CARINGBAH HIGH SCHOOL

NSW GOVERNMENT | Education & Communities

BYOD 7 to 12

Bring Your Own Device

Information for Students and Families

The School ICT System and Bring Your Own Device BYOD

What are ICT and BYOD?

Caringbah High School is connected to the Department of Education Information and Communication Technology systems. Students use these systems to support their learning at school. Bring Your Own Device (BYOD) refers to students bringing a computer technology device, owned by a student or the student's family, to school for the purpose of learning. The BYOD will connect to the school ICT systems. Caringbah High School has chosen a BYOD model that will meet the needs of most families according to data from current research, student surveys, parent surveys, student focus groups and staff surveys.

Why BYOD?

The purpose of BYOD is to continue technology-rich learning for all students at Caringbah High School. There will be opportunities for students to collaborate with others, connect with a global community, receive feedback from teachers, and create to show an understanding of their learning.

Educational research shows that BYOD leads to many benefits in learning. Some of these benefits are listed below:

- Devices such as laptops are already a very significant part of students' lives. Since these devices are integral to their lives, they should be integral to their learning lives.
- Mobile devices are part of 21st century living and integral to learning 21st century skills, which are vital for students to learn and develop.
- BYOD supports personalised learning for students.
- BYOD allows learning to be even more collaborative.
- When students can use their own devices, it often leads to increased motivation and engagement in learning.

Some families may have purchased tablets and even have web enabled phones that are being used for web browsing and email. These are very useful portable devices when used for their intended purpose, which is accessing information and communicating with others. Tablets, however, do not adapt easily to become an input device or store files that teachers are creating for students. Whilst it is possible to purchase a separate keyboard, the device is predominantly a web browsing device. Students will be disadvantaged in accessing learning materials and creating the necessary documents required for assessment.

The school does not recommend the use of a tablet device including iPads or Android tablet type devices.

Our BYOD Preference and Recommendation

Caringbah High School has used laptops as a device for both accessing information, communicating, creating and documenting learning. The learning activities that are carried out often rely on the ability to be able to create documents, presentations and view media such as flash animations. Additionally, laptops are a storage device for student work and assessments.

The school has a significant computer network boasting excellent computer facilities. The computers on this network have MS Windows as the operating system. Our staff are familiar with MS Windows and some faculties such as Science and Technology use software which will only run in a MS Windows operating system. Some of this software may be freely available for students. We have also found it easier for teachers to open assignments created in MS Office 365 and a MS Windows OS.

