Plympton International College

Dear Parents and Caregivers,

All secondary students (year 7-12) are required to bring a device to assist them with their learning across the curriculum. Our College has now a new ISP (internet service provider) which is a 1:1 contention wireless. Our internet is completely compliant with DECD Security standards and is filtered through DECD Security filtering system. Cyber-Safety user agreement will still be required.

If you are purchasing a new device, you can buy one at any computer store or through the 'BYOD Comp Now computer portal' which the College has negotiated special education prices on selected packages. The 6 months interest free option provides an opportunity to pay of the device and is a more affordable choice if you need to buy multiple devices. Orders can be placed at any time, generally taking 10 working days. Once your order arrives you will be notified so that you can collect it from the College.

Laptops are preferable over iPads for consistency in classroom. College iPads are available for use in classes as required.

Please visit the College website, in student information, BYOD How to connect devices for instructions and software.

Questions about the BYOD, technical specifications of an existing device or compatibility issues can be addressed at the ICT help desk in the Resource Centre, or forwarded to the ICT department e-mail below:

dl.0907.ictadmin@Colleges.sa.edu.au

Families, who have financial difficulties, may apply for a second hand College Laptop to borrow. You will have to sign the "Student laptop agreement form" as available from the website.

Please return the signed Student BYOD User Acceptance form to the College as soon as possible to begin planning for 2018.

Yours sincerely

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Principal

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Student BYOD
User Acceptance Form

Last Name_____ First Name_____

What device are you bringing? Eg laptop/Brand _____

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the College's BYOD policy and that:

- ✓ I will use the department's Wi-Fi network for learning.
- ✓ I will use my device during College activities at the direction of the teacher.
- ✓ I will not attach any College-owned equipment to my mobile device without the permission of the College.
- ✓ I will use my own portal/internet login details and will never share them with others.
- ✓ I will stay safe by not giving my personal information to strangers.
- ✓ I will not hack or bypass any hardware and software security implemented by the department or my College.
- ✓ I will not use my own device to knowingly search for, link to, access or send anything that is:
  - offensive
  - pornographic
  - threatening
  - abusive or
  - defamatory
  - Considered to be bullying.
- ✓ I will report inappropriate behaviour and inappropriate material to my teacher.
- ✓ I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- ✓ I acknowledge that the College cannot be held responsible for any damage to, or theft of my device.
- ✓ I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- ✓ I will use this device for educational & College related purposes only.
- ✓ I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- ✓ I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.

Please print and sign document, then return to your home group teacher. The home group teacher will then return it to the ICT office.

Student Signature _____   Parent Signature _____
HG: _____   Parent Name: _____
Date: _____   Date: _____
Student ID (*if available*) _____

Plympton International College

<u>**BYOD: Rationale**</u>

Digital technology is embedded in our society and as such the focus of technologies in teaching and learning has shifted from whether or not to use them, to understanding which technologies can be used and how they can best be applied in a range of educational contexts. The results of the Plympton International College Bilingual projects the use of digital technology in education and demonstrates that the use of personal digital devices will:

- Support and enable successful independent learning.
- Allow for students to collaborate with peers and teachers using media rich technologies.
- Engage students in a personal and differentiated learning journey.
- Provide 'Anywhere, Anytime' learning.
- Encourage critical thinking and problem-solving while enabling students to develop their creativity.
- Organise learning and College activities on mobile devices that can be synchronised on all their devices.

Educational Activities

Student devices will be used to access resources, complete assignments, and for personal organization. Educational activities may include researching information, producing documents, analysing data, participating in surveys, producing videos, reading e-books, creating blogs, taking notes, or scheduling events.

Digital Citizenship

A focus of this initiative is digital citizenship, which is the responsible use of technology. Your child will continue to learn digital skills, ethics, etiquette, and online safety. These are important aspects of participating in today's world.

Safe and Secure

To maintain a safe and secure learning environment, a filtered Internet connection is provided for students. They will not be permitted to use a personal broadband connection such as a 3G/4G phone network.

Responsibility

Students are solely responsible for their device. They must bring it fully charged to College. Similar to other personally owned items, Plympton International College is not liable for loss, damage, misuse, or theft.

Technical Support

Resources will be provided to help students connect their device to the College network. Your child must be familiar with how to use their device. Teachers will incorporate the use of your child's device into learning. However, they will not provide technical support.

BYOD: Year Levels Requirements 2018

Why Laptops for Years 7 to 12?

