BRING YOUR OWN DEVICE

HANDBOOK

Vincentia HIGH SCHOOL
LEARNING FOR LIFE

Bring Your Own Device Handbook

CONTENTS

1 Principals Introduction
PAGE 01

2 About Bring Your Own Device
PAGE 02

3 Types of Devices Available
PAGE 03

4 How to Select a Device
PAGE 04

5 Hardware Specifications
PAGE 06

6 Purchasing Portal Device Suggestions
PAGE 07

7 Device Purchasing Common Pitfalls
PAGE 08

8 How to Access The Purchasing Portal
PAGE 09

9 Why Use the Purchasing Portal?
PAGE 10

10 Softare Specifications
PAGE 11

11 Bringing a Device to School for the First Time
PAGE 12

12 Parental Concerns
PAGE 14

13 Safe Internet Browsing and Email Access for Students
PAGE 10

PRINCIPAL'S INTRODUCTION

Digital innovation continues to reshape our world, from the way we learn and communicate, to the decisions we make and the skills our young people will need to study and work now, and in the future. Current technologies are constantly being replaced by more advanced ones, so having a strong digital skillset will be very important now and in the future for our students. The types of digital skills our students need to learn at high school include:

- learning how to use and adapt the right digital devices, applications, software and systems;
- finding, reviewing, organising and sharing information effectively; handling data appropriately and securely;
- using different online resources and tools to study and engage effectively with learning;
- being able to communicate and collaborate in a digital setting;
- understanding how to protect themselves, other students and to stay safe in the digital environment.

This can be achieved by students using their own devices to self-direct their learning, work explicitly through learning prepared by teachers on virtual platforms, collaborate with other students and learn from virtual visiting experts to our school. Thank you for supporting our Bring Your Own Device initiative. If you have any questions, please contact us at school where we will answer them for you.

Ruth Winfield

ABOUT
BRING YOUR OWN DEVICE

WHAT IS BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education sphere as well as in the corporate world.

BYOD recognises that technology and choices about technology are very much personal.

BYOD acknowledges 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 are expected to bring their own computing device to school every day. The school makes recommendations as to the model of device students may choose to bring. Or you can bring something of your own choosing that meets our **Device Specification.**

There is also some software that is required on the device. In most cases there are free options for software. Students are required to sign a **User Agreement** that sets out how the device can be used at school.

A member of the school staff, the BYOD **Technical Support Officer**, is available to answer questions and to give assistance. However, the school does not manage, support, own or warranty the device - it's your device.

TYPES OF **DEVICES AVAILABLE**

A range of devices in a range of price categories meet the Device Specification. The Device Specification includes Windows and Apple devices. Devices can range from 9.7" to 14.0" in a laptop or tablet-convertible format.

The school partners with JB Hi-Fi Education to make **Device Suggestions** available through a Purchasing Portal. Recommended devices exceed the Device Specification, come with a multi-year warranty and optional accidental damage protection. The school will also act in your stead to arrange warranty and other insurance claims on devices purchased through the Purchasing portal.

Additionally, it's possible you already own or use a device which meets the Device Specification, in which case just bring that.

PURCHASE FROM OUR PORTAL

Our **Purchasing Portal Options** section (page 7) explains how you can purchase a recommended device as well as the advantages that come with doing so.

PURCHASE FROM A RETAILER

If you're considering purchasing a device in the market place, there are many factors to consider. While smaller tablet devices may be half the price of a larger sized ultrabook, you should carefully consider all your options for purchase and lease/rent-to-buy. Consider also that a good quality device could comfortably last four years.

Some of the Device Specification elements are quite particular. If you choose one of our recommended devices, you won't have to worry about whether it ticks all the requirements.

