



Central Coast Adventist School

BYOD Guidelines 2018

Year 7-12



ICT at Central Coast Adventist School

ICT is used as a tool for learning giving all students the opportunity to become competent, discriminating, ethical, creative and productive users of ICT.

WHAT IS BYOD?

The Bring Your Own Device (BYOD) program has been developed to allow the school to pursue digital normalisation in education in the most efficient, and cost effective, manner for parents/guardians and the school. BYOD involves personal ownership, allowing for greater engagement and efficient learning.

BYOD is not about the school being a laptop school. The intention is to provide teachers and students with additional tools to assist in teaching and learning. Lunchtimes and recesses remain device free, as face to face socialising are an important part of the holistic, educational environment. This program is not about replacing aspects of our education, but rather, enhancing teacher and student options.

SCHOOL INVESTMENT

During 2015/16 CCAS researched and developed strategies and processes to ensure the best possible progression of the Bring Your Own Device (BYOD) program from 2017 and beyond.

- Teacher professional development continues to be delivered.
- The School WiFi has been upgraded, with further upgrades planned for as the need arises.

EDUCATIONAL RATIONALE FOR BYOD

Technology has a significant role to play in our students' lives. Increased access to technology not only allows for the benefits afforded to traditional education subjects, but also allows for increased education of appropriate digital citizenship.

Our aim is to normalise the ICT integration into teaching, learning and life in an appropriate way. BYOD opens the doors to creative aspects of teaching and learning only possible through digital means.

Personal ownership brings many advantages, and reduces the cost as duplication (a device for home and another for school) is avoided. The BYOD device remains the property of the student/parent, with insurance also remaining a responsibility for the parent. Software becomes a personal choice (the cloud is a free solution for everyone).

EQUITY POLICY

The school recognises that all students should have equal access to learning opportunities. There also may be occasions where devices are not available to bring to school. The school provides devices for borrowing on the rare occasion when a student is not able to bring in their own device. Temporary (one day) loans are available through the Library. Families in exceptional circumstances should contact the Administration Office to discuss solutions.

WHAT DOES BYOD MEAN IN REAL TERMS FOR PARENTS?

The BYOD program will be compulsory for Years 7-12 students. Students will be expected to each bring a device that will connect to the school WiFi network. Headphones should also be brought from home if required.

While the school is adding a technology device to the student's 'pencil case' as an additional tool for learning, it is imperative that parents and guardians remain responsible for their student's welfare and learning environment at home. Parents and guardians should feel empowered to view student's

online activities as well as set restrictions that the home requires (for example, requiring online activity to take place in a common area of the home, such as the living room). The use of technology at the school does not imply the student's right to dictate online activities in the home.

CHOOSING A DEVICE

It is the intention of this program that the school will work with whatever device the parents choose to provide their students with. However, we recognise that parents will appreciate some guidance, and with that in mind, please consider the following:

Phones are not suitable learning devices. Amongst other factors, the school believes screen size needs to be of a minimum size to allow efficient learning activities, and allow adequate teacher supervision in the classroom. In addition, parents should consider that 3G/4G enabled devices can bypass the school's network filtering, and this is not the school's desired option.

Weight - For students carrying tablets or laptops between classes, and to and from school, the weight of the device is an important consideration.

Physical Keyboard - Students will find that a physical keyboard is much easier to use than virtual keyboards hence the device will require an integrated physical keyboard.

Windows vs Android vs iOS vs Apple etc? - The school is committed to providing a system that works for everyone. What works in your home, should work at school. The school does not have a preferred platform, and we encourage you to choose what you prefer in your home.

ACCEPTABLE USE POLICY

The school provides ICT facilities to support its teaching and learning, administrative and business activities and as such all use of ICT facilities is governed by an Acceptable Use of ICT facilities policy.

ICT facilities includes all computing and communication equipment, software, services, data and dedicated building space used in connection with information and communication technology, which is owned by, leased by or used under licence or agreement by the School.

All staff and students must agree to this policy before the use any ICT facilities at the School.

A copy of this policy will be available within the SEQTA portal and is also available on request from the school office.

