Calen BYOD Handbook (2024)

Introduction

In order to inspire excellence in diverse and creative learners, Calen DSC continues to strive towards relevant engaging learning environments and experiences that meet the needs of our students in the 21st Century. As part of this shift in teaching and learning experiences to meet these needs, teachers pursue an increased focus on:

- Project-based learning;

- Student-driven, negotiated and regulated learning;

- Authentic inquiry-based learning;

- Flexible and differentiated grouping of students;

- Increased scope for choice in assessment modes; and

- Greater participation in collaborative problem-solving and learning networks.

As a result, a personal ICT device as a key enabler for these learning experiences has never been more vital. Achieving a 1:1 ratio of student to devices when required will deliver much greater capacity and consistency in the delivery and shift towards this contemporary learning environment.

In order to facilitate this goal of 1:1 – and in keeping with global, national and state trends – Calen DSC implemented a BYOD program starting in 2021 for students in years 7 and 8. From the beginning of 2021 it will be compulsory for all Year 7 and 8 students to bring their own device. All other year levels have the option to participate. **All students in the BYOD program will need to have the signed Charter Agreement before they will be granted access to the school network**.

What is BYOD?

Bring Your Own Device (BYOD) is a term used to describe a digital device ownership model where students and/or staff use their privately-owned devices to access the departmental networks and information management systems in an educational setting.

Benefits of BYOD

- A solution to maintain a 1-to-1 model for our students, providing them with access to technology 24/7

- Greater capacity to participate and deliver inquiry / project-based learning with greater student choice and differentiation

- Students are comfortable and confident using a device they are familiar with

- Students wanting to personalise their device to suit their own learning

- Creating a diverse community of devices helping to enhance awareness of emerging technologies

- Exposing staff to a wide range of platforms which further develops ICT capabilities

- Promoting reciprocal learning between staff and students in a contemporary learning environment

Due to network compatibility only Windows 10 machines will be able to access Calen's wireless networks. iOS, iPad, Chromebook or Android devices will not be accepted as BYOD devices as they are in some ways incompatible and are not supported on the school's network.

Device Minimum Specifications

Year 7 and 8:

These years do not require the use of specialty software and students may bring any Windows 10 Laptop, so long as it meets or exceeds the school's requirements below. Students should not bring power cords to school as they are considered a trip hazard. Students will need local admin access to the machine for the initial onboarding (connecting). They will also need any software that has been installed to limit their access turned off/removed for the connection to be successful. Ideally, students should ensure that all Windows updates are completed at home prior to onboarding.

Minimum specifications for laptops in years 7 and 8:

- **Device type:** Windows PC Laptop only (Windows 11)

- **Screen size:** 14 or 15 inches is preferred (please avoid gaming machines).

- **Processor:** Intel i3. Others are acceptable, so long as they can support a 6-hour battery life
- **RAM:** 4GB or higher
- **Hard drive:** 256GB or higher
- **Wireless Capability: (Wi-Fi 802.11n / ac or better (5Ghz radio band))**
- **Battery life:** 6+ hours (usable time). Machines should be charged at home each evening.

Other year levels:

The type of device needed will depend on the subjects studied. Students enrolled in Graphics, Digital Solutions, Senior Visual Art are recommended to purchase a device with a dedicated video card (Premium).

- **Device type:** Windows PC Laptop only (Windows 11 Preferred)
- **Screen size:** 14 or 15 inches is preferred (please avoid gaming machines).
- **Processor:** Intel i3. Others are acceptable, so long as they can support a 6-hour battery life
- **Graphics:** Dedicated graphics card is recommended if running Autodesk or Adobe packages
- **RAM:** 4GB or higher (8GB or higher recommended if running Autodesk or Adobe packages)
- **Hard drive:** 256GB or higher
- **Wireless Capability:** (Wi-Fi 802.11n / ac or better (5Ghz radio band))
- **Ports:** At least one USB port, audio in/out, VGA or HDMI
- **Battery life:** 6+ hours (usable time). Machines should be charged at home each evening.

Purchasing Your BYO Device

There are a number of options available for parents to choose from:

1. Parents can purchase from their preferred supplier. All warranty and service issues will be the parents' responsibility;

2. Parents can purchase through one of our supplier portals. Dell and HP have provided portals for online purchasing, which include 3-year onsite warranty repairs at Calen DSC. Parents will need to follow the vendor process to log a warranty claim;

Vendor Portals

To purchase via one of the vendor portals, please visit one of the vendor portals of your choice (note: order is not indicative of preferred supplier status):

Dell Computers - https://datashop-qld.datacom.com.au/cdsc
Username: cdsc
Password: Parent (the password is case sensitive)

Printing

Students will be able to connect their approved BYOD device via their web browser to access printers.

School Technical Support

If problems occur, students will be advised to see the school's IT staff who will attempt to diagnose the fault. If the problem is not able to be resolved by staff, they will recommend a course of action for repair (e.g. warranty claim, insurance claim etc.)

Repairs and Maintenance

All maintenance for the IT device, operating system, software and/or apps purchased by the family are the responsibility of the family.

If you have purchased a laptop through the vendor portal and it needs to be repaired, the school will allow the laptop to be left in the IT room for the vendor to complete repairs.

The security of the device is the student's responsibility. Laptops can be left at the office for safekeeping.

Charging of devices

Student will be expected to bring a fully charged device to school each day. Students will not be able to charge their device at school. Check Device Specifications for battery life reference or consult your technical support.

Software and Applications

Installation and maintenance of personal software and applications are the responsibility of the family. Genuine versions of software need to be installed to ensure updates. Some subjects require the use of subject-specific software, all of which have different licensing arrangements for private purchase.

Where student licences are available for software, the school's technicians will install software on personal devices. School- owned software may only be installed on school-owned devices.

Microsoft Office 365

You <u>DO NOT</u> need to purchase Microsoft Office!

All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office Suite to their personal home and mobile computer equipment. Please consult CDSC Microsoft Office install documentation on the school's website for steps on how to install.

Autodesk

Students doing graphics can access the Autodesk suite for free. This can be downloaded from the Autodesk website. http://www.autodesk.com/education/free-software/all. Students will need to create an account using their personal school email address (e.g. jsmith2@eq.edu.au)

Adobe Software

Adobe Creative Cloud software is available to all students. Please see IT staff to have this installed.

Backing up

Students are responsible for backing up their school work. Files can be backed up onto a USB hard drive or student's home directory on the school's server. All assessment MUST be saved to two places if not on the school's server.

Connection to BYOD Network

To connect to the BYOD network, parent/care givers will need to sign the *'Bring your own device' User Charter*. **This form needs to be returned** to the office prior to having your device connected. This form can be found on the school's website or the office.

Warranty / Accidental Damage

We highly recommend that families have extended warranty with Accidental Damage Protection insurance. Laptops are expensive devices and can be damaged easily. Some home insurance policies may cover damage outside of the home, please check your policy to see if you are covered.

Anti-Virus

You will need a suitable anti-virus software – you can use any one of the free AV software out there MS Security Essentials, AVG, AVAST, or something similar.