- Laptops perform all the tasks available on a desktop but in a mobile, compact device.
- The large screen allows students to engage in extensive research.
- The full keyboard means a faster rate of typing can be achieved, with many laptop offering both a touchscreen keyboard in addition to the full keyboard, offering maximum flexibility.
- Increased data storage
- The ability to work with a wide variety of accessories and plug-ins.
- The functionality of software applications and the processing power of the laptop allows for the creation and presentation of more detailed work.

The CORE mobile device is a minimum requirement. Consistent with the Acceptable Use of Information Communication Technology Policy, students will also have opportunities to use other personal digital devices to supports their diverse learning styles.

BYOD: Purchase Options

Plympton International College devices for BYOD are Apple MacBook Air, Microsoft Dell, Lenovo but you can bring other brands like HP, Acer that meet the College's requirements. We do not allow Android or Chrome book devices. Our College website will provide access to a portal linking to 'Comp Now' for purchasing devices at discounted College prices, including 3 years insurance.

Minimum Specifications Recommended when selecting a Laptop

Minimum specifications when using an existing Laptop	Minimum specifications when purchasing a Laptop
- 13-14 " screen recommended - Intel i3 processor - 4GB Ram - 128GB Hard drive or more - Intel® Dual Band Wireless- 802.11a/b/g/n (2.4/5.0Ghz), - USB Ports ,Webcam - ***Minimum Battery life: 8 hours***	- Apple & Windows (supported) - Intel Core i3 / i5 - 13-14 "screen recommended - 4GB - 128GB Hard drive / Solid State Drive or more - SD" Card Reader (optional) - Intel® Dual Band Wireless- 802.11a/b/g/n - ***Minimum Battery life: 8 hours*** - Intel® HD Graphics with 128 MB of dedicated system

• We could also recommend an ideal weight <2kg • Hard cover protective case/ carry bag	memory • audio/video recording • 2 x USB Ports • Hard cover protective case/ carry bag

Why are the minimum specifications being set at this level?

- To optimize the laptop learning experience a minimum 13" screen or larger is required
- Win 8 requires at least 4GB of ram
- Apple software: OS X Yosemite or Mountain Lion. Microsoft: Windows 8 or 10
- 128 GB hard drive is the minimum to allow some personal storage
- Wireless operates on dual band.
- USB Ports and Webcam are standard requirements
- ***Minimum 8hrs battery life is required. Students are encouraged to charge their devices at home but emergency charging options will be available at College.***

Warranty Agreements and Insurance Options

Plympton International College recommends families consider warranty agreements and insurance options, particularly in regards to replacement or repair of faulty or damaged units and the use of anti-virus software for use of the device off-campus. It is also recommended that families supply a protective cover for BYOD devices.

Recommended software to install on your devices

Google Chrome - http://bit.ly/1AI1dpg

Adobe Reader - http://bit.ly/1udabwk

Adobe Digital Editions - http://adobe.ly/1xPv3hI

Firefox - http://mzl.la/1heu2Ys

Flash Player - http://adobe.ly/1bZLFM9

iTunes - http://bit.ly/1uLPqgH

Java - http://bit.ly/1ifyW8R

QuickTime Player - http://bit.ly/11j5f2q

Shockwave - http://adobe.ly/1gy5Dep

VLC Player - http://bit.ly/1vryj5C

CONNECTING TO THE COLLEGE NETWORK

<u>Information</u>

- Prior to connecting their devices to the College's Wi-Fi network, students must return a BYOD Student Agreement.

- The BYOD Student Agreement must be signed by the student and by a parent/caregiver. If a student is living independently of their parents/caregivers or is 18 years of age or more, there is no requirement to obtain the signature of a parent/caregiver. Principals will make these determinations.

- Students must have a supported **operating system** and current **antivirus** software. If you have a Windows **Device** you can download a free product called **Microsoft Security Essentials**. If you have a **MAC** you can download **AVG free.**

- Students are responsible to ensure the unit is updated regularly and free from virus activity.

- All the software installations should be done at home and are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

- Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to College. Colleges are not responsible for (or restricted from) providing facilities for students to charge their devices.

- Students are responsible for securing and protecting their device in Colleges, and while travelling to and from College. This includes protective/carry cases and exercising common sense when storing the device.

- Students must not leave their devices at College and should take them home every day.

- Students should clearly label their device for identification purposes. Labels should not be easily removable.

- Students must avoid inappropriate websites.

- Students are not allowed to play games at College. Games will install Trojans and Malware on your system and degrade the performance of the system so avoid installing them.

- Students are responsible for all of your College work data or use cloud storage ie one drive ensure you keep backups on a separate storage device such as USB and at home.