The school recommends a laptop as the BYOD. Our preference is a MS Windows OS laptop. See below for further details about important minimum requirements. **The laptop must be able access the school WiFi network and have specific software installed.**
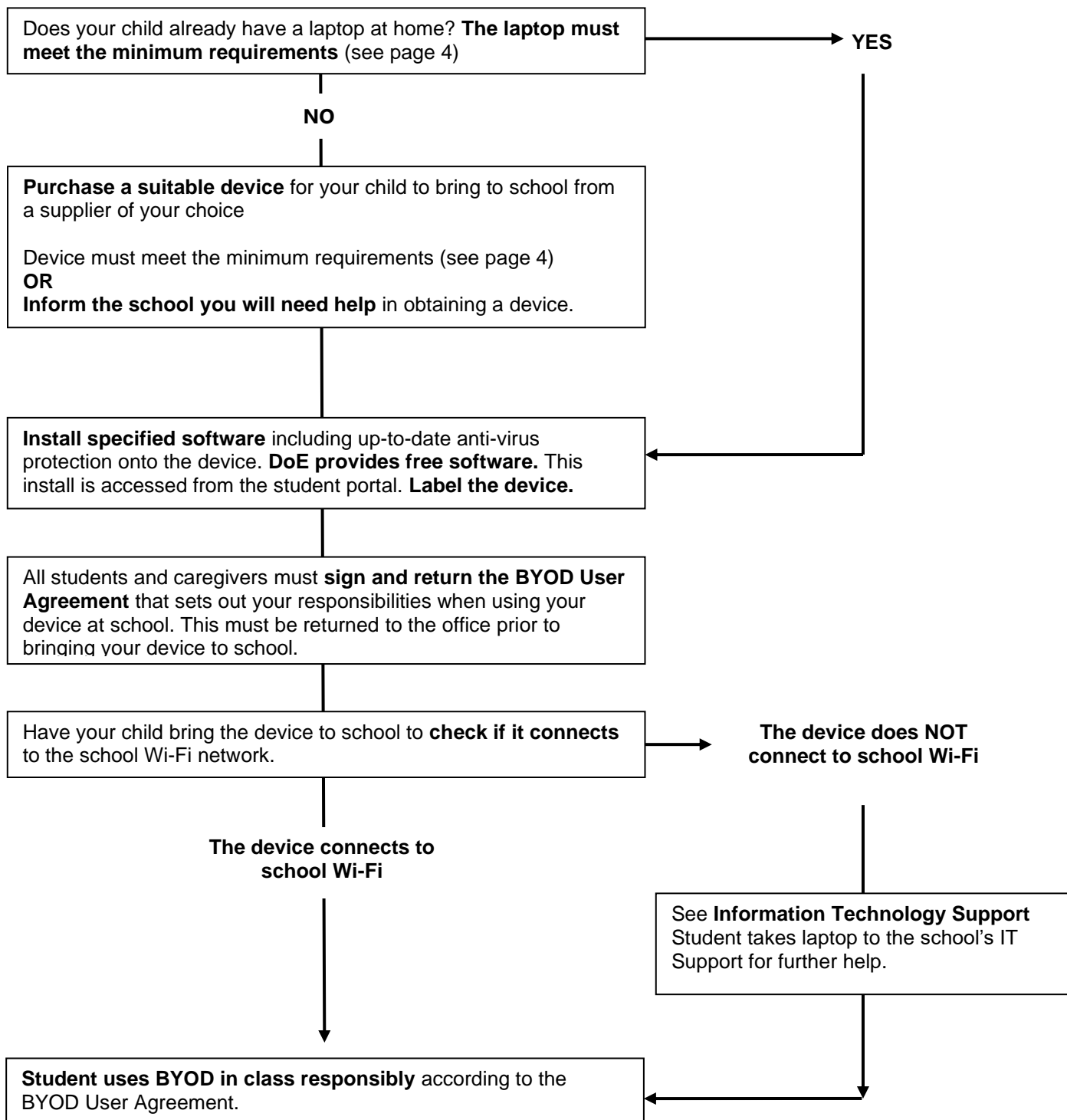
BYOD Student Agreement

Before students can bring their laptop to school a **BYOD Student Agreement must be completed**. Students and caregivers must sign and return the BYOD Student Agreement that sets out the responsibilities when using the device at school.

The signed BYOD Student Agreement must be returned to the office prior to bringing the device to school.

Steps to BYOD

The following flowchart provides the steps in bringing a BYOD to school.

Does your child already have a laptop at home? **The laptop must meet the minimum requirements** (see page 4)

YES

NO

Purchase a suitable device for your child to bring to school from a supplier of your choice

Device must meet the minimum requirements (see page 4)
OR
Inform the school you will need help in obtaining a device.

Install specified software including up-to-date anti-virus protection onto the device. **DoE provides free software.** This install is accessed from the student portal. **Label the device.**

All students and caregivers must **sign and return the BYOD User Agreement** that sets out your responsibilities when using your device at school. This must be returned to the office prior to bringing your device to school.

Have your child bring the device to school to **check if it connects** to the school Wi-Fi network.

The device does NOT connect to school Wi-Fi

The device connects to school Wi-Fi

See **Information Technology Support** Student takes laptop to the school's IT Support for further help.

Student uses BYOD in class responsibly according to the BYOD User Agreement.

What device should students bring to school?

Caringbah High School encourages students to **bring a laptop they already own** to school for learning purposes. **However, the laptop must be able to connect to the school's wireless internet and have certain programs or applications installed.** To ensure that students can get the best learning opportunities at school and at home, the devices they bring to school should follow the guidelines below.

Laptop Minimum Requirements

Feature	Laptop minimum requirements
Screen size	A Laptop with a screen size 12 inches – 14 inches
RAM	8 GBytes
Hard Drive	128 GBytes
Wireless	**Wireless 802.11 a/b/g/n 5Ghz** Important. The department's Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. Devices that do not support this 5Ghz standard will not be able to connect.
Devices	Camera and microphone built in
Ports	2 USB connections
Battery life	Minimum 5 hours of use
Software	A current browser such as Edge, Chrome, Safari **DoE provides free software such as Microsoft 365 (Office** - Word, Excel, PowerPoint, OneNote) This install is accessed from the student portal. All laptops must have active **anti-virus software** installed.

