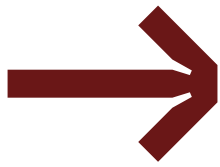


Bring Your Own Device (BYOD)



2025 Handbook



Bring Your Own Device Handbook

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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;
- being responsible to bring a charged laptop to school each day.

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 Chromebooks. 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 Chromebooks are supported for the school's Bring Your Own Device program. Apple macs, iPads and Android devices are NOT 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.

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.

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:

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
 - Chrome OS

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

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

Vincenia 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.



SCAN ME!

SOFTWARE SPECIFICATIONS

SOFTWARE REQUIREMENTS

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

BRING YOUR OWN DEVICE HANDBOOK

Operating System

As per the Hardware Specification

Security Software

Windows laptops should run:
Microsoft Defender (built-in)

Please do not install third party software

Web Browser

Any modern browser.

Parental Controls

Parental controls should not be enabled at the start of the school year while the computer is set up for Department of Education use.

You may enable parental controls after set up occurs at school

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.

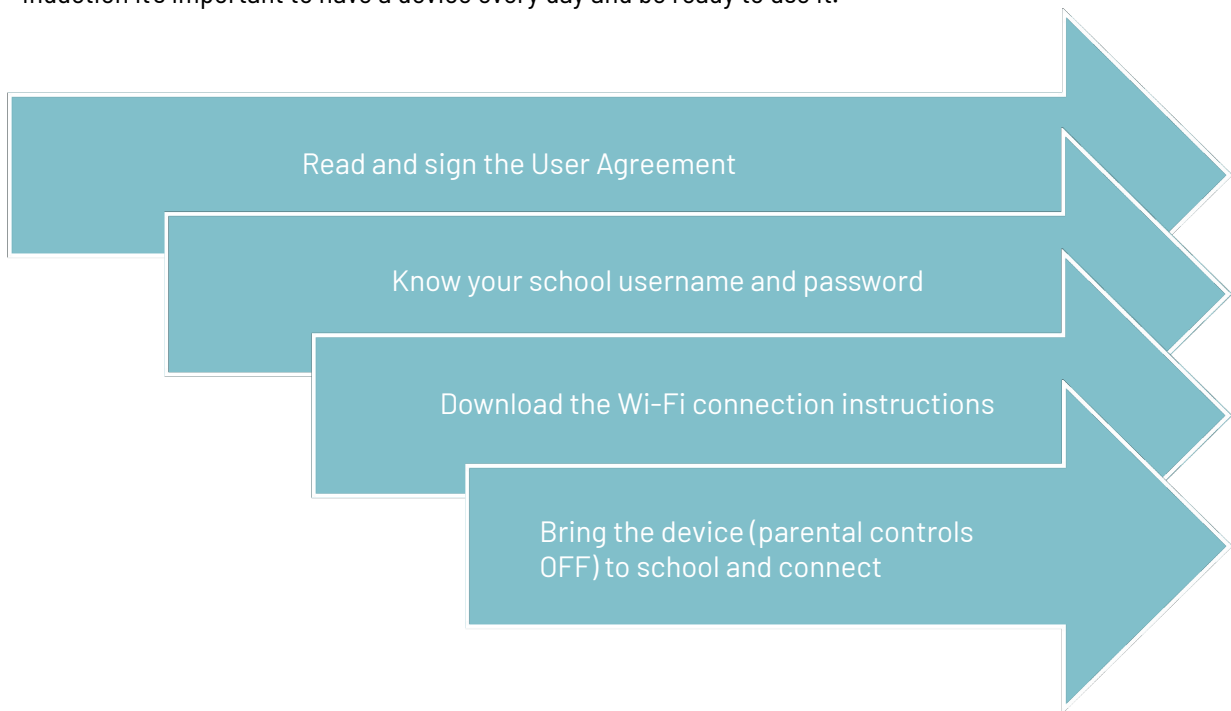
Software available to students includes:

- 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 on the first day. 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. During the first two weeks of school, classes will participate in BYOD Induction sessions where computer set up, rules and expectations and educational platforms logins are created.