HOW TO **SELECT A DEVICE**

A number of factors come into selecting a device. The Device Specification (included on page 12) sets out the minimum of what is required, but you are provided considerable leeway in device characteristics. The school's Purchasing Portal reflects the diverse range of devices available. When selecting a device, you should give consideration, first and foremost, to the Device Specification. However, there are other factors to consider:

PLATFORM, SIZE AND TYPE

Windows and Mac devices are supported for the school's Bring Your Own Device program. An iPad with a separate keyboard is also supported.

The Device can range from 9.7" up to 14.0". A device larger than 14.0" is simply too large to put in a school bag each day and is too big to sit on a school desk with other equipment. You may decide on seeing a 11" device that it is too small, or you may decide it's perfect.

Devices can be in laptop form-factor or tablet-convertible form-factor. They may or may not have touchscreens. A laptop is good for doing written work seated at a desk or even on the ground. A tablet-convertible is a little bit more versatile in where it can be used, but note two typical drawbacks: the quality of the keyboard is likely to be lower and if the convertible tablet's does not have a rigid hinge, then it may be difficult to use to type with when not at a normal desk.

Some subjects at Vincentia High will require students to create content. This means actually producing work, rather than just consuming reference material like textbooks or teaching videos. A Windows device or a MacBook will have a distinct advantage over an iPad in these scenarios.

LONGEVITY

Varying devices have varying build quality. This is mostly based on price. A device with cheap, flimsy hinges and plastic exterior componentry will not last as long as a better built device. A good quality device, well looked-after could easily last four years and more.

Despite this, no device can reasonably be expected to last all six years of a high school career. So it's important to factor in when you're likely to want to replace a device when purchasing it. The former Digital Education Revolution scheme, for example, provided a device to all students starting in Year 9. So it is common still for students to have a new device in Year 9 with the intention of keeping it all through school. Alternatively, maybe a quality device bought in Year 7 could last until Year 10, with a new device intended for Years 11-12 and beyond.

Beware there's always the possibility the device won't make it. All vendors, including the school's Purchasing Portal provide optional accidental damage protection insurance to help ensure the device you want to last four years will last four years.

BATTERY LIFE

The Requirements Specification says your device should have six hours of battery life. This will see it through the school day. Chargers present a trip hazard when in use and are something easily lost when not – students should not charge their device at school.

Note also the advertised battery life of a device and its real battery life are often vastly different. Furthermore, batteries degrade. Over time, the amount of runtime you get out of your device will decline. After two years, battery life may be cut by 30-50%. You should plan for this scenario.

If the device has a removable battery, then you can consider purchasing a new battery for it after a couple of years. Otherwise you should consider a device which has ample spare battery life such that a degraded battery still gets you through the school day.

WARRANTY AND INSURANCE

Warranty and insurance can add a large amount to the cost of a device, but they provide you with peace of mind. All devices sold on the school's Purchasing Portal have 1 to 3 year warranties with an option of additional coverage.

Accidental Damage Protection can be purchased to cover situations where the laptop is dropped or knocked over (or stood on, or crushed). Students at Vincentia High often travel long distances on buses. Students at Vincentia High have sport training and PDHPE class multiple times per week. All increase the risk of damage.

For insurance against loss or theft, your best course of action is to specifically list the device as a valuable on the home contents insurance. Whether this is needed again depends largely on your commute to school: it is exceedingly rare that a laptop lost or misplaced while at school cannot be found again.

LONGEVITY

Consider the following:

- Is the device brought to school your primary device at home too?
- Do you have access to or mostly use another device at home?
- Will you use the device for [reasonable amounts of] playing games at home?
- Do you travel to different parents' homes?

If the device is being used more because it is also used at nights/weekends plus during the school day, that will increase wear-and-tear and battery utilisation.

OTHER TECHNICAL SPECIFICATIONS

The Device Specification only mandates a few technical specifications. Processor speed, screen resolution, storage (disk) size and type are not on the Specification, but that's not to say they should not form part of your considerations in selecting a device. A higher spec device will most likely last longer. Though beware devices that are too large or weighty (larger devices also typically have poor battery life).