Purchasing a Laptop

The purchasing of a computer is a choice for families based on the minimum requirements and budgetary considerations.

Other options parents should consider when purchasing a laptop:
- An extended warranty;
- Accidental Damage Protection;
- A protective case

Other considerations
- How much does the laptop weigh, and will the student be able to carry it in their bag?
- Is the laptop durable and robust?
- Does the laptop have a good keyboard and touchpad?
- Do I need a separate padded bag? (Highly recommended)
- Is accidental breakage covered as part of my house contents insurance?
- Do I need to take out some form of insurance against breakage or theft?

Practical tips for parents

As a parent/guardian, you know your child the best. The following advice looks at ways you as a parent/guardian can support your child's use of their device and internet effectively, so they can learn safely and securely.

Set boundaries
Students do not need to use their device all the time.
Consider specifying where in the home the device can be used and where it is stored when not in use.

Monitor
Talk about internet activities openly and freely.
Have your child use the device in a shared family area where you can monitor how long your child is online as well as the websites your child is visiting.

Share the experience
Ask your child to demonstrate the way they use their device for school.
Ask your child to teach you how to use the device.
Focus on the positive aspects of the internet when sharing the experience with your child.
Spend time looking together at sites that are fun, interesting, or educational.
Encourage your child to question things on the internet such as "Who oversees this site?", "Have I found information or is it just opinion?", "Is this site trying to sell me something?"

Protect
Have a discussion with your child about whether all information on the internet is good, true, or helpful.
Empower your child to use the internet safely by showing them safe sites and explaining why they are safe.
Have a discussion with your child on what kind of personal details they should not give out on the internet.

Frequently asked questions

How much should I pay for a laptop?
Parents should not feel any pressure to purchase the fastest, newest most expensive device. Providing the device meets the specifications listed on page 4, it will be suitable for all learning activities carried out at school.
Most new digital devices will maintain their currency and suitability for a minimum of 4 years. For students entering Year 7 this would see them through until the end of Year 10 at least.

When do I need the laptop?
The school expects all students in Year 7 to have a laptop ready for term 1. Many classes will be using digital devices in their learning.

What Technical Support will the school provide?
The school provides an IT Consultant to support students and staff with technical computer support. This support for BYOD will be limited to supporting students to access the school wireless system and the DoE portal. The school will not provide repairs, software downloads or computer updates.

Will the school provide software?
The NSW DoE has negotiated for all students to be able to access Microsoft Office 365. Students access this software via the DoE student portal. Students will be shown how to download and install this software during the first week at school. Students will need access to the administrator password for their laptop to facilitate this process. The school is expecting that all BYOD's will have, a current web browser and virus protection as a minimum.
There are several freeware versions of typical software that students can download for free. These are often beta versions (the first version) and may have bugs that cause the software to act erratically. Use caution when using freeware. The school is expecting that all BYOD's will have, a current web browser and virus protection as a minimum.

What if I cannot afford to purchase a suitable device?
The school has policies and procedures in place to ensure that no student is denied access to learning activities due to financial difficulties. Please contact the school if you have any difficulties in obtaining a suitable device.

Where should I buy a laptop?

The school has approved the minimum specifications of the computers being offered as being adequate for use at Caringbah High School. Parents can choose to purchase a device from any source that they feel is appropriate providing it meets the minimum specification listed on page 4.

How do I set up my laptop for use at school?

A set of instructions will be made available to all students to assist with configuring their device for use at school. These instructions will include screen shots and the necessary information to be able to browse via the DoE web infrastructure. Staff will assist students in the first week of school to configure their laptops including accessing email, school communication portals, timetables

Will I have restrictions on my computer?

Students browsing the web via the DoE portal will still have the same web filtering as if they were using a school computer. The DoE filters sites for students. The school has no control over the filtering of these sites.

Students and parents should carefully read the user charter attached especially in relation to inappropriate use of a device. A student device may be confiscated prior to an interview with a Deputy Principal if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement. The school reserves the rights to not allow a BYOD where a student is using it inappropriately. The school has the facility to block any individual student from accessing the Internet whilst at school however, it is not anticipated that this would occur without contact with parents.

Who is responsible for the data on the laptop?

Students are responsible for backing-up their own data and should ensure this is done regularly.

I have some other questions

Feel free to phone the school on 9524 3859 or email the school about any questions you may have to caringbah-h.school@det.nsw.edu.au.