily determine who a device belongs to.

6. What has to happen before students can use their device on the network?

Prior to students being allowed to join their device to the school network:

- Parents and students must sign the Acceptable Use Agreement and pay the required computer levy of \$50
- In addition, parents wishing to rent a netbook from the school will be required to sign the rental agreement and pay a \$100 bond.

7. Will I use the device for every class?

You will use your device whenever it is appropriate for you to use them. Students will not spend all day every day on the computers. Here at the College, we believe there is still a place for writing and social interaction. Students will still be expected to bring books and pens to some classes. Individual teachers will make judgments about device use based on their subject content.

The curriculum at the College already involves considerable use of Information Communication Technology (ICT). However, as students will now be able to have more access to resources and programs that support their learning we will expect this use to increase. Students will need to either take the device to each class or leave it securely locked in their locker.

8. How does '1:1' use improve student learning?

Mobile computers give students the most important tool of the digital age so they can connect, collaborate and create.

Research and experience in Victoria and around the world shows that achieving a '1:1' student to computer ratio is a significant way to achieve improved educational outcomes.

Advantages of a '1:1' ratio include:

- Encourages independent, self-initiated learning. This assists students to personalize their learning.
- Students explore and experiment with ideas and information in a way that reflects the digital age in which they live. In many cases this assists with student engagement.
- Increased collaboration with other students – within the class and at different schools, states and even countries.
- Allows increased use of modern ICT tools. In particular an increase in tools that allow collaboration and communication (including web 2.0 tools).
- The ability to effectively keep digital portfolios is improved. Such digital portfolios will be able to be managed at our College
- A portable device allows flexibility in the classroom. Spaces can be re-organized and students can still work on computers e.g. students can work individually, in pairs or groups.
- It extends learning beyond the classroom. There is continuity in their learning between school and home.
- Enhancement of the ICT skills for 21st Century learning and the workforce.

9. Can I charge the device at school?

You need to ensure that battery is charged at home every night before coming to school. This will ensure that your device is ready for use in all classes. Power cords must be left at home. Students need to monitor their battery life to ensure they have enough charge for the afternoon classes.

10. Where will I keep my device during the day?

You are responsible for your device at all times. When you are not using your device during the day it will be stored in your locker, which you are required to keep locked.

11. What care do I need to take when transporting the device?

To assist with security students are specifically warned about taking them out in public. They should always be carried in the device case inside their school bag. Similar care should be taken when leaving the device in exposed locations – for example leaving the device on a car seat.

Care should be taken when packing the device into the bottom of a backpack as compression with other items such as heavy books may lead to a compression fracture of the screen. You should never store the charger in the device case; this could also crack the screen.

Failure to transport and care for your device in the appropriate way may invalidate the warranty or insurance.

12. What if my device gets damaged?

Students are responsible for the repair of personally owned devices. Generally all newly purchased devices and batteries will be covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage. If the damage is not covered under warranty you may be required to pay to get it fixed so that you have a functional device.

13. What happens if my device needs repair?

From time to time your device may need repair because it is not running properly. It will be your responsibility to organise this repair.

Our technicians will be available to solve any issues with connecting to the school network and/printing etc but are not able to offer a repair service for personally owned devices.

If your device is going to be 'out of action' for an extended period whilst it is being repaired, it may be possible to provide you with a loan device to assist with your studies.

14. What if my device gets stolen?

In the case of suspected theft, your insurance company will probably require a police report to be made by the family. **Personally owned devices are not covered by College insurance.**

15. How do I care for my device?

The following conditions should be adhered to in order to maintain the user warranty:

- The device needs to be stored and transported, when not in use, in the protective cover provided.
- In order to protect the screen additional items **should not** be stored in the device sleeve or cover (e.g. charger, cords, pens, papers or disks), as this may damage the screen
- The device must be carried within its protective case inside the normal school bag.
- Pressure on the device can cause permanent damage to the screen and other components.
- **The device should never be left in plain sight in a car or in an exposed area where it can be stolen.** This is not covered by warranty and may not be covered by insurance.
- To avoid damage care should be taken with sunlight, heat, animals and small children.
- At school the device should be securely locked in student lockers when not being used, at recess, lunch and when they are not required in class.
- Devices are to be taken home every night and the battery charged.