PRICE

Your personal circumstances will determine how much price necessarily forms part of your device choice considerations. Price is certainly a consideration. Beware purchasing the cheapest device available. At the same time you should not be spending thousands of dollars on a device to bring to school.

For example, devices the school offer through the school's Purchasing Portal are not all at the cheaper end of the scale because the school has to feel confident in offering a device which will last. Thus devices on the Portal have no moving parts (like spinning disks) and have at least a three-year warranty. This level of specification costs extra money above what the Device Specification requires. The school considers this reasonable, but it is for you to decide whether it is necessary.

HARDWARE SPECIFICATIONS

Our recommended devices are designed to simplify your choices and purchasing processes. A range of devices in a range form-factors are available. All meet the school's Device Specification. All have no moving parts to ensure reliability and all are backed by warranty. Vincentia High School has partnered with JB Hi-Fi Education to make our recommended devices available.

HARDWARE REQUIREMENTS

Your Bring Your Own Device Program device must meet all of the following requirements:

Form Factor

Laptop, tablet device or convertible device

A tablet device must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.

Physical Dimensions

Minimum Screen Size:	9.7"
Maximum Screen Size:	14.0"

Wireless Compatibility

Device must have 5GHz 802.11n or better support
This may be advertised as:

- Wi-Fi 6
- Wi-Fi 5
- Dual Band Wireless
- 802.11ac
- 802.11ax
- Gigabit Wireless

Note: Devices marketed as "802.11bgn" probably do not support the required standard.

Operating Platform

One of the following operating systems:

- Microsoft Windows 10
- Microsoft Windows 11

Note: Android device sare intentionally omitted from the specification.
Note: Chromebooks are not supported in the BYOD program.

Battery Life

Advertised battery life of at least six hours

ADDITIONAL CONSIDERATIONS

The following are not requirements of the Bring Your Own Device program, but are considerations to pay attention to:

Hardware Recommendations

Maximum weight:	2kg
Minimum RAM (laptops):	4GB
Disk configuration (laptops):	Solid State disk (SSD)

Considerations

Accidental loss and breakage insurance

PURCHASING PORTAL
DEVICE SUGGESTIONS

ALL ROUNDER

Lenovo ThinkPad Yoga L13 Gen 4

The ThinkPad Yoga L13 is the school's premier device for Bring Your Own Device. Featuring a full HD touch screen and a Yoga hinge that rotates 360 degrees, the Yoga's full-sized attached keyboard provides a more conventional experiences compared to the Suface Pro while maintaining the Surface's utility. The device is adaptable to any situation a device may be used at school. An included pen

3 year warranty

Screen
13.3" Multi-Touch

Operating System
Windows 11 Pro National Academic

Memory (RAM)
16GB

Processor
13th generation Intel Core i5

Storage
256GB Solid State Disk

Battery Life (Quoted)
12 hours

BUDGET

Lenovo 300w Gen 4

For those on a budget the 300w is a small but tough device for the school's for Bring Your Own Device. Featuring a full HD touch screen and a Yoga hinge that rotates 360 degrees. Much like the L13 Yoga's full-sized attached keyboard the 300w too provides a more conventional experience. The device is limited in it's power, processing and storage preventing the ability to fully utilise memory heavy programs such as Adobe Creative Cloud. But with its included pen should suit well as a flexible everyday learning tool.

1 year warranty

Screen
11.6" Multi-Touch

Operating System
Windows 11 Pro National Academic

Memory (RAM)
4GB

Processor
Intel Celeron N100

Storage
128GB Solid State Disk

Battery Life (Quoted)
12 hours

CONVENTIONAL

HP ProBook 440 G10

The conventional form-factor laptop is excellent for students with strong typing and content creation focus. It eschews fancy bells and whistles to focus on a sound traditional laptop that should suit all needs at Vincentia High. Thin and light to fit well in a school bag. Battery life is excellent. A safe choice for a conventional laptop meeting the requirements of the BYOD program.

