

BYOD

**PROGRAM 2018**



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about 1:1

# BRING YOUR OWN DEVICE (BYOD)

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## WHY 1:1 AT TATACHILLA LUTHERAN COLLEGE?

The new Australian Curriculum requires students to develop a sound ICT capability in order to appropriately access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school as ethical digital citizens. The Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA, 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

Tatachilla Lutheran College will be transitioning to a "Bring Your Own Device" (BYOD) environment. Using an extensive range of cloud-based educational platforms such as Google Gsuite for Education and the SEQTA Learning Management System means that our teachers and students can collaborate and learn in an online environment without being tied to a designated operating system or program.

Ultimately, we believe that the use of technology enhances and supports the College's long standing approach to high quality teaching and learning. All students will be expected to use their devices in a manner that is aligned with the expectations and values of the College and they will be supported to grow as responsible digital citizens.

## WHAT IS BYOD?

"Bring your own device" (BYOD) refers to a technology model that allows students to bring their own devices to school for learning in the classroom. This is a trend in both education and in the corporate world, which recognises that choices about technology are very much personal.

BYOD acknowledges that technology in education means more than meeting specific curriculum requirements.

BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

## HOW DOES IT WORK?

All students across the College from Year 1 to Year 12 are invited to bring their own computing device to school every day. It is compulsory for students from Reception to Year 6 to have an iPad, and students in Years 7-12 a laptop.

The College has set a minimum device specification based on the suitability for student age, and use to enable learning. As students will be accessing the College network they will be required to agree to the Acceptable Use Agreement that sets out how the device can be used at Tatachilla Lutheran College. Our ICT Services department is available to answer questions and to give assistance if required.



# device selection

# JUNIOR SCHOOL

Students in the Junior School have two options:

- **Option 1:** An iPad recommended by the College supplied through our BYOD partner, JB Hi-Fi.
- **Option 2:** An iPad you own, or purchase through an alternative supplier sourced by you.

## MINIMUM REQUIREMENTS

### RECEPTION

- Reception devices are supplied by the College.

### YEAR 1 TO YEAR 3

- Current-generation iPad (Air, Air 2 or the new iPad; iPad Mini and iPad Pro are not suitable)
- 9.7" screen only (7.9" mini or 12.9" pro screens are not suitable)
- Minimum of 32GB storage

### YEAR 4 TO YEAR 6

- Current-generation iPad or iPad Pro (iPad Mini is not suitable)
- 9.7" or 10.5" screens only (7.9" mini or 12.9" pro screens are not suitable)
- Minimum of 128GB storage (greater storage is needed to meet curriculum requirements in Years 4 upwards)

Please pay particular attention to the storage space required for different year levels. The College will not support iPad devices with a screen size other than 10.5". Larger screens are too prone to damage and smaller screens are not conducive to learning.



## device selection

# MIDDLE & SENIOR SCHOOL

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Students in these Year levels have three options when purchasing a device:

- **Option 1:** A Windows laptop recommended by the College supplied through our BYOD partner, JB Hi-Fi.
- **Option 2:** A MacBook recommended by the College supplied through our BYOD partner, JB Hi-Fi.
- **Option 3:** A laptop or MacBook you own, or purchase through an alternative supplier sourced by you.

### MINIMUM REQUIREMENTS

- 12" screen or larger
- Screen resolution of 1920x1080 or higher
- Intel Core i5 or i7 processor
- 8GB RAM
- 128GB solid state storage (no spinning hard disks)
- 8 hour battery life
- 802.11ac 5Ghz wireless
- Windows 10/macOS 10.12 Sierra or later

All devices made available through the College's partnership with JB Hi-Fi meet these requirements.

If you are planning to purchase your device from an alternative vendor, please take care to ensure that all of the requirements above are met; in particular devices with spinning hard disks being unsuitable for day-to-day learning life at a school.

Parents purchasing devices from other vendors should also take care to ensure there is appropriate battery life in the chosen device. The College will be providing USB-C, MagSafe and MagSafe 2 chargers for students to charge devices during recess and lunch. There will be limited access for students to charge devices with other types of charging connectors.



# other CONSIDERATIONS

## RECOMMENDED FEATURES

- Weight of no more than 2.5kg
- 3-year warranty
- USB-C or MagSafe 2 charging ports (for use of charging bays at the College)

All devices made available through the College's partnership with JB Hi-Fi meet the above recommendations.

The College recommends avoiding devices with edge-to-edge glass screens, such as the Microsoft Surface Pro. Other Australian schools have reported poor experiences with these types of devices due to their high susceptibility to cracked screens and breakages.