16. What software can be installed onto the computer?

Most software programs that have previously been included on the 'Edustar Image' of school-owned devices will be available for students to download from the school network (there may be a couple of exceptions).

Office 365 Education for Students is available for free to students who are enrolled at the College (this includes MS Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access).

17. Can I put my own software onto the device?

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal MP3 and other music files may be stored on the device. Care should be taken as in some cases installation of additional programs will adversely affect performance of the device and existing software.

The national Copyright Advisory Group (CAG) has developed the Smartcopying Website to provide a comprehensive guide to copyright issues affecting Australian schools.

<http://www.smartcopying.edu.au/>

DEECD also has information on copyright and intellectual property on its website:

<http://www.education.vic.gov.au/school/principals/management/pages/copyright.aspx>

It is your responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Note: It is strongly advised that students regularly backup their school work files to a secondary device (eg portable hard drive etc.)

CAUTION:

- Downloading music, games and videos from the internet is prohibited except when explicitly directed to by a teacher.
- The use of games on your device is prohibited except when explicitly directed to by a teacher.
- During class, you are not permitted to listen to digital music, or connect in any way to any social network unless you have permission by a teacher for an educational purpose.
- Unauthorised software/games on your device can, and will be disabled and or deleted as part of these terms and conditions.
- The use of your device for any purpose such as cyber bullying, torrent downloading, pirating activity, pornographic activity or any other illegal activity is strictly prohibited.

18. Will the student files on the devices be private?

Although students should keep their devices private and not let others use their device, it may be necessary for school personnel to access their device. Students may have their device inspected and monitored for appropriate usage. College personnel may request access to the browser history and/or caches as well as any and all files belonging to the student on the device or stored on the school servers. Students and parents should be aware that files stored locally on the devices or on the school servers are not private. This is similar to conditions in the workplace.

It is the student's responsibility to ensure that only appropriate content is stored on the device. Care should be taken with storing and managing personal data, information and images on the device. Inappropriate content found on the device could incur consequences.

19. Do I need to worry about virus protection?

It is essential that your device has up to date anti-virus software installed. It is your responsibility to source this software and ensure it is kept up to date.

To avoid viruses you are recommended to:

- Not open or reply to any files attached to suspicious or unknown emails.
- Delete chain and junk emails. Do not forward or reply to them.
- Exercise caution when downloading files from the internet. Save the files to the device hard disk and run the virus scanner on the file before opening them.
- Consider running virus scans regularly after accessing the internet or personal mail or opening a file from a removable media source. Carry out the scan before returning to the school and connecting to the school network.

20. How often should I back up my data on the device?

Students are expected to back up their files every evening at home. This may be through a USB, external drive, or internet-based backup to regularly ensure important work is not lost. Students should also back up work on the school network daily (Y Drive). Loss of work due to drive failure or to the computer being re-imaged (restored to its original settings) will not be an acceptable excuse for work not being completed.

21. Can the devices go on the internet at home?

At school all students will be able to access the internet at anytime through the wireless network. To use the internet at home you will have to adjust the settings to suit your home network. School Technicians will not be able to assist with support with connecting you to your home network.

22. How can the devices be used for school work at home?

Examples of home use for which internet access would be required include:

- using online collaborative websites such as class blogs, wikis and potential online conferences
- using school email if available
- using online resources such as digital learning objects located in DigiLearn
- completion of work using online resources.

23. What happens with my username and password on the device?

You are required to use the usernames and passwords provided by the school when logging onto the school network. In order to protect information, in incidents of loss or theft, your passwords are to be kept private and are not to be shared with other students.

25. Will I have to be more aware of cyber safety with the device?

You must abide by the school's Acceptable Use Agreement whenever the school equipment or services are involved. The Acceptable Use Agreement Policy contains specific responsibilities to ensure student safety:

- You must keep yourselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.
- You should be respectful in how you talk to and work with others online, and never participate in online bullying.
- You should use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.

It is important that teachers, students and parents share the responsible use of devices at all times. To assist parents with monitoring use of the device it would be reasonable to:

- encourage use in a family room and not in the bedroom
- restrict use at certain times of the evening or weekend
- advise not to take on long trips, and
- regularly examine the documents and other contents of the device.

For further information on Cybersafety visit the Department of Education and Early Childhood Development's website:

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolrescybersafety.aspx>

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