1 year warranty

Screen
14" Multi-Touch

Operating System
Windows 11 Pro National Academic

Memory (RAM)
16GB

Processor
13th generation Intel Core i5

Storage
256GB Solid State Disk

Battery Life (Quoted)
12 hours

DEVICE PURCHASING **COMMON PITFALLS**

Some of the Device Specification elements are quite particular and can be difficult to ascertain in store. For example, the Specification states:

- Device must have 5GHz 802.11n support

This refers to the wireless networking (Wi-Fi) technology the device supports and it may be advertised in different ways, including:

- VWi-Fi 6
- Wi-Fi 5
- 'Dual Band Wireless'
- 'ac' Wireless
- 'ax' Wireless
- 'Gigabit Wireless'

Yet devices with 'bgn' wireless will NOT work.

Your best option is to use the school's purchasing portal where all devices meet the requirements.

However, if you prefer to buy in a store, the Device Specification as a 'shopping guide' is included at the end of this handbook and copies can be downloaded from the school's website.

Ask the salesperson to verify the devices has the correct Wi-Fi inside. Also verify this yourself – salespeople frequently get this wrong too.

If in doubt, consider whether your best option is to use the school's purchasing portal.

CONSIDER WHETHER YOUR BEST OPTION IS TO USE THE SCHOOL'S PURCHASING PORTAL

TAKE THE SHOPPING GUIDE WHEN YOU GO LOOKING FOR A DEVICE TO PURCHASE IN A STORE

HOW TO ACCESS THE **PURCHASING PORTAL**

VISIT THE PORTAL AT -

jbeducation.com.au/byod

LOGIN WITH THE CODE -

vincentiahs24

WHY USE THE **PURCHASING PORTAL?**

Recommended devices are available for you to purchase, correctly configured, from our purchasing portal.The purchasing portal and the devices are supplied by the school's partner, JB Hi-Fi Education.

IT'S GUARANTEED TO MEET THE SPECIFICATION

Each device is tailored to meet the hardware requirements of the program's device specification.

YOU'RE WELL PROTECTED

Most devices come with a multi-year warranty with options for additional warranties where desired.

Accidental Damage Protection insurance is available as an option for each device. This covers the accidents which may occur on a device which is used in a crowded environment, day in and day out for years at a time.

COMPETITIVE PRICING

The purchasing portal makes each device available at a reduced price compared to retail pricing from the manufacturer's (Microsoft, Lenovo or HP) online store or physical retailers.

Note though the specification of the device, including its base warranty when comparing the 'headline' price for a device in store against the school purchasing portal.

IT'S IN STOCK

Items on the purchasing portal have been bulk purchased by the JB Hi-Fi group thus combining the buying power of the diverse group of schools that use the company for their Bring Your Own Device or one-to-one program purchases.

All devices stocked are able within two weeks of placing an order. Order in November and the device will be available before the end of the school year; order in mid-January and the device will be in your possession before the start of the school year.

CONVENIENT PICKUP OR DELIVERY

Vincentia High School has a diverse student population spread across the Shoalhaven area (and in some cases, beyond). Recognising this, devices can be picked up from any nominated JB Hi-Fi store including Nowra.

Alternatively you can opt (for a $10 fee) to have the device posted to your nominated address.

SOFTWARE SPECIFICATIONS

SOFTWARE REQUIREMENTS

The Vincentia High School BYOD program has certain software requirements. A device must meet all of the following:

Operating System

As per the Hardware Specification

Word Processor

Any word processor than can produce Microsoft Word (.docx) files

Microsoft Office Word (Windows/macOS/iOS) is available free to students from the school.

Spreadsheet Package

Any spreadsheet tool than can produce Microsoft Excel (.xlsx) files

Microsoft Office Excel (Windows/macOS/iOS) is available free to students from the school.

Web Browser

Any modern browser.