PLEASE NOTE: SECONDARY STUDENTS WILL BE REQUIRED TO RETURN THE BYOD USER AGREEMENT FORM BEFORE THEIR DEVICE WILL BE GRANTED ACCESS TO THE SCHOOL'S WI-FI NETWORK.

CCAS BYOD Device Recommendations

HARDWARE

All Devices should have:

- A minimum 8.9 inch (22.6 cm) screen
- A minimum 6 hour battery life
- Wireless capability to connect to the School WiFi Network (we cater for both 2.4Ghz and 5Ghz devices)
- An internet browser (Google Chrome is the school's preferred browser, but Google Apps do also support Safari, Internet Explorer and Firefox)
- An in-built camera and microphone
- A robust carry case

Students choosing Visual Arts as an elective from Year 9-12 should also select a device that features the following minimum specifications (in addition to those above):

Windows

- Intel Core 2 or AMD Athlon 64 Processor 2GHz or faster
- 2GB RAM (8GB recommended)
- 128GB available hard space
- 1280x800 recommended with 16-bit color and 512MB of dedicated VRAM 2GB is recommended

Mac OS

- Multicore Intel processor with 64 bit support
- 2GB RAM (8GB recommended)
- 128GB available hard disk space
- 1280x800 recommended with 16-bit color and 512MB of dedicated VRAM 2GB is recommended

SOFTWARE

Students are free to choose software they feel with fulfill assignment requirements on their devices. The School uses SEQTA (online web based Learning Management System), in combination with Google Apps for Education, all of which are free for student use via the internet. The Chrome web browser is preferred on the device although Firefox, Safari or Internet Explorer will also be suitable.

DEVICE ACCESS

Students must have full administrative access to the device so that they can install programs and change settings.

ANTI-VIRUS

Up-to-date Anti-virus Software is a must have to keep students' own and other files safe. Various free Anti-virus programmes exist which are available for both Windows and Mac OS.

PLEASE NOTE: IT WILL NOT BE POSSIBLE TO CONNECT STUDENT DEVICES, THAT DO NOT HAVE ANTI-VIRUS SOFTWARE INSTALLED, TO THE SCHOOL WI-FI NETWORK.

POSSIBLE DEVICES

Please note that this is just a sample, and the School recognises there are many other options (sometimes cheaper), but the following are some of our recommendations.

**prices as of July 2017*

MacBook Air – from \$1498

STRENGTHS

- Powerful laptop that should easily handle any school work.
- Very lightweight.
- Battery life of 9+ hours.

WEAKNESSES

- Hard drive space is smaller than other laptops, so projects such as video work may need management or an external drive.



Windows Laptop – from \$267

STRENGTHS

- Compatible with most software available.
- Many students will be familiar with Windows operating system.

WEAKNESSES

- Cheaper models can be very heavy.
- Limited battery life.



MacBook Pro Laptop – from \$1898

STRENGTHS

- Powerful laptop that should easily handle any school work.
- Battery life of 9+ hours.

WEAKNESSES

- Heavier than a Macbook Air.



Windows Ultrabook – from \$1699

STRENGTHS

- Compatible with most software available.
- Many students familiar with Windows Operating System.

WEAKNESSES

- Hard drive space may be smaller than other laptops, so projects such as video work may need management or an external drive.



Microsoft Surface Pro 4 – from \$1268

STRENGTHS

- Powerful tablet/laptop that should easily handle any school work.
- Battery life of 9+ hours.



WEAKNESSES

- Need to purchase Type Cover keyboard to use effectively like a laptop.

Frequently Asked Questions

WHAT ARE THE SCHOOL'S DEVICE SPECIFICATION RECOMMENDATIONS?

All Devices should have:

- A minimum 8.9 inch screen.
- A minimum 6 hour battery life.
- Wireless capability to connect to the School Wi-Fi network.
- An internet browser (Google Chrome is the school's preferred browser, but Google Apps do also support Safari, Internet Explorer and Firefox).
- An in-built camera and microphone.

WHEN CAN STUDENTS USE THEIR DEVICES?

During school times devices may only be used in class and at the discretion of the teacher. The devices are viewed as a learning tool and as such when students are at recess or lunch devices should be securely locked in their lockers.

WILL STUDENTS BE ABLE TO RECHARGE THEIR DEVICE DURING THE DAY?

