BYOD
BRING YOUR OWN DEVICE

Information Booklet
2019

school
silkwood
Be inspiring... get connected... make a difference.

The Silkwood Way

The Silkwood Way utilises an IT framework to support the personalisation and individualising of student learning plans.

To achieve this, we have spent a considerable amount of time developing a strategic outline for the ICT hardware, software, and maintenance for this framework. Through this process, we identified that the most flexible and manageable way forward for families was for a student to bring their own laptop. We call this program BYOD (Bring Your Own Device). This means, rather than the school supplying and maintaining devices, which would significantly increase the school fees, families have the opportunity and flexibility to manage this expenditure in ways that best suit their personal situation. BYOD enables the laptop to be used at home for both personal and school work so students are not limited to use only during school hours.

Choosing a Device

It is a requirement for students enrolled in Years 5-12 to be part of the BYOD program. In order for students to have a seamless learning experience, we require laptops to be of a certain standard.

The following devices are recommended:

Brand	Model	Display	Processor	Ram	SSD Storage	Accessories
Apple	MacBook Air	13.3-inch	i5	8GB	128GB	
	MacBook Air	13.3-inch	i5	8GB	256GB	
	MacBook Pro	13-inch Retina	i5	8GB	128GB	
Microsoft	Surface Laptop	13.5-inch Touch Display	i5	8GB	128GB	
	Surface Pro 4	12.3-inch Touch Display	i5	8GB	256GB	Type Cover Surface Pen
	Surface Book	13.5-inch Touch Display	i5	8GB	256GB	Surface Pen
All models can and must run Windows 10 or MAC OS High Sierra (version 10.13) or later. It is expected that all students install regular updates as they become available to ensure stability and security of the device.						

The devices listed above meet the minimum specifications required by the school, they are light and easily portable, have adequate battery life, SSD storage for speed, and enough ram and processing power for medium intensity tasks.

For students who are **interested in media, graphics, film, programming** and other activities that require resource intensive software (CAD, Adobe media suite), it would be highly beneficial to aim for a model with a minimum:

- 8GB Ram +
- Intel Core i7 processor (or equivalent)
- 250GB SSD Storage

Apple and Microsoft offer models with these specifications.

If purchasing/using secondhand laptops for the BYOD program, we recommend that they are no older than two years to commence with.

Best Equipment for the Best Education.

Purchasing a Laptop

Purchasing one of the recommended options will ensure the best outcome for school-based support and interface with our IT framework. Although other laptops can work with our systems, we know from experience there are added challenges. - ict@silkwood.qld.edu.au.

Please Note: **iPads and other Tablets will not suffice**.

To help families with purchasing laptops we have sourced a **school-based deal through JB HiFi** with a **12month interest free payment** option. Use the link below to access the Silkwood page:

https://www.jbeducation.com.au/byod

1. Put in the Access code "SILK2018"
2. Select Windows or Apple option
3. Select which store you want to pick up from
4. Select one of the devices displayed (the options are all Silkwood approved)
5. Select payment option i.e. pay in full or interest-free option
6. Pick up your laptop when available for collection

Note: The Access code will change closer to 2019. Please expect updated login details to the JB Hi-Fi Education Portal going forward.

We appreciate that laptops are a big expense item for families. For this reason, we have the following suggestions:

- Family and wider family could donate funds as their Christmas or birthday gifts for your child to go towards the purchase of the laptop.
- Students contribute some of their own savings or do jobs around the home to earn funds to help contribute towards the cost of the Laptop. This will support the process of your son/daughter taking greater ownership of the Laptop.
- Some types of work allow a laptop as a salary sacrificed item. Check with your employer about this opportunity as there is a tax incentive in using this option.

Software

The school provides free software for all BYOD students. Students are provided access to a copy of Microsoft Office through a Microsoft Office 365 account, as well as access to a package to install the Adobe Creative Cloud Suite. IT will not install software on BYOD devices but will provide access and instruction during IT setup sessions.

Maintenance, Upkeep and Insurance

As these will be personally owned devices, the maintenance and repair of devices are the responsibility of the owner. The Silkwood ICT team will be on hand to assist students to connect to the Silkwood wireless network, provide access to email, saved files, printers and offer advice on how to help them with any other issues.

Students must accept full responsibility for the care and use of their device. The School does not accept responsibility for damage, theft or loss of devices. We recommend that parents and guardians check the details of their personal home and contents insurance coverage for loss or damage when devices are outside the home.

School IT Support

The school has a dedicated Student Help Desk to assist students with their day to day queries. The goal of the help desk is to minimise learning disruption and to support students to become more self-managing with their IT issues. There are plans to establish a Tech Bar where students have the opportunity to lead and assist others in becoming confident and self-sufficient IT users.

Hiring a school Laptop

If a student's computer breaks down or they leave it at home, the school has laptops available for short-term hire to cover these times. If a student requires a hire a computer a flat rate of $25 will be automatically charged and the student has access to this computer for 5 days. We only have a small bank of these laptops so for everyone's availability they are only ever loaned out for short-term periods to one student. This option is not open to students who require hire for longer than two weeks.

Financial Support for Laptops

For families who are unable to access the 12-month interest free option from JB HiFi and do not have the funds to buy their child a laptop, you can apply for financial assistance from the school. This option is only available to families whose fees are up to date and who have not received any other financial assistance from the school in the last 12 months. This option does not involve the school gifting a laptop, it involves a weekly fee over and above the school fees that supports the long-term hire cost of the laptop. To apply for assistance please contact the school's Finance Manager through the following email address: finance@silkwood.qld.edu.au.

Student Expectations

In using ICT Resources for learning tasks, I will:

- Be considerate of other users.
- Respect everyone's privacy, and not seek access to files or messages intended for or belonging to others.
- Virus check outside data before use via the Teacher.
- Report any damage, errors or faults with ICT resources to my teacher immediately.
- Report accidental access to controversial, inappropriate or offensive material to my teacher.
- Only use my own logon (unless directed otherwise by a teacher).
- Only print material related to my education.
- Access via the Silkwood ICT Network only.
- Apply correct ergonomic principles as shown to comply with workplace health and safety requirements.
- Treat school equipment respectfully to ensure its continued good condition.
- Maintain laptop through regular updates to operating system and programs.
- Backup all work that is important, whether to an external drive or Cloud Storage provided by the school in Office 365.

I will not use ICT resources to:

- Access, copy or distribute any material that is controversial, inappropriate, obscene or offensive.
- Not attempt to send, transfer or create computer viruses, violate copyright, intellectual property or licensing laws.
- Access streaming media such as sounds, music, videos and games without teacher consent.
- Use the school ICT systems for other than agreed learning unless given permission from a teacher.
- Be involved with digital or physical vandalism, harassment or bullying.
- Use, manipulate or transmit photos of other students or staff without their Teachers approval.
- Reveal my full name, personal address, phone number, or those of other students or staff in any digital communications.
- Chat to others about things that do not relate to my learning program.

Cyber Safety and Digital Citizenship

At the start of every year the school's IT team will run a workshop for parents on the tools and methods that the school uses to create a safer learning environment for your students while using the school network. They will also discuss the IT policy, developing digital citizenship skills through student expectations and responsibility, and the procedure to handle misuse of devices.

Ergonomics

- Encourage and maintain good posture.
- Take regular breaks and avoid sitting for long periods.

- Angle screen to minimise neck strain and glare.
- Use device on a desk, rather than the floor or lap.