Notetaking Software

Microsoft OneNote (Windows/macOS/iOS) is available free to students from the school.

Utility Software

Adobe Flash Player – for Windows or Mac
Adobe Acrobat Reader – for Windows, Mac

Security Software

Windows laptops should run: Microsoft Defender (built-in)
Mac OS X laptops should run: ClamXav 2 Sentry

SOFTWARE AVAILABLE FREE OF CHARGE TO STUDENTS

An array of commercial software is available to students involved in the school's Bring Your Own Device program free of charge. This includes Microsoft Office. **Hence there is no need to purchase software for a BYOD program device.**

Apart from Microsoft Office, the software made freely available are not requirements of the BYOD program, but depending on their course of studies, students may make use of the software variously throughout the school year.

Information on how to obtain software available free of charge is available to enrolled students via the Student Portal. Students receive induction on accessing the Student Portal when they start at Vincentia High School.

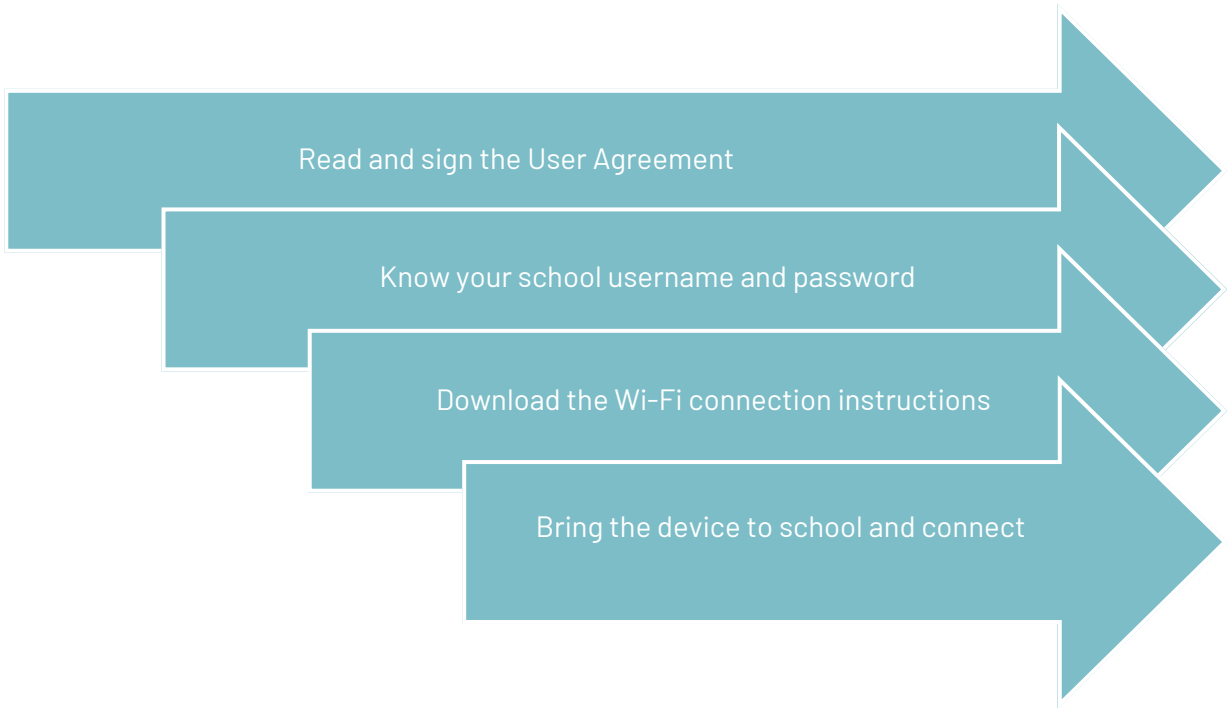
Software available to students includes:

- Microsoft Office
- Microsoft Windows
- Microsoft Visual Studio
- Adobe Creative Cloud
- Adobe Premiere Elements and Photoshop Elements

BRINGING A DEVICE TO SCHOOL **FOR THE FIRST TIME**

For students enrolling in Year 7, there's no need to bring a device right away. The transition to high school can be challenging for students and the school is mindful of this in introducing Bring Your Own Device to Year 7 students. The school adopting a flexible approach to the start date of BYOD for Year 7. The expectation is that students will begin bringing their device to school from early to mid-Term 1.

