















## Margaret River Senior High School ICT Bring Your Own Device (BYOD) Information:

BYOD (Bring your Own Device) refers to students bringing a personally owned computing device to school for the purpose of learning. Margaret River SHS recognises the need to prepare students for a rapidly changing world where technology plays an increasing role in students' everyday lives. Students are encouraged to bring their own device to school provided they meet the specifications outlined below. They must only use the device at school for educational purposes and must agree and adhere to the BYOD Policy. The school accepts no responsibility for replacing devices that are lost, stolen or damaged whilst on school premises, or after being confiscated.

<b>Minimum Requirements:</b>	
	A minimum screen size of greater than 10 inches (13" is recommended) & support resolution of at least 1024 x768 pixels
	SSD (Solid State Drive)+- 128GB + (256GB or higher is better)
	8GB RAM or more
	Operating System: For best integration with Office 365 <b>we recommend a Windows 10</b> (version 20H2 or later) or <b>Windows 11</b> device <i>If using a Mac laptop - it should have an macOS of 10.15.4 or later</i>
	Battery life of 5+ hours
	5GHz Wi-Fi capability
	Physical keyboard & mouse or trackpad/touchpad
	Robust, students will possibly use the same device for 3+ years.
	Invest in extended warranty and insurance; accidents happen and repairs cost a lot more and take longer without it
<b>Recommended:</b>	
	Touchscreen & Stylus (Active Pen)

<b>EXAMPLE BYOD Models for Margaret River SHS</b>	
	<b>Windows option with pen:</b> Microsoft Surface Laptop Go 3 - 12.5", i5, 128GB SSD +8GB RAM, touchscreen + pen or better
	<b>Apple option without pen:</b> Macbook Air 13" M2 Chip or better
<b>Other devices</b> – the following devices have <b>limitations</b> and may not run all the programs or apps required:	
 iPad	<b>iPadOS 14 or later</b> – iPad AIR 2, iPad Pro (1st generation), iPad (5th generation) or later It must include a KEYBOARD COVER Not supported: iPad Mini
 Chromebook	Chromebook version 90 or later (manufactured 2020 or later)

## Student Responsibilities:

Student use of personal devices at school must:

- Follow the standards for use as set out in the Memorandum of Understanding.
- Abide by the school's acceptable use guidelines for access of network resources.
- Charge the device at home.
- Maintain system updates on the device where possible.
- Maintain personal backups of schoolwork or store schoolwork on MRSHS servers.

<b>Available Software:</b>	
These applications/software are to be installed once school accounts have been activated – Term 1.	
<b>Office 365 Software</b>	Free download available through your School O365 account for up to 5 home computer, 5 laptops and 5 mobile devices on most operating systems. Students will require access to their O365 account to install the free download. Student account logins will be given at school, therefore students will not be able to download Office 365 until then. This download and install process must be done at home, not at school.
<b>Office 365 (Online)</b>	Sign in using department student email and DoE username   password Students will be shown how to log in to their O365 account at school. Please don't sign into a 'personal/family' O365 account on your device, this can be problematic when using your device at school.
<b>Cloud Storage (OneDrive)</b>	1TB cloud storage is available through your Student O365 Account. For all school-related work students are to use their education OneDrive for file storage. This enables them to share work easily and access their files from anywhere, anytime. For details on how to use OneDrive refer to the eLearning@mod booklet on Connect.
<b>Adobe Creative Cloud</b>	· <i>Adobe Creative Cloud (Photoshop, Illustrator, Animate etc) is available for a small subscription fee</i>

If you require assistance please contact the Resource and Support centre on 9757 0744 or email ICT at [mrshts.it@education.wa.edu.au](mailto:mrshts.it@education.wa.edu.au)

## BYOD

"Bring your own device" (**BYOD**) refers to a technology model that allows students to bring their own devices to school for learning in the classroom. At Margaret River SHS we ask students to bring a device to school as a tool for learning. As this device will be in the hands of your child we make a few recommendations to ensure your choice will last and be fit for purpose:

### SPECIFICATIONS for BYOD:

*We recommend a pen-enabled laptop (Engagement, Learning and Handwriting)*

- A minimum screen size of  $\geq 9.7$  inches
- Battery life  $\geq 5$  hours
- Memory of 128GB/ 8GB RAM or more
- Keyboard, dual band Wifi
- A Solid State drive (SSD) is recommended -128GB
- Robust, they will possibly use the same device for 3+ years.
- Invest in extended warranty and insurance, accidents happen and repairs cost a lot more and take longer without it.