## SUBJECT SELECTION

Please note that all devices pre-selected by the College in partnership with JB Hi-Fi will run any software(s) required for any subject at the College. However, the subjects mentioned above do utilise software packages that require greater processing power than an average application: Using a more powerful device will give students a better experience using this software.

Consider the following devices for these subjects:

### Art (Visual), Digital Photography, Media Studies

- Any Windows or macOS device with a Core i7 processor, 16GB RAM and 256GB solid state storage (or more).

### Design and Technology: Communication Products (CAD)

- Any Windows or macOS device with a Core i5 processor, 16GB RAM and 128GB solid state storage (or more).

There are no specific device requirements (other than the minimum specifications mentioned previously) for students in Year 7 to Year 9.

Students in Years 10 to 12 electing to study some subjects may wish to consider purchasing a device appropriate to their learning needs.

## PRICE

Your personal circumstances will determine how much your family wishes to spend. All the devices recommended by the College will meet student learning requirements. You should not be spending multiple thousands of dollars on a device to bring to school.

## LONGEVITY

Devices have varying build qualities, mostly based on price. Those with cheap flimsy hinges and/or plastic exterior componentry will not last as long as a better-built device. A good quality device, well looked-after should last for three years.

## WARRANTY AND INSURANCE

It is strongly recommended that students have Accidental Damage Protection and Theft insurance policies for any device they bring to the College. The College also recommends devices have a 3-year warranty.

For insurance against loss or theft, the College recommends speaking to your Home and Contents Insurance provider to see if your existing policy can be extended to cover your child(ren)'s device(s).



# other CONSIDERATIONS

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## BATTERY LIFE

Devices must come to school fully charged at the beginning of every day. Should a student need to charge a device through the course of a day, the College will provide a number of Lightning, MagSafe, MagSafe 2 and USB-C chargers at ICT Services and at charging stations throughout the College. This will enable students with iPads, MacBook Airs, MacBook Pros and Windows laptops with USB-C ports to charge.

Students will not be permitted to bring their own chargers to school for charging. This is due to regulations surrounding Workplace Health and Safety and electrical appliance testing and tagging requirements.

The advertised battery life compared to the real battery life is often quite different and batteries degrade significantly over time. You should consider a device which has ample spare battery life.

The Device Specification states at least eight hours of battery life to compensate for these factors and maximise your ability to use it consistently when required without issue.

## BUILT-IN CELLULAR AND 4G INTERNET

The College has no requirements for students to have built-in cellular / mobile data in their devices, nor are they expected to have any sort of 4G Internet capability.

Students are only permitted to connect to the College wireless network whilst at school. Personal hotspots or other methods of Internet connectivity bypass the College's content filtering and firewall services, putting students at risk of exposure to malicious or inappropriate internet content.

Parents are encouraged to discuss mobile data plan needs with students. The vast majority of students have no need for connectivity other than through a wireless network.

## VERIFY THE CORRECT 5GHZ WI-FI BAND

If you are considering purchasing a device from a retailer other than the College's BYOD partner, please ensure that you check the wi-fi compatibility of the device before making your purchase.

Marketing for consumer electronics can be confusing and difficult to ascertain in store. Some of the device specification elements are specific, in particular the Wi-Fi capabilities. Take this booklet with you when you go shopping and ask the salesperson to verify the device has the correct 5Ghz Wi-Fi (as per the minimum requirements listed previously). Also, verify this yourself via a Google search of the model on the Vendor website – salespeople frequently get this wrong too.

This is the most difficult requirement to verify yourself. If you are unsure, please contact our ICT department via [ictservices@tatachilla.sa.edu.au](mailto:ictservices@tatachilla.sa.edu.au), ensuring you mention the model number of the device you are looking to purchase.

## VERIFY THE CORRECT 5GHZ WI-FI BAND

ABG N	2.4 GHz	-	If it says only ABG, don't buy it as you can't use it at the College
AC	2.4 GHz	5 GHz	If it mentions N then CHECK it is either dual-band or is 5GHz
-	-	5 GHz	If it mentions AC then it is fine to use

This is the most difficult requirement to verify yourself. If you are unsure, please contact our ICT department via [ictservices@tatachilla.sa.edu.au](mailto:ictservices@tatachilla.sa.edu.au), ensuring you mention the model number of the device you are looking to purchase.