For students enrolling into other years, their peers will already have a device from the previous year and will already be up and running with the BYOD program. It will take a few days for the school's systems to process a new student's attendance and make it possible for their BYOD device to function. However, after those first few days, it's important to have a device and be ready to use it.



WHAT YOU NEED TO KNOW AND DO BEFORE BRINGING YOUR DEVICE TO SCHOOL

1. READ AND SIGN THE USER AGREEMENT

The User Agreement sets out the rights and responsibilities of students and families in the Bring Your Own Device Program. It must be returned and processed by the school before a device can be connected to school systems. User Agreements can be returned to the school's Library

2. KNOW YOUR SCHOOL USERNAME AND PASSWORD

Students are given a Vincentia High School computer login username and password soon after starting school. Year 7 students will likely receive this in a Design and Technology or Library lesson.

3. DOWNLOAD THE WI-FI CONNECTION INFORMATION SHEET

The Vincentia High School BYOD website contains a simple instruction sheet for connecting your device to the school's Wi-Fi network. Download it for reference at school.

ON YOUR DEVICE'S FIRST DAY

Once a device is ready to be brought to school, it's simply a matter of connecting it to the school's Wi-Fi network by following the instructions already downloaded.

Students who run into difficulties should visit the ICT Support Centre where assistance can be provided.

PARENTAL CONCERNS

Selecting a device is a complex subject. The 'Selecting a Device' article includes a detailed exploration of the factors to consider when looking for a device.

But what about broader parental concerns about the program? There are three topics on which parents most commonly have questions or express reservations: costs, security and the affect of the device's use at home.

THE COST

The purchase of a device is a major decision and a significant expense. A good quality device may last four years (or even more) and viewed over such a period the expense is considerably less. Vincentia High School has taken strides to integrate device use into many aspects of teaching and learning. Your investment allows the school to maximise learning outcomes for all students.

We are committed to our obligations as a public education institution to deliver the same learning outcomes to all our students no matter their families' financial means. We have developed an Equity Policy to operate alongside our BYOD Policy. The Equity Policy outlines a number of strategies the school may take, in consultation with you, to augment access to information and communication technologies.

Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school.

DEVICE SECURITY

The school does not own the device, support the device or warranty the device. Experience from the previous Commonwealth-funded Digital Education Revolution scheme indicates that students who took good care of their device and considered themselves the device's owner rarely had device security issues.

If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental damage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device. Accidental Damage Protection is available as an option for all our recommended devices.

You may also consider using a device locator service. These services include the "Find my iPad" service built in to Apple iOS devices, "Find My Device" in Windows 11 or the third party "LoJack for Laptops".

DEVICE USAGE AT HOME

The school is frequently asked questions about use of a device at home. This is a matter which is largely a negotiation within the family. Students don't need to use their device in their bedroom, students don't need to use their device at midnight. The freedom and latitude afforded to one child may not, in all the circumstances, be appropriate for another.

Students receive information about safe and appropriate device use across their time at Vincentia High.

If you feel device use is becoming problematic for your child's schoolwork, you may consider arranging to speak with his Year Adviser to determine what strategies can be put in place to address your concerns.

SAFE INTERNET BROWSING AND EMAIL **ACCESS FOR STUDENTS**

The NSW Department of Education is committed to providing a safe and secure e-Learning environment to enrich learning opportunities for all students in NSW public schools.