For Example

#### Windows Options with pen:

- Microsoft Surface Laptop Go 12.5" i5, 128GB SSD + 8GB RAM, touchscreen + pen
- Lenovo IdeaPad Flex 5i 14", Gen 8 with folded tablet mode + pen

#### Apple Option without pen: Macbook Air 13" M2 Chip

#### Other Smaller Form Factor Devices (10" screens without inbuilt keyboard)

- iPad Air 5th Gen & iPad Pro **with keyboard cover and pen**
- Lenovo or Samsung tablets (Android version 12 or later) with keyboard cover and pen\*

\*NB some apps may not work on these

## Ethos

### 21st Century Learning

*"The role of technology in learning is to engage students and to enhance the efforts of teachers. It is the skills that are developed, not the technology itself, that is important. We must keep our eye on the end game at all times – delivering relevant learning to set our children confidently on the path to lifelong learning to ensure they are equipped for life and work in today's world."*

Greg Whitby

## Setup at School



### What we setup at school:

- Microsoft 365 (free)
- OneNote
- Compass
- E-books and Audio Books
- Stile
- Mathspace
- Smartsuite & TV4 Education
- Education Perfect

## Preparation

### What you can do at home:

- Have your child become comfortable navigating around the device
- Do not lock-down with too many parent controls
- Do not download malware (eg MacCleaner)

## Cyber Safety

**DIGITAL CITIZENSHIP EDUCATION FOR SECONDARY STUDENTS**

Use other education sessions for secondary students from Year 7 to Year 12. Specifically designed for them to be developmentally appropriate, engaging and interactive. Our sessions are structured to be developmentally appropriate, engaging and interactive. Our sessions are structured to be developmentally appropriate, engaging and interactive. Our sessions are structured to be developmentally appropriate, engaging and interactive.

**Welcome to Student Edge Learning**

Online courses to help you navigate the challenges of life. Student Edge has more than 7 years of experience in delivering life skill courses. \$4.95 per course, per student. (Buy more, save more. Bulk pricing available.)

**eSafety Commissioner**

eSafety is committed to empowering all Australians to have safer, more positive experiences online.

- Student presentation (ySafe.com.au)
- Parent presentation (ySafe.com.au)
- eSafety website (esafety.gov.au)

## More Information

**Technology**

School resources on website:

- Student ICT Help
- ICT Information
- Parent Guide to ICT, BYOD and Memorandum of Understanding
- ICT Student Agreement
- Third Party Services used at MRSHS
- Student ICT help notebook (login required)

## Library Technology Charge

At Margaret River SHS we ask all parents to contribute to keep the school up to date with technology. The money generated by this charge will directly help your child develop 21st Century skills that will be with them for the rest of their lives. The contribution is used to fund a wide range of infrastructure and resources that could not be provided without your help, they include but not limited to:

- Printing allowance for each student
- Cyber Safety workshop for parents and students
- Library Smartsuite
- ETV
- High speed internet (550Mbps)
- Online subscriptions to resources
- Upgrading network to 10GB
- Compass Learning Management & Parent Portal
- TV4 Education & Curated Youtube
- Gale Virtual Reference
- E-books & Audio Books – Wheelers
- One to one ICT support
- Resources in the Library & Support Centre





## ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 7-12)

Students must agree to follow the rules set out below when they use the Department-provided online services:

### *Students*

- will only use online services for purposes which support their learning and educational research.
- understand that they are responsible for all activity in their online services account.
- will check with the teacher before sharing images or giving information about themselves or anyone else when using online services.
- will keep their password private and not share with other students.
- will not let other people log on and/or use their online account.
- will tell the teacher if they think someone is using their online account.
- understand the school and the Department of Education can monitor their use of online services.
- If they find any information that is inappropriate or makes them feel uncomfortable they will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- will acknowledge the creator or author of any material used in their research for school work by using appropriate referencing.
- will get permission from the copyright owner of any material used in their school work before they reuse it in a portfolio for employment, in a competition or any other uses other than for their private research and study.
- will use appropriate language in all internet communications.
- will not try to access internet sites that have been blocked by the school or the Department of Education.
- will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

Students should understand that:

- They will be held responsible for their actions while using online services and for any breaches caused by allowing any other person to use their online services account;
- the misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy; and
- They may be held liable for offences committed using online services.

# Memorandum of Understanding

*As a part of the student's enrolment students and parents have been asked to sign the following memorandum of understanding:*

## Before using your own device at school the following procedures must be followed and adhered to:

- Each student and a parent/guardian will need to sign a **Memorandum of Understanding** acknowledging that they accept the terms and conditions under which the student owned device may be used on the Department network.
- The device is only to be switched on for educational use. This will occur after asking permission from their teacher or requested by the teacher. The device must remain switched off at all other times.
- Devices are **not** to be used for messaging, social media, or phone calls.
- You must not film, record or take images or videos unless it is supervised by the class teacher and directly a part of the class program.  
No photos or videos are to be shared or uploaded to the internet or any social networking sites (eg Facebook, SnapChat, Twitter, Instagram etc)
- Devices are not to be used out of class time (before school, recess, lunch) unless specifically requested by a teacher in order to do school work – this must be done in a supervised classroom.
- Student owned devices are not licensed to use software under any of the Department's Enterprise Agreements.
- Student owned devices are not licensed to use any other school owned or purchased software.
- You must not access Facebook, any other social media sites or any site that is not directly part of the school educational program and has been directed by a teacher.

### Misuse of Devices:

- If you misuse your device it will be confiscated and sent to Student Services.  
The device may be collected by the student from Student Services at the end of the day.
- Second offence, the device may only be retrieved by a parent or guardian.
- Breaches of this policy will be treated as any other breach of school rules.

Student Name: \_\_\_\_\_ Student Form: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_