# ordering YOUR DEVICE

## ORDERING VIA OUR BYOD PARTNER

JB Hi-Fi is currently Australia's largest supplier to schools running BYOD programs. They have been selected as our BYOD partner for their capacity for stocking a range of devices, at varying price points and being able to respond quickly to orders and warranties.

Devices ordered on or before Friday 3rd of November 2017 can be collected on or after Thursday 7th December 2017.

Devices ordered between Friday 3rd of November 2017 and Friday 5th January 2018 can be collected on or after Monday 22nd January 2018.

We are aware that for many families the BYOD device will form part of a child's Christmas gift and we encourage you to order it as soon as possible. This means that your child can become familiar with the operating platform and customise it to suit their own preferences in preparation for learning at the beginning of the school year.

## SELECTING YOUR DEVICE

If you would like to purchase one of the device options through our preferred BYOD partner, you can order online directly through JB Hi-Fi. Visit [jbeducation.com.au/byod](http://jbeducation.com.au/byod) using School Code TLC2018 and select your device.

Payment is through JB Hi-Fi through either outright purchase or a payment plan. Three-year warranty is standard. However it is our recommendation that you also consider purchasing an Accidental Damage and/or Theft Protection Policy.

For families who are supplying their own iPad we will require you to arrange a time between 11th December 2017 to the 18th January 2018 for the device to be dropped off at ICT Services so that it can be configured to the college network to allow the efficient and effective distribution of Apps.

## COLLECTING YOUR DEVICE

Please try and place your BYOD orders by mid November. After purchase, JB Hi-Fi will deliver the devices to the College where they will be made available for collection.

Purchases made after mid November and prior to December 24th will be ready at the start of the school year. Orders made at other times will generally take 2-3 weeks to arrive; however, longer lead times should be expected if an order is placed in January or February.

iPads purchased through the program will be configured by the ICT Services team prior to being collected. After collection no further configuration will be required for iPads to be used at the College.

As most students prefer to personalise their laptops, these devices will be distributed without configuration. A short process will need to be completed by families to ensure the devices are ready for the start of the 2018 school year. Detailed instructions will be provided upon collection of the laptop.

## ORDERING VIA ANOTHER RETAILER

You are welcome to purchase your device from any retailer you wish. However, please ensure that you check that the device meets the minimum requirements as specified in this booklet.

If your device does not meet the minimum requirements it may not be able to be used at the College.

# using YOUR DEVICE

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## PROTECTING YOUR DEVICE

The College strongly recommends that students have a tough carry case for their device.

A rubberised case is recommended for iPads. Cases should provide sufficient protection to the iPad screen and corners to prevent glass breakages.

For laptops, a clip-on plastic or rubberised skin will not provide sufficient protection should a device be dropped. Students are welcome to use these to personalise their devices. However whenever the device is not in use it should be stored in a separate protective bag or case.

## OPERATING CONDITIONS

Please do not place objects on top of your iPad or Laptop.

Avoid exposing your device to:

- direct sunlight or sources of heat such as desk lamps
- dust, dirt, rain, liquids or moisture
- heavy shock or vibration.

## DIGITAL CITIZENSHIP

After receiving their device at school, students will begin their digital citizenship journey. All students will participate in sessions which will educate them on being responsible and ethical in the use of the internet and the appropriate use of storage to ensure their school work is always backed up.

Students will also be prepared for setting up their unique Home User Agreement with their caregiver(s) and recommendations from our research can be found on the College website [www.tatachilla.sa.edu.au](http://www.tatachilla.sa.edu.au). under the 1:1 BYOD Program tab.

We hope that this valuable information will guide you in setting up reasonable parameters around the use of the iPads and laptops at home.

## ERGONOMICAL USE OF DEVICES

The College has a partnership with Smart Health Training and Services who have provided the following recommendations.

### IPADS

When using an iPad for extended periods of time (>20min), ensure you rest it in an inclined fashion (either on a custom made stand or an inclined reading board) or in a tablet stand that allows for ideal biomechanics. Use the iPad resting on this stand while standing at a bench for ideal body posturing.

Use two hands when using an iPad to take photos, videos or voice memos. If holding your iPad in one hand, hold it in portrait orientation compared to landscape orientation.

### LAPTOPS

Always try to get as close to the correct ergonomic set up as possible.

The following can help to achieve this:

- Use a laptop riser. We recommend that the top third of the screen is at eye level.
- Always use an external keyboard and external mouse set to the proper ergonomic height and position when using the laptop for extended periods of time.
- Alternate using the laptop, between sitting and standing positions.
- Take regular breaks from being sedentary. Try to stretch and move at least every 30min.

All students that will be using a laptop regularly should participate in ergonomic training.