Students will be notified of their class induction day so they know when to bring their computer. After induction it's important to have a device every day and be ready to use it.



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 on or before BYOD Induction

KNOW YOUR SCHOOL USERNAME AND PASSWORD

Students are given a Vincentia High School computer login username and password soon after starting school. This is important to remember and will be used everyday.

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

Buying a device is a big decision and expense. A high-quality device can last four years or more, making it more affordable over time. Vincentia High School has integrated devices into many teaching and learning activities, helping maximize student learning. As a public school, we are committed to providing the same opportunities to all students, regardless of financial background. Our Equity Policy, along with our BYOD Policy, includes options to help families access technology.

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 “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

CYBER WELLBEING

****Cyber Wellbeing Summary****

The NSW Department of Education aims to provide a safe e-Learning environment for all students. Each student receives a unique username and password for secure, filtered internet and email access at school. The Acceptable Use of Technology Policy, available on the school's website, sets guidelines for internet use, and consequences for misuse.

Students can access personal email from school and other locations, with home internet subject to family-installed filters. Parents can choose to restrict their child's access to school-provided e-Learning by notifying the school in writing.

Screen time, while potentially beneficial, can also lead to issues like excessive gaming or reduced physical activity. Parents are encouraged to promote healthy device habits by setting rules, creating study schedules, and keeping device use in common areas. Self-monitoring apps can help students manage their own screen time effectively.

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 /11
- Chrome OS

Note: Android devices are intentionally omitted from the specification.
Note: Apple products 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

EQUITY POLICY

Rationale

The Vincentia High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Vincentia High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Vincentia High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

References

- i. BYOD Policy
- ii. Student Assistance Scheme (PD/2005/0241/V02)

Objectives

1. To achieve objective (1) of the Vincentia High School BYOD policy, being to facilitate and promote the bringing of a computing device to school by all students in Years 7 - 12 for use in their education.
2. To ensure equity in the BYOD program and its implementation.
3. To ensure all students have access to appropriate technological resources in their classes.
4. To provide a framework through which family requests for assistance can be managed consistently.

Actions

(A) Vincentia High School

Vincentia High School will:

1. Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2. Ensure the BYOD Program's Device Specification is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3. Assess applications for assistance in meeting the requirements of the BYOD program on a case-by-case basis. Due consideration will be given to all the facts of the matter, including:
 - The level of assistance requested.
 - Existing disbursements from the Student Assistance Scheme.
 - The Year of the student.
 - The subjects the student undertakes.
 - The technology already available to the student at school and at home.
4. Consult with the parent/carer in making determinations as to what form any assistance will take.
5. Consider a range of alternatives for providing device access for students, including:
 - Priority or reserved access to desktop computers in computer labs or the Senior or Junior Libraries during class time, free periods, before or after school or during breaks.
 - Loan of a laptop or other device for a particular period or class.
 - Loan of a laptop or other device for a particular day.
 - Recurrent daily loan of a laptop or other device.
6. Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.



'Bring Your Own Device' Program: User Agreement

The Vincentia High School Bring Your Own Device program aims to improve student learning experiences both in and out of the classroom. Vincentia High School provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The school does so with the expectation that they will make good decisions with regard to their personal use of technology.

This Bring Your Own Device User Agreement must be agreed to and signed before students are permitted to bring their device to school and connect it to school facilities both on school premises and from home.

Students and parents/carers must carefully read this Agreement prior to signing it. Any questions should be addressed to the school and clarification obtained before the Agreement is signed.

Bring Your Own Device User Agreement

20.01

Agreement:

- i. We have read the following 4 pages of the Bring Your Own Device User Agreement.
- ii. We understand our responsibilities regarding the use of the device and the internet.
- iii. In signing below, we understand and agree to the Bring Your Own Device User Agreement.
- iv. We understand that failure to comply with the Bring Your Own Device User Agreement will invoke the school's standard discipline procedures and/or the actions outlined in clause 5.

Name of student:

Signature of student: Date: / /

Name of parent/carer:

Signature of parent/carer: Date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

Website
<https://vincentia-h.schools.nsw.gov.au/>



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