# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BYOD Program Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Caring For Your Laptop/tablet</td>
<td>3</td>
</tr>
<tr>
<td>Packing Away Your Laptop/tablet</td>
<td>3</td>
</tr>
<tr>
<td>Operating Conditions</td>
<td>3</td>
</tr>
<tr>
<td>LCD Screens</td>
<td>3</td>
</tr>
<tr>
<td>AC Adaptor</td>
<td>3</td>
</tr>
<tr>
<td>Personalising Your Laptop/tablet</td>
<td>3</td>
</tr>
<tr>
<td>Adding new Software to Your Laptop/tablet</td>
<td>3</td>
</tr>
<tr>
<td>Guidelines for Installing Software</td>
<td>3</td>
</tr>
<tr>
<td>Games, Videos, Music and Non-College Applications</td>
<td>3</td>
</tr>
<tr>
<td>Protection for Your Laptop/tablet</td>
<td>4</td>
</tr>
<tr>
<td>Insurance</td>
<td>4</td>
</tr>
<tr>
<td>Virus Protection</td>
<td>4</td>
</tr>
<tr>
<td>Backup and Data Storage</td>
<td>4</td>
</tr>
<tr>
<td>Using Your Laptop/tablet at College</td>
<td>4</td>
</tr>
<tr>
<td>Internet Access</td>
<td>4</td>
</tr>
<tr>
<td>Printing</td>
<td>4</td>
</tr>
<tr>
<td>Network Security</td>
<td>4</td>
</tr>
<tr>
<td>Cyber Safety, Network Devices and Network Use Agreement</td>
<td>4</td>
</tr>
<tr>
<td>Minimum Specification of Devices</td>
<td>5</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>6</td>
</tr>
</tbody>
</table>
BYOD Program Purpose

Introduction of the Student BYOD Program supports our vision 'to provide excellence in student centred learning in a global context'. A Laptop/tablet is necessary to personalise learning and provide access to electronic resources. BYOD is compulsory for all students.

Charging Your Battery

Students should charge their computer each night and bring it to college fully charged. Battery life is affected by the use of the Laptop/tablet, so it is common for a Battery Power Profile to try and save power by turning down the screen brightness, turning off sound and backlit keys and resting the hard drive. If a student is doing intensive work with programs such as image manipulation or video editing then more power is used than with simple text editing.

Using Your Laptop/tablet at the College

Students will not be allowed to plug in power chargers in the classroom because of WHS requirements so the power adaptor should remain at home. Students are able to put their laptop/tablet into sleep mode between classes so that it is instantly ready for the next class.

Caring for Your Laptop/tablet

Packing Away Your Laptop/tablet
- Always store the Laptop/tablet in the carry case
- Do not wrap the cord too tightly around the power adapter or the cord may become damaged
- Try to avoid moving the Laptop/tablet around when it is on and use sleep mode between classes. Before switching it on, gently place the Laptop/tablet on a stable surface and then switch it on.
- Be careful with the Laptop/tablet while it is in the bag. Do not drop the bag. Always place the Laptop/tablet bag gently down.
- Avoid putting anything heavy on the Laptop/tablet and make sure it is switched off for travel to and from the college.
- Store the device in your locker during break times

Operating Conditions

Do not place objects on top of the Laptop/tablet and never carry it around while it is turned on and in active mode. Avoid exposing the Laptop/tablet to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration.

LCD Screens

LCD screens are delicate – they don’t like being poked, prodded, pushed or slammed. Never pick up the Laptop/tablet by its screen. Don’t slam the screen closed and make sure that there are no objects on the Laptop/tablet such as pens when closing the screen. It is strongly advised that all users are aware of the care required to look after the LCD screens. This is usually the most expensive part of the Laptop/tablet to repair and the most commonly damaged part.

To clean your LCD screen:
- Switch off the Laptop/tablet
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen

AC Adaptor

- Connect the adapter only to this Laptop/tablet
- Do not step on the power cord or place heavy objects on top of it. Keep the cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself, rather than the cord
- Do not wrap the cord too tightly around the adapter box

Personalising Your Laptop/tablet

Students own the Laptop/tablet so they can personalise the case and the Laptop/tablet. It is a good idea to personalise the case because having a large number of identical units can be a problem. It is not generally recommended to engrave the Laptop/tablet as this may cause warranty issues but using a black light pen is a sensible security issue. Stickers can also be useful.

Adding NEW Software to Your Laptop/tablet

Students have administrator rights to their computer and can install new software. They should be prudent in what they choose to install as there are plenty of programs on the Internet that can cause problems because they include older files which may over-write the newer files used by the Operating System.

The college will provide web access to the college network.

Guidelines for Installing Software

Software that is added should be legally owned and should not be offensive, malicious or breach Copyright Laws.