Connecting Devices to the College Wi-Fi network

- You must install DUAL ISP MWG CERTIFICATE on your device before you connect to the internet: You will have to go to the following link at College: http://192.168.10.3/ .
- Instructions on how to install the certificate on your device can be obtained from
- You must have a College account to access on wireless system
- You must connect to the wireless network before you can access the internet.
- All students can login to Learnlink using the following url www.learnlink.sa.edu.au

How to connect to the College Wireless system

1. Click on the wireless connection icon at the bottom right of your screen.

2. Select **PIC_BYOD**, enter curriculum logon details and click **Connect.**
3. Install the Security Certificates according to the instruction sheet provided for each device.

***You can collect instruction sheets from the College's ICT Office or available on the College website.
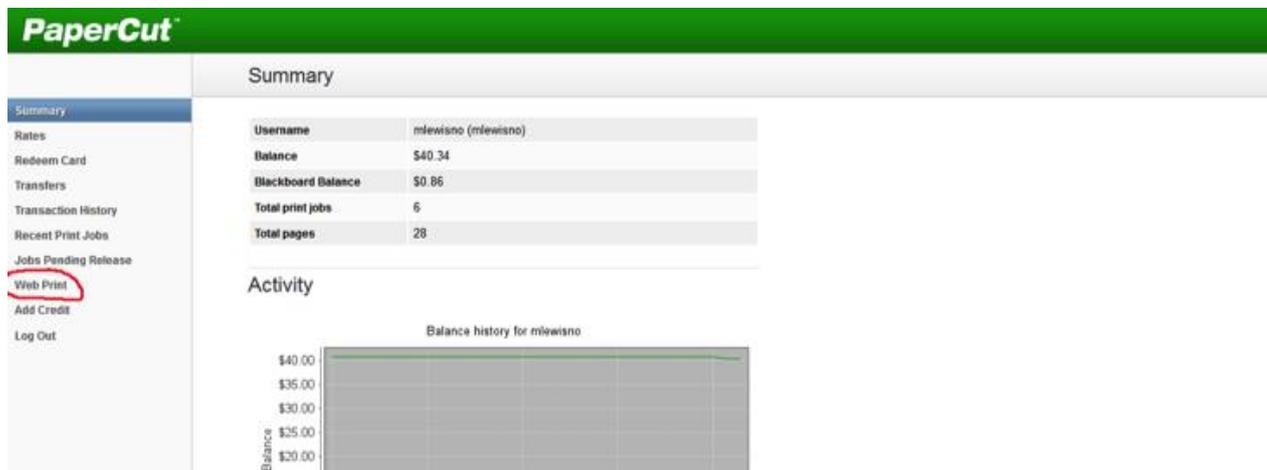
BYOD Printing

Documents can be in PDF, Word, and Excel, PowerPoint or an image file format to print

Instructions on How to Print:

1. Open the browser and type in the following address
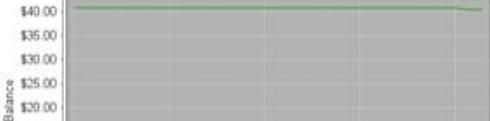   http://10.72.104.62:9191/user
2. Enter your curriculum logon details

3. Once you've logged in, the PaperCut summary window will load. Click the "**Web Print**" link on the left hand side of the window.