While there will be some ability for students to charge devices in the classroom, the school is discouraging students from planning to recharge at school. For this reason, battery life is a key consideration in choosing technology. As is stated in the device specifications, devices should have a battery life of at least 6 hours.

Students will need to cultivate the habit of charging their device overnight.

WILL STUDENTS BE ABLE TO PRINT WORK FROM THEIR DEVICE?

The necessity to print should be minimalized due to transfer of work between students and teacher via SEQTA, and Google for Education. However, where printing is necessary a web portal will be provided that will allow students to access printing from their device via the internet.

IS THERE PARTICULAR SOFTWARE THAT MY CHILD WILL NEED ON THEIR DEVICE?

All applications necessary for accessing the internet, word processing and related applications, accessing SEQTA only requires a web browser (this is one of the system requirements). No other specific software is required.

WHAT HAPPENS IF A STUDENT'S DEVICE IS NOT WORKING DURING A CLASS?

In the first few weeks there will be extra provision to assist with student passwords and accounts and general troubleshooting from the school ICT staff.

It should be noted that the support will be at specific times (Lunch and Recess), not during class. The device should be viewed as another tool for students to use, if it is not working in a particular class they will need to seek assistance from the School ICT Service Desk at lunchtime.

WHAT ABOUT THE PHYSICAL SAFETY OF THE DEVICE AT SCHOOL?

All students are provided with a locker and required to supply a lock so that the device can be secured during break times when students do not have the device with them.

It is strongly encouraged that parents buy protective covers for their child's device to guard against damage from every day wear and tear.

Parents are also strongly advised to consider including the device as a portable extra to their contents insurance. It should be noted that the School Insurance does not cover damage to personal devices.

Where the damage is a result of misbehaviour by another student the school will deal with it in line with its Student Welfare Policy, however this may not include the replacing of the device.

WILL THE STUDENTS USE OF THE INTERNET BE MONITORED AT SCHOOL?

All student use of the school's network and internet is filtered and monitored. Their web history is able to be tracked. Parents should be aware that if they provide their child with a 3G/4G connected device the School is unable to filter internet use through these devices.

WHAT HAPPENS IF A STUDENT HAS INAPPROPRIATE MATERIAL ON THEIR DEVICE (VIOLENT GAMES, PORNOGRAPHY, ETC.) OR ARE ACCESSING THINGS SUCH AS FACEBOOK DURING CLASS TIME THAT TAKE THEM OFF TASK? WON'T THESE DEVICES LEAD TO AN INCREASE IN CYBERBULLYING AND INAPPROPRIATE BEHAVIOUR?

A fundamental objective of a BYOD program is to help normalize the use of technology and to work with students in teaching good digital citizenship. The school has put in place a number of ongoing initiatives to educate students and parents in being safe and responsible in the use of ICT.

All students must sign the School's Acceptable Use of ICT Agreement at the beginning of the school year.

Significant instances of misuse will be dealt with as a behaviour issue in line with the Student Welfare Policy reference to areas of Gross Misconduct. References to what is appropriate and inappropriate are also covered as part of the Acceptable Use of ICT Agreement signed by each student.

Where a student is using the device to access material that would constitute Gross Misconduct the device may be confiscated and handed over to Secondary School Administration.

Off task use of the device during a learning task will be managed by the teacher in the first instance and where there is an ongoing issue in this area and a student is not responding to teacher direction, it will then be viewed as an issue of behaviour and dealt with in line with the Student Welfare Policy.

HOW WILL STUDENT USAGE BE MONITORED IN CLASS?

Students will only be using devices in class under teacher direction and instruction. Students will use their devices in a manner that allow teachers to view their screens as the teacher moves around the classroom.

Students who make a choice to use their devices inappropriately will be dealt with as a welfare issue (as discussed in the question and answer above).

DO PARENTS HAVE A RIGHT TO KNOW WHAT IS ON THEIR CHILD'S DEVICE?

It is the school's view that parents have every right to access and view the material on their child's device.

The school encourages parents to take an active role, and support the School, in the education of the students in regards to avoiding illegal and/or inappropriate materials on their device, as well as appropriate online behaviours in social media.



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