Games, Videos, Music and other Non-college Applications

The college does not object to the installation of non-college applications and files on the student laptop/tablets provided that the installed applications and files:
- Are appropriately licensed (i.e. they do not breach
copyright and intellectual property laws – this includes video and music downloads)

◊ Are ethically and morally acceptable (including consideration of college appropriateness, age appropriate ratings and privacy issues?)

◊ Do not affect the efficient functioning of the laptop/tablets for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop/tablet or generate problems that might arise from increased battery use)

◊ Do not affect the college’s wireless network

◊ Do not interfere with the learning program (i.e. they may only be used in class under specific teacher direction).

Given that the laptop/tablet is mainly for college use, all installed software needs to have a PG rating. Playing games and videos during college time will have an impact on battery performance.

While some games have educational benefits, other games have little educational merit and may affect network function.

Therefore:

◊ The use of network games is banned

◊ No ad-hoc networks should be formed to play games unless directed to by staff for a clear educational purpose

Protection for Your Laptop/tablet

Insurance (optional)
The Department of Education and Child Development (DECD) and the College do not have specific insurance policies to protect students’ and teachers’ personal property. This is why taking the Accidental Damage, Accidental Loss and Theft Protection Policy is a wise move. This policy is an extra option available at purchase time for parents. Check your Household Insurance.

Virus Protection
The laptop/tablets will be required to use Microsoft Security Essentials for Virus and Spyware Protection. This is a good free product from Microsoft and can be set to update automatically with “Windows Update”. It doesn’t have big performance issues for the laptop/tablet.

Backup and Data Storage
It is the student’s responsibility to ensure their data is regularly backed up. The method for backing up data is dependent on the device.

◊ Data created on a student-owned laptop should be backed up (by saving) to the student’s Home Drive at school as well as backing it up to a portable device such as a USB or portable Hard Disk.

◊ Data created on a student-owned laptop should be backed up (by saving) to the student’s Home Drive at school as well as backing it up to a portable device such as a USB or portable Hard Disk.

Internet Access
Students are allowed to access the Internet through a Proxy Server. The Internet is controlled by DECD Safe Environment Policies at the college.

Printing
Students will be able to access the Printers around the College through web interface. Prices have been set to cover costs of printing. If students exceed quotas then more printing credit will need to be purchased from the Front Office.

Network Security
Student laptop/tablets connect to the School student Wireless Network, students are identified by their network login and password which is logged.

Students should not connect their laptop/tablet to the cabled network. Any detection of students doing this by Network Administrators will be considered a hacking offence which is covered by the Cyber Crime Act. Students who have USB Wireless modems to obtain Internet Access are bound by the same rules of appropriate use as if they were using the college’s Internet. The conditions for using the college’s Network is the same for both wired and wireless as is detailed under the section on Cyber Safety.

Cyber Safety, Network Devices and Network Use Agreement

The college expects all students to follow the recommended DECD Guidelines and Expectations for safe use of computer systems.

These expectations include:

1. Use their own user name to logon and not allow anyone else to use their name.

2. Keep their password private.

3. While at related activity inform the teacher of any involvement with any ICT material or activity that might put them or anyone else at risk (eg bullying or harassing).

4. Use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, even if it is meant as a joke.
5. Only use their mobile phone/s at the times agreed to by the college during the school day. While at school:
   - only access, attempt to access, download, save and distribute age appropriate and relevant material
   - report any attempt to get around or bypass security, monitoring and filtering that is in place at the College.

6. If they accidentally access inappropriate material, they will:
   - not show others
   - turn off the screen or minimise the window
   - report the incident to a teacher immediately.

7. To ensure their compliance with copyright laws, they will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If they infringe the Copyright Act 1968, they may be personally liable under this law. This includes downloading such files as music, videos, games, and programs.

8. Their privately owned ICT equipment/devices, such as a laptop/tablet, mobile phone, USB/portable drive that they bring to the College or a College related activity, are also covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.

9. They will ask their teacher’s permission before they put any personal information online. Personal identifying information includes any of the following:
   - full name
   - address
   - e-mail address
   - phone numbers
   - photos

11. They will respect all college ICTs and will treat all ICT Equipment/devices with care. This includes:
   - Not to intentionally disrupt the smooth running of any college ICT systems
   - Not attempt to hack or gain unauthorized access to any system
   - Following all college cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
   - Reporting any breakages/damage to a staff member

12. The college reserves the right to install specific software that will remotely provide support, monitor traffic and material sent and received using the college’s ICT network. The college may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.

13. The college may monitor and audit its computer network, Internet access facilities, computers and other college ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of use, including e-mail.

14. If students do not follow cyber-safe practices, the college may inform their parents/caregivers. In serious cases, the college may take disciplinary action. If illegal material or activities are involved or e-crime is suspected, the College will inform the Police and hold securely personal items for examination by Police. Such actions may occur even if the incident occurs off-site and/or out of college hours.

Minimum Specifications

The following chart should help you in selecting and purchasing a laptop for your child to use while they are at WGSC. While there are many options, there are minimum specifications that we require to support your child’s learning at WGSC

Specification list

Laptop Purchase Guide (http://wgsc.orderportal.com.au) - This website lists laptop options that you can consider. These options meet the approved specifications for the BYOD program. It describes in detail the different models from each manufacturer.