1. This is the Web print window. To begin click the "**Submit a Job**" link.

2. The next window will have a list of printers. Go ahead and select whichever printer you wish to print to. Scroll down to the bottom of the window and click the "**Print Options and Account Selection**" button to continue.
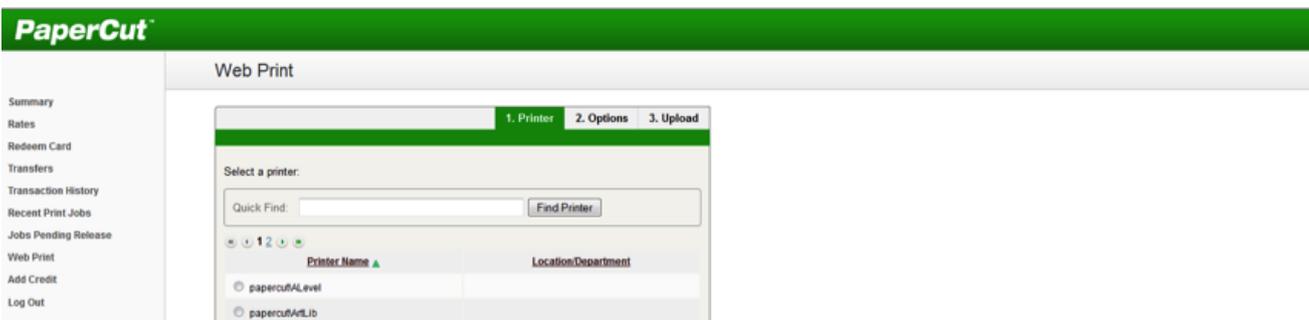
6. Select the number of copies of your document you wish to print and click "**Upload Document**."
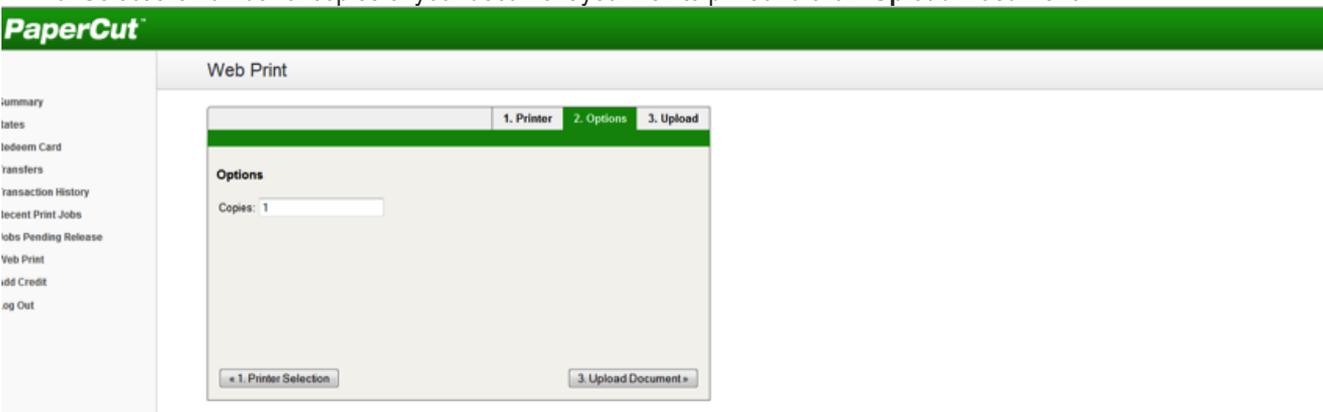
7. Now select your document to upload by clicking "**Browse**." Please make sure your document is in one of the listed supported document types. Note: If you are using a Mac and your document is not a supported type, you can go to **File -> Print**, and then click the "**Save as PDF**" option. Once you've saved it you can upload this PDF instead.
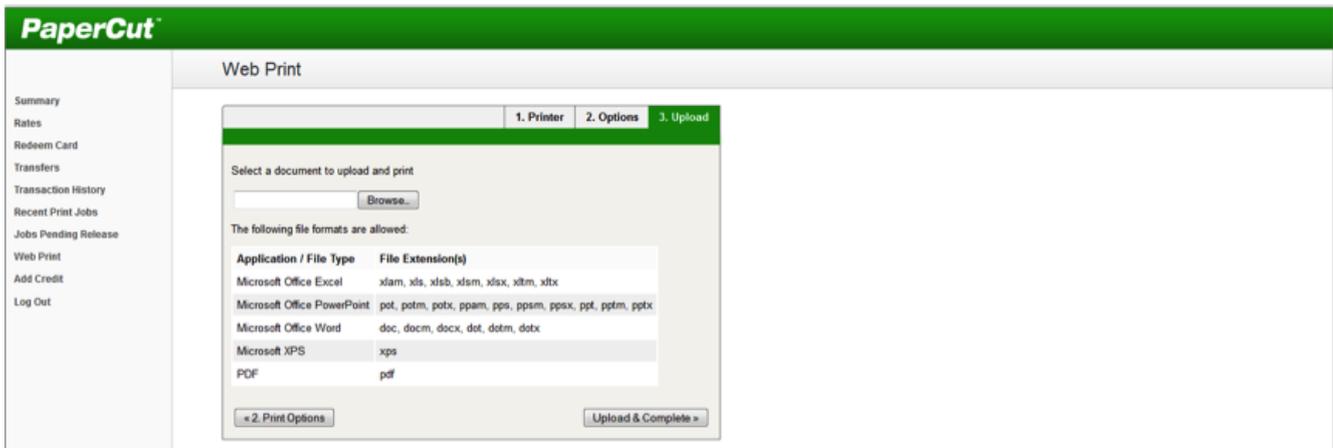
8. A file upload window will open. Navigate to where your file is saved, select it and click "**Upload**." The window will close. Then click "**Upload and Complete**" to print your document.