Your son will be provided with an individual username and password to access filtered internet browsing and email at school. Your son's email account is protected by software to block out inappropriate messages.

All students who use the Internet at school are taught that they must follow the Acceptable Use of Technology Policy. This policy includes the action that may be taken by a school if students do not follow this code of conduct. The Acceptable Use of Technology Policy is published in the on the schools website under BYOD.

Students will be able to access their personal email from school-provided computers, their own device, computers at home and other locations through private internet service providers. All Internet browsing at home will be directed through your own Internet service provider. We recommend that you install filtering software at home and be aware of filtering software at other locations. Students will be unable to access other email providers at school.

The Department of Education respects your right as a parent to refuse your child permission to access this facility. If you do not agree to your child having access to this facility, you will need to provide notification in writing to the school. If you refuse permission for your child to have an e-Learning account, your child will not be provided with access to internet browsing and email. Should you subsequently decide you would like an e-Learning account for your child, you can submit a request in writing at any time.

CYBER WELLBEING

Problematic internet use, excessive gaming, preoccupation with online social networking, reduced physical activity and cyber safety issues associated with device use are concerning for many parents. As students move towards Year 12, students may grow out of these habits and move on to have a more balanced approach to the digital world. However, parents need to be educated about the identification of problematic screen time and its effects so they can intervene when issues arise.

It is important to note that screen time is not in and of itself harmful. Screen time can encourage creativity, develop problem-solving skills, promote social development, inspire interest in new topics and encourage self-reflection and self-efficacy.

Families can assist in promoting healthy device use through good communication, setting clear rules and boundaries and then, if necessary, using management controls. More specifically, parents can aid healthy device use in promoting the moderation of screen time, planning time allocation as a family unit, including designing a study timetable and dedicated homework time, requiring use in common areas (not bedrooms) and placing limits on device use at critical time periods, such as before bed time.

Ultimately, parents always have the final say on their child's device use. However, be aware that using technological solutions to control problematic use can often have negative effects. Students can usually find ways around most restrictions and they encourage secrecy on students' part, the very opposite to what needs to be fostered. A better way is to encourage students to use self-monitoring applications to help them better manage and track their own application usage.

For more detailed information and support please visit esafety.gov.au/parents

If you have a question or issue about the school's Bring Your Own Device program that was not answered in this handbook then please email the school at the following address:

vincentia-h.school@det.nsw.edu.au

SHOPPING GUIDE

HARDWARE REQUIREMENTS

Bring Your Own Device must meet the following requirements:

FORM FACTOR

Laptop, tablet device or convertible device

A tablet device must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.

PHYSICAL DIMENSIONS

Minimum Screen Size:	9.7"
Maximum Screen Size:	14.0"

OPERATING PLATFORM

One of the following operating systems:

- Microsoft Windows 10
- Microsoft Windows 11

Note: Android devices are intentionally omitted from the specification.
Note: Chromebooks are not supported in the BYOD program.

WIRELESS COMPATIBILITY

Device must have 5GHz 802.11n or better support

This may be advertised as:

- Wi-Fi 6
- Wi-Fi 5
- Dual Band Wireless
- 802.11ac
- 802.11ax
- Gigabit Wireless

Note: Devices marketed as "802.11bgn" probably do not support the required standard.

BATTERY LIFE

Advertised battery life of at least six hours

ADDITIONAL CONSIDERATIONS

The following are not requirements of the Bring Your Own Device program, but are considerations to pay attention to:

HARDWARE RECOMMENDATIONS

Maximum weight:	2kg
Minimum RAM (laptops):	4GB
Disk configuration (laptops):	Solid State disk (SSD)

CONSIDERATIONS

Accidental loss and breakage insurance

Vincentia
HIGH SCHOOL
LEARNING FOR LIFE

142 THE WOOL ROAD, VINCENTIA NSW 2540

02 4441 6766

VINCENTIA-H.SCHOOL@DET.NSW.EDU.AU