Bring Your Own Device (BYOD) Guidelines

1. Overview

Since the commencement of 2017 it has been a mandatory **requirement** that all Secondary students (Years 7-12) have access to their own device and that this is available to them each day at school.

Through their own device, each Secondary student will be able to access all their school files and school software (provided they have internet connection) via Canvas, our new learning management system.

At Hume Anglican Grammar, we use various electronic devices to serve the 21st Century learning needs of our students. Some of the key skills we are seeking in our students, facilitated through the use of technology are:

- The ability to use a device to communicate their ideas.
- The ability to think critically.
- The ability to use a device to collaborate with students and others in the local and global community.
- The ability to use a device to create and curate content.

It is very important that you take the time to read over the information provided in this document and use it to ensure your child is ready for the 2021 school year, given that having a BYOD available is a requirement.

If, after you have read over the BYOD Minimum Device Specifications and the responses to the FAQs, you still have queries these can be directed to:

Deputy Principal, Mr Robert Tassoni – dp@humgrammarvic.edu.au.

2. Minimum Device Specifications

Under the **BYOD Program**, all students in Years 7-12, are required to bring their own computing device to school each day. This personal computing device needs to meet the **Minimum Device Specifications** identified by the School, based on advice from our ICT Managed Services Provider, who manage student use.

The school strongly recommends that students choose a laptop device to ensure their BYOD learning experience is maximised.

3. Bring Your Own Device (BYOD) - Minimum Device Specifications for 2021

Device Components	Minimum Specification	Recommended Specification
Processor	Intel i3 Dual Core Gen 10 or AMD Ryzen 3 4300	Intel i5 Quad Core Gen 10 or AMD Ryzen 5 4500
Screen Size	11"	13"
Operating System	Windows 10 Pro or Apple OSX 10.15	Windows 10 Pro or Apple OSX 10.15
RAM	8GB	16GB (improves longevity)
Hard Disk	256GB SSD Drive	256GB SSD Drive
Wireless Networking	802.11ac	Wi-Fi 5	802.11ac	Wi-Fi 5
Keyboard	Physical (not onscreen)	Physical (not onscreen)
Audio	3.5mm Jack	Wireless
Camera	Built-In	Built-In
Bluetooth	3.0	4.0
Web Browser Capable	Edge / Chrome / Firefox	Microsoft Edge
USB Ports Note: If device has USB-C only, then an USB-C to USB 2.0 Adapter is required	1 x USB 2.0	1 x USB 2.0 & 1 x USB-C
Battery Life Note: This has a huge impact in learning outcomes and poor battery life can cause disruption to classes – charging devices at school is not permitted & should be charged at home each night – recommend devices are rebooted & charged every Sunday night.	Minimum 8hrs	Minimum 10hrs
Anti-Virus	Norton / McAfee / Sophos Current with 12 Month Subscription and updated monthly	Sophos School can provide license FOC when device purchased from CompNow

4. BYOD Frequently Asked Questions

What is BYOD?

- BYOD refers to students bringing a personally owned device to school for the purpose of learning.
- Bring Your Own Device, for a number of years now has been a growing trend in education. It enables students to have the ability to bring their personally owned devices to school.
- It recognises that technology and choices about technology are very much personal.
- It acknowledges using technology in education means much more than simply meeting specific curriculum requirements.
- It also gives students and families, freedom to make technology choices that suit their preferences/circumstances.

How does the BYOD program operate?

- All students in the Secondary School (Years 7-12) are required to bring their own computing devices to school each day. The device must meet the requirements as outlined, which replicates what is set out in the BYOD Minimum Device Specifications document and is listed above.

Is my child required to bring a device to school?

- Yes, it is mandatory to bring a device to school in Years 7-12. Students will still have some access to existing school ICT resources, for the Arts and Technology subjects only, through the School's iMacs, MacBooks and PC all-in-one desktops. However, by having their own device students will have access to their school files and the school's software suites, anywhere within the School.

What about physical safety of the device whilst at school?

- As with other personal equipment, individual students retain the responsibility for their own property at school. Students must ensure devices have a protective case or covering, and it is permissible to carry them in a small satchel. Parents must make their own arrangements regarding insurance and cover for accidental damage. The school will not take responsibility for accidental damage or loss to student property, nor do our insurance policies cover it.

What happens to the device during recess, lunchtimes and before/after school?

- It is up to the individual to ensure the safety and security of their device. Every Secondary student is provided a locker which should be secured by a lock. Devices must be locked in this locker and they are not permitted to be left elsewhere. Other than for supervised schoolwork or private study, students will not normally be permitted to use their device outside of class time. We encourage students to relax, spend time with friends and undertake physical activity during breaks. This allows them to work at their peak in class time.

Will the students' use of the Internet be monitored at school?

- All student usage of the Internet is filtered, and web history is also logged. The School has also invested in software which provides detailed behaviour analytics in the form of a Clearview Report. The Clearview report provides details on the digital behaviour of users which may warrant further investigation or actions for concerning behaviour. Key user actions have been captured allowing quick assessment of activity. Results for SEARCHES provide insight into a user's behaviour and interests which may highlight potential at risk situations. SENDS or RECEIVES results are combined to provide activity patterns. Who SENT an inappropriate message and who RECEIVED the message, aids in detecting a pattern or commencement of inappropriate behaviour which can be addressed before it escalates. These reports are received and monitored on a daily basis by the Deputy Principal and Year Level Coordinators.

Devices which have the ability to access the Internet through 3G/4G?

- It is becoming more common for devices to have the capability to 'sync' with a mobile phone and share its internet access. This is not permitted and would be a breach of the *Hume Anglican Grammar ICT policy*.

What about the storage of work?