Some families may choose to supply the optional keyboards, and slope boards available to purchase in the eLearning section of the booklist, which may assist in achieving these recommendations.

# access to COLLEGE RESOURCES

## ICT SERVICES SUPPORT

All students will have support for network connectivity including access to printers, Wi-Fi, files, resources and software supplied by the College. Support does not extend to games and personal software.

ICT Services assist students to configure their own device through information sessions. The intention is to provide support which leads students to take ownership and eventually manage their devices by themselves, including data management and backups.

Resolving any hardware concerns is the responsibility of the user. ICT Services staff cannot mediate disputes, fix devices or facilitate repairs.

## SOFTWARE

The College will be providing students in 2018 with a variety of software for laptops free of charge:

- Kaspersky Anti-Virus (for both Windows and macOS)
- Google GSuite (replaces Pages, Numbers and Keynote / Word, Excel and PowerPoint)
- Google Drive (free, unlimited storage backed-up in the cloud)

Depending on subject selections, the College will also provide the following software for laptops:

- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere Pro
- Autodesk AutoCAD
- Autodesk Fusion 360
- Autodesk Maya

In addition to the above the College has a library of over 250 apps and software packages available for students to use if required as part of the curriculum.

Students may choose any other comparable software options relevant to their course of studies, personal preference and within the boundaries of the Acceptable Use Agreement.

## PRINTING

Students are able to print to College devices around the campus. To ensure printing is used appropriately a print-charge system is used.

## COSTS

TYPE	PAPER SIZE	COST
Black & White	A4	\$0.02 per page
	A3	\$0.03 per page
Colour	A4	\$0.07 per page
	A3	\$0.08 per page

## ALLOWANCES

The College provides students with an allowance for printing each term. This allowance is included in school fees. If a student's use of printing exceeds this allowance additional print credit can be purchased from ICT Services.

Please note that printing allowances do not roll over between school terms.

YEAR LEVEL	FREQUENCY	AMOUNT
Rec to Year 8	Once per term	\$10.00
Years 9 and 10	Once per term	\$15.00
Years 11 and 12	Once per term	\$20.00

# the FINE PRINT

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## **TATACHILLA LUTHERAN COLLEGE WILL**

Provide the Acceptable Use Agreement to list the responsibilities and expectations of each student and their families in the BYOD program.

Ensure a copy of the Acceptable Use Agreement is signed by each student and their parents prior to allowing the student's device to be brought into the College.

Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program.

This Device Specification may include requirements for devices specifications that go to:

- Size or form factor
- Network connectivity
- Operating system and standard software
- Input method
- Security measures
- Battery runtime
- Other device feature or software requirements determined by the College.

Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.

Provide support to assist students with first bringing their device to the College and establishing network connectivity with the BYOD program device.

Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the College, a member of the College staff or of another student.

Should a student's device fail to meet a requirement of the Device Specification, the College will not facilitate the student's access to any network or school services. The College may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.

Provide no insurance or hold liability for any damage to a device beyond what is required by law.

## **ICT POLICY: INFORMATION & COMMUNICATION TECHNOLOGY**

The overall aim of Tatachilla Lutheran College is to provide a safe learning environment with an eSafe (electronically safe) culture which is in keeping with the values of the College. The objective of this Agreement is to ensure the safe and ethical use of ICT within the College community.

The College provides students with the opportunity to use ICT equipment/devices and gives them rights to use and access services on the College network. The College expects students to act responsibly as they would with all other College equipment and facilities. All students from Years R -12 have individual usernames on the College Network.

The conditions outlined in this document apply to the use of the electronic communication system at the College. Electronic communications include, but are not limited to, all internet, intranet and email activities and related applications. The authorised users of the College's electronic communication systems are required to comply with the Agreement.

Breaches of this Agreement can undermine the values of the College and the safety of the eLearning environment, especially when ICT is used to facilitate misconduct. Such a breach deemed by the College to be harmful to the safety of the College or its members, may result in disciplinary action.

Please note students are not able to commence using the College's computer network, internet access facilities, or other ICT equipment/devices as defined in this Agreement until the acknowledgement page of this Agreement has been signed and returned to the College Office.

## **ACCEPTABLE USE AGREEMENT**

It is required that both the student and their Parents/Guardians must agree to this Acceptable Use Agreement and the ICT Policy before the student can access the College digital systems and internet resources.

Tatachilla Lutheran College publishes the acceptable use agreement in the student diary each year and we encourage families to discuss the requirements of the policy before both the child and the caregiver sign.





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