Information regarding your device specifications are located on page 6.
WINDSOR GARDENS SECONDARY COLLEGE

Frequently Asked Questions

1. What should parents do with regard to insurance?

The College has been able to access a Special Insurance Policy for parents to purchase to protect the laptop/tablet. This is an optional purchase for the device purchased outright through the purchasing portal and included as a part of the payment plan purchasing option. There is no insurance provided by the College or the Department for Education and Child Development to protect student or staff property.

2. Does the College load the appropriate software?

The College does not load required software on computers that are licensed through DECD unless prior arrangements have been made. Any software that does not breach licensing and is used in the college may be installed.

3. What are the guidelines for the student use of laptop/tablets at college?

The computer is a tool for learning and while students can load programs themselves to assist in their learning, it must be remembered that if a student is displaying unsuitable programs on their machine such as Violent Games or there is any breach of use against the acceptable use guidelines, the student’s computer may be returned to the original image.

4. What happens if a laptop/tablet is lost or stolen?

Stolen computers must be reported to the Police and the college. If a laptop/tablet cannot be recovered, then those with insurance will receive a replacement.

5. What happens if a student damages his/her laptop/tablet?

Those who have an insurance policy can make claims. Deliberate damage will not be covered.

6. Can student laptop/tablets be personalised?

Students own the laptop/tablet so they are able to personalise it. They may add software which helps them in their learning and they should personalise the case so their unit is easily identifiable.

7. Will an internet filter be installed on the laptop/tablet?

The Internet is filtered at college so that students operate in a safe environment. There will not be specific filters on the laptop/tablet unless parents put it there themselves. Many parents have a policy of getting students to do their homework in a supervised place in the home, rather than the privacy of their room where they could access unsuitable material.

8. What happens if a student enters a class and his/her laptop/tablet is not charged?

If a student does not have a charged laptop/tablet, they will have access to a college owned computer laptop/tablet or desktop (subject to availability). If the student frequently does this then it is a behavioural issue, like not bringing books and pens to class, and will be dealt with through the Behaviour Code.

9. How do students get technical support during the day?

Students will have a place they can report to get technical support. If it is a software issue caused by the student downloading new programs then the computer may be reimaged.

10. Will computers be checked for inappropriate material?

The laptop/tablet will not be specifically scanned for inappropriate software. However, if a student is detected with inappropriate material or virus related software then the unit will be re-imaged and the student will receive consequences. Students need to be on task in class and follow teacher directions.

11. Where will the laptop/tablets be stored during the day?

Students should put their laptop/tablets in their locker if

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Type</td>
<td>Laptop / Tablet</td>
</tr>
<tr>
<td>Platform</td>
<td>Windows/Mac</td>
</tr>
<tr>
<td>RAM</td>
<td>2 GB or Higher</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10,8,8.1, and 7, Windows RT, Mac OSX (10.6 to 10.12)</td>
</tr>
<tr>
<td>Wireless</td>
<td>802.11 g / n or Higher</td>
</tr>
<tr>
<td>Battery Life</td>
<td>minimum 6 hours and up</td>
</tr>
<tr>
<td>Warranty (suggested)</td>
<td>3 Year warranty with Accidental damage protection</td>
</tr>
</tbody>
</table>
available. The Insurance Policy will protect any computer stolen from a secured locker. If a student does not have insurance then there is no fall back protection.

12. Will all college work be done on computers?
Not all learning will require a laptop/tablet.

13. Should students be backing up their laptop/tablet?
Portable Hard Drives are getting cheaper and a 1Tb portable HD can be purchased for less than $100. This is a very good method for backup of the computer. Students are always expected to back up their work files on USB drives as a normal operation.

14. Which computers are acceptable/approved?
The computers listed on the Specification list (*1) are acceptable for use in the classroom. If you have questions about whether a specific model computer will meet the requirements please feel free to contact the WGSC Tech Office.

15. What Operating System must be installed? Can I use a Mac?
The operating systems on the Specification list are acceptable for use in the classroom. If you have questions about whether a specific model computer will meet the requirements please feel free to contact the WGSC Tech Office.

16. Who is responsible for purchasing education-specific software on student owned devices?
If a student is bringing in a laptop that meets the minimum technical requirements, then the student will have access to all school-provided services.

17. Who is responsible for the maintenance and updates of these devices?
All maintenance for the hardware device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should ensure a quick maintenance turnaround for student devices.

18. Do I need to purchase Insurance for my BYOD device?
When purchasing your laptop for BYOD it is suggested that you purchase Damage Protection for your Device. For Dell products, please purchase Accidental damage protection for 3 years. For Apple products please purchase Apple Care. (You will also need to take additional insurance for damage protection as it is not covered under Apple Care.) This ensures that your laptop is protected against accidental dam-