- As part of the BYOD program, storage of files will be on the school's file servers. We are currently in the process of transitioning files to the Cloud and this system of saving files will be integrated into the learning management system. Examples of free (yet often limited) online services include:

  - Dropbox
  - OneDrive
  - iCloud
  - Office 365

- Students are provided a cloud storage account on OneDrive using their School Office 365 email address.

What type of device is suitable?

- Please see the BYOD Minimum Device Specifications above. Technology changes rapidly and it is quite expensive, so we advise parents to research what is available in order to buy the best value for money. Remember to let the retailer know you are looking to purchase a new device for educational purposes, as often there is discounted pricing for this purpose.

- Examples of devices that meet the specifications are:

  - Windows and Apple Laptops
  - Windows Tablets

How much can I expect the device to be used in class?

- This will depend upon the subject, the topic and the teaching and learning approach being utilised. On some days the use will be heavy and on others less so. The devices are required to enhance the teaching & learning experience, but they do not drive it. All technology is used as a tool for learning.

Practical subjects like HPE, Materials Technology and Dance?

- Certain subjects tend to lend themselves more to a BYOD program, however, the curriculum will drive the learning approach and as appropriate the BYOD will support the work programs. If devices are not required for a particular lesson, teachers will inform students who will be able to secure them in their lockers or keep their laptops closed during class.

What happens if my device malfunctions?

- The School's onsite ICT support technicians will be able to perform simple diagnostics and if the problem is easily rectifiable, then effect basic remedial measures. This would not include repairs to hardware.

What about an extended warranty or care package?

- Most retailers or companies offer some kind of option and it is definitely worth investigating what each has to offer. For example, Apple Computers offer AppleCare. Devices purchased through our ICT provider will come with a 3-year, next business day onsite warranty with an option to extend for an additional year to 4 years.

Is it possible to print to the School printers?

- It is possible and the students will continue to have some funds allocated to their printing account each term but we anticipate students will increasingly be moving away from needing to print, other than for work to be submitted for assessment, where a hard copy is requested. The learning management system will be used increasingly to facilitate the uploading and completion of some assessment tasks.

What about eBooks?

- Many subject areas are utilising eBooks, which must be accessible on your child's device. These need to be accessed using the codes provided by the supplier, prior to the child requiring them in class.

Would it not make my child's bag heavier?

- We recommend suitable devices that are relatively light, and therefore without the weight of textbooks, the bag should be lighter overall.

Is my child still required to maintain a paper school diary?

- Students in Years 7-8 will be provided with a paper student diary. These diaries are listed on the year level book lists as optional purchases for Years 9-12. We acknowledge more people are moving towards electronic calendars which include a diary, reminders, notes and tasks.

Does my child need to bring the device home each night?

- Yes, they will need it for homework and they will need to make sure it is charged overnight. Therefore, devices should be taken home daily.

What happens if the battery goes flat during the day?

- The minimum device specifications recommended reference a battery life that will last a typical school day. Students should not need to recharge and should not expect there will be available chargers or power outlets. There should be no need for them to bring chargers and it is important they develop the habit of charging their devices overnight.

Do I need to purchase additional software?

- No, the minimum software needed can be acquired free and sometimes comes pre-installed on a new device. Some companies provide reduced pricing for students or you may be able to access favourable deals upon purchase of the device.

Is there particular software that my child will need to have on their device?

- The students need to be able to connect to the school's wireless network and to access the Internet. They will be able to utilise school software via the learning management system.

Studying a subject which requires specialised software/hardware?

- Students who undertake subjects such VCD, Music Technology or Media will continue to have access to school computers with the required software installed. There is no requirement to install specialised software on your device.

What happens if my child breaches the rules of acceptable BYOD use?

- A student's transgression will be responded to according to the Hume Anglican Grammar ICT policy – (see the school website). This policy outlines the acceptable use of all personal devices. Students are reminded that whilst the device remains their property, the School reserves the right to retain and inspect any device at its discretion, and if deemed necessary prohibit the device from being brought to school.

Acceptable Use Agreement

Hume Anglican Grammar values the rich learning experiences the managed integration of learning technologies can provide for students. The promotion and advancement of such integration is core to the School's educational philosophies and consistent with a 21st Century learning environment.

By implementing a Bring Your Own Device (BYOD) approach, Hume Anglican Grammar allows its students to have a direct involvement in the way they use technology in their learning, in a tightly controlled manner.

Guidelines for use:

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. The use of personal devices must not disrupt class in any way.
- The *Hume Anglican Grammar ICT* **and Social Media policies** cover the use of personal devices.
- Students must bring their device to school fully charged and are not permitted to charge their device at school.
- Students agree not to attempt to circumvent the school's network security and/or filtering procedures. (This includes by using Virtual Private Networks "VPN's")
- Students shall not distribute pictures or video of other students or staff without their express permission. Consequences for Misuse/Disruption (one or more may apply):
- Withdrawal of access to the school network and devices.
- Confiscation of personal devices used inappropriately throughout the school day, including on school buses, at sport, and during camps/excursions.
- Suspension or withdrawal of enrolment in cases of serious misconduct.
- It is a criminal offence to use an ICT device to menace, harass, make threats, or offend another person. In these instances, the school may consider it appropriate to involve police.

School Liability Statement

Students bring their own personal devices to use at Hume Anglican Grammar at their own risk. It is their duty to be responsible in the upkeep and protection (anti-virus software / security settings) of their devices.

Hume Anglican Grammar and its ICT Service Provider will NOT be responsible for:

- Personal devices that are broken/damaged while at school or during school-related activities.
- Personal devices that are lost or stolen at school or during school- related activities.
- Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any non-School software or hardware issues).