



Bring Your Own Device (BYOD) Program **Year 7-12**

[Seymour College Order Portal](#)

Introduction:

Seymour College is committed to providing a current, relevant and dynamic learning environment that challenges students to perform at their personal best. Along with the Department of Education (DET), Seymour College aims to further enhance teaching and learning to improve outcomes in literacy, numeracy, sciences, languages, as well as the use of ICT.

Building 21st Century Skills:

The BYOD program allows for students to bring their own learning device to school, allowing teachers to integrate technology into their curriculum, fostering personalized learning, allowing students to progress at their own pace and ability levels, and increase independence and self-initiated learning.

The BYOD Program aims to motivate students to learn by immersing them in the digital tools that they are familiar with in their everyday life and develop their 21st Century skills to enable them to be better prepared for the ever-evolving world.

The key skills that are strongly developed by the BYOD Program are:

Critical Thinking – Students think effectively and test and question ideas, examining them from different angles.

Digital Literacy – students understand and develop skills to use technology to research ideas, express their thoughts, design and create.

Collaboration – Students are able to help each other, share responsibility for their workload and exist in today's team orientated society.

Online Order Portal:

The BYOD program is supported by the college's new online order portal. The portal is designed to provide parents with the convenience of online ordering and a secure payment for the laptops deemed suitable by Seymour College for use in 21st century learning. As outlined below, the Online Order Portal boasts multiple advantages over alternative arrangements.

- ✓ Parents receive professional service from a well-known education IT Company *Learning with technologies (LWT)*, who will provide a secure web-based ordering portal.

- ✓ Additional insurance policy packages are available to be purchased through LWT. To ensure laptops are maintained in good working order and to maximise the time they are spent in the student's hands, any required servicing or repair is completed by LWT onsite at school.
- ✓ A range of payment options are available including a 36 month finance option which can be arranged online.
- ✓ Within the college, students will be able to connect to the internet and intranet.

Benefits of the recommend insurance policies include:

- ✓ Onsite Repairs
- ✓ Rapid Turnaround
- ✓ Management of relevant paperwork completed by the college

Seymour College strongly recommends that accidental damage protection insurance is purchased. This can reduce the cost to repair damage such as a broken screen from over \$300 for parts and labour to an excess fee of between \$50 and \$100.

Alternative Purchasing Arrangements:

Laptops or Apple iPads may be purchased from any computer supplier. Refer to the minimum specifications listed below.

Our school technicians will do their best to connect all devices to the network. If minimum standards are met, we are happy to reimage the laptop with the Department image including Microsoft Office and Photoshop Essentials, as well as a collection of other useful software. Licensing of the installed DEET operating system and software is valid while the student is still at the College, but will expire after 90 days once the laptop has left our network.

Any laptops NOT insured through the products offered on the LWT Portal will not be covered on the grounds of Seymour College.

For any laptop not purchased through the Online Order Portal, families are responsible for their own management of any damages and any associated costs. Families will need to deal directly with the retailer or insurance companies.

Seymour College has no responsibility to service any laptop not insured through LWT. If a fault is found by a Seymour College technician the laptop will be returned to the student to organise their own repair.

Minimum Specifications:

Seymour College recommends the following minimum specifications if purchasing a device other than through the online order portal.

Windows PC

Hard drive Above 60GB (For installation of Microsoft Office)

4 GB RAM

6 Hour or above battery life

11.6" or above screen size

Windows 8 / 8.1 / 10

Warranty to cover laptop lifetime (3/4 years) and accidental damage insurance.

Apple Macbook

4GB Ram

6 Hour or above battery life

OSX 10.8 or above

Warranty to cover laptop lifetime (3/4 years) and accidental damage insurance.

Apple iPad

Ipad (4th Generation) / Ipad Mini 2 or higher

External keyboard (A keyboard is strongly recommended if using an iPad to allow for the typing of student responses at a length expected in Year 7 and above.)

* Please note iPads cannot connect to network shared drives, and students would need to use Office 365 to save and retrieve their files.

Android tablets are not supported, as they cannot be connected to the College's secure wireless network.

Chromebooks (low cost notebooks running Chrome OS, not Windows) are not supported as they cannot be connected to the college's network.

Joining the Seymour College Network:

At the beginning of the school year, College IT staff will prepare student devices for connection to the college network. This will involve installing a secure wireless certificate to allow the device to access the internet via the college network.

IT staff are able to install Office 365 if the device does not have Office. The device will also be connected to printers around the college for students to print their work.

Using the devices at Seymour College:

Students will be encouraged to bring their notebooks to school every day for use in their classes. It is their responsibility to ensure that the device has been fully charged before bringing it to the college. Students need to take their notebook home for charging each day. Battery life should be adequate particularly as it not expected that the notebooks will be used during every minute of the school day.

These notebooks will be able to access the College's wireless network and internet whilst students are at school. They will also be capable of accessing any home internet and network (at the responsibility of the parent or student).

All classes will be engaging with the technology in various ways, however it is not a given that they will be used in every class every day. Particularly in preparation for some School Assessed Coursework tasks hand written tasks will be completed.

As the Managed BYOD program is a new initiative to Seymour College, there may be a need for teachers to establish new rules and procedures to smoothly facilitate the use of the notebook in their class. Teachers are expected to discuss with students their expectations and responsibilities that go with having their own mobile computer. It is vital that students understand that a notebook is a tool that is central to learning at school and home.

Security of the Laptops:

Students and parents are reminded that although these devices are privately owned, their key purpose is for education use and the installation and use of games and recreational activities is strongly discouraged. Schools have found there is less likelihood of the device being unserviceable due to such things as viruses, illegal software installation or hard drive capacity being compromised through excessive data storage of movies / music etc.

Students are encouraged to practice basic security measures when using the laptop at school and at home. Laptops should be labelled with the student's name and not be left unattended and should not be lent to any other person. The configuration of the laptop means that whilst at school, other users can log onto their laptops. This is strongly discouraged as it jeopardises the integrity of any data stored on the laptop outside of the student's profile.

The physical security of the laptop is the student's responsibility. When not in use, the laptop must be stored securely in their locked locker.

Transportation of the Laptop

It is the expectation that students will safely transport their laptop to and from school daily. It is recommended that a protective carry case is used to protect the laptop from knocks.

Equipment Breakdown or Loss of Data

Although the college has recommended a number of suitable laptops through the Online Order Portal, the reality is that sometimes things go wrong. This is why purchasing extended warranty coverage and accidental damage insurance are strongly recommended. Although notebooks purchased from retailers will generally have 12 month warranties, to ensure the device is usable for its expected lifespan of three to four years, purchasing extended warranty cover and accidental damage protection insurance will provide peace of mind, and allow the device to be repaired at a reasonable cost if something breaks.

Keeping students work safe on their laptops is the responsibility of the student. They are strongly encouraged to **back their work up** regularly to multiple storage locations.

Seymour College will offer data storage for students meaning that students have easily accessible and safe storage available (On the U: Drive) to back up their work and data to. Additionally, it is recommended that students obtain a USB drive that can assist them with the backup of important files.

Students must be aware that if a major malfunction was to occur with their laptop, the technicians will **Factory Reset on the device causing all data to be lost**. Ultimately when this occurs the laptop is returned in the condition it was on the first day that the student received it, and without any work or programs the student had stored on it.