Glen Waverley Secondary College

Year 10 - 12 BYOD Program 2017

Information Booklet

... harnessing exploration and discovery in learning through information and communication technologies
All GWSC Senior School students are required to participate in the ‘Bring Your Own Device’ (BYOD) Program. This program opens up the learning opportunities for our students providing them with easy access to ‘anytime, anywhere’ learning.

There is no doubt that technology has the potential to reshape teaching and learning processes and contribute significantly to enhanced learning outcomes for students. The BYOD program provides our students with improved access to learning technologies and online learning. In the 21st Century, success lies in being able to communicate, share, and use information to solve complex problems, in being able to adapt and innovate in response to new demands and changing circumstances, and in being able to use technology to create new knowledge and expand human capacity and productivity. We have to prepare our students for the future and effective use of technology, which actively engages students in their learning and enhances their opportunities for developing creativity and working collaboratively, is vital.

Glen Waverley Secondary College has vigorously pursued a sustained whole school approach aimed at developing the innovative use of computers within a framework of the latest global research relating to effective teaching and learning. Teachers routinely use a range of ICT applications that support the vision for learning within the College.

All students in Years 10 - 12 will be required to bring their own personal mobile device to school each day. The majority of students entering Years 11 and 12 will already be in possession of a device, which will meet the specifications outlined in this document, deemed as suitable. For new families an existing device that meets the criteria can be used or a suitable device will have to be purchased in readiness for the start of the 2017 school year.

Students entering Year 10 in 2017 will have been using an iPad for the last 3 years and may opt to continue using their iPad as their personal device or may prefer to use a laptop/tablet device. This decision needs to be based on student ability to effectively utilise their device in each subject area and to ensure their device has sufficient capacity for their school work. Year 10 students undertaking a VCE subject should discuss the suitability of an iPad in that particular area of study; for example if you are studying VCE Accounting you will require a computer (windows based) for QuickBooks and Excel.

Of course this is a great opportunity for our students but it is accompanied with clear expectations about the responsible use and care of their personal computer. This booklet provides information about the Senior School BYOD program. Further information will also be posted on the College website.

You are advised to carefully read the recommended specifications of the device prior to making a purchase.

Please do not hesitate to contact the College if you would like more information on this program. For technical questions please email byod@gwsc.vic.edu.au

Gerry Schiller
College Principal
Vision Statement
The Glen Waverley Secondary College vision is to create and sustain a learning community where everyone continually learns and grows. The focus is to develop powerful learners with the skills and attributes to be effective, adaptive lifelong learners prepared for the challenges of the 21st Century.

Students at Glen Waverley Secondary College will harness the use of ICT to support:
- Personal learning
- Interpersonal learning
- Thinking and inquiry
- Communication
- Creating rich learning tasks

Why do students require access to a personal mobile device?

The nature of learning for students in the 21st century has changed and will continue to evolve. In the past, student access to information, knowledge and understanding was restricted to the information and knowledge brought into the classroom by the teacher. Metaphorically, the walls of the classroom have now been removed and students can seek and gather information they require from anywhere in the world through the Internet. This will occur not only in their timetabled class but also outside of school hours.

We must also move beyond seeing computers as simply a tool for word processing and gathering information. The development of computer skills and competencies is important, but it is not enough. Students also require the skills to be able to effectively process the information they gather and apply that information to develop understanding and solve complex problems. The personal computer provides access to a range of applications that will assist them to process information, build key understanding of content and concepts along with the ability to design, create, share and solve problems.

Teachers at Glen Waverley Secondary College design learning experiences and outcomes utilising a diverse range of learning strategies with the objective of developing powerful learners. Consequently, a student will not be using a computer in their learning all the time. However, your child will have immediate access to these devices when required, both within the College and at home. Student access to a personal mobile device through the BYOD Program enhances their learning opportunities.

The Responsibility and Expectation of Digital Citizenship

‘Digital citizenship is being able to think critically and make ethical choices about the content and impact on oneself, others, and one’s community of what one sees, says and produces with media, devices and technologies in online environments.’

It is the expectation that students will be responsible digital citizens when participating in the BYOD Program, using the College ICT and their home or other mobile devices. Students will be supported in developing their digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies. Students will practise responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity.

As part of their digital citizenship students are required to read and agree to a ‘Information and Communication Technology (ICT) Responsible Use Policy
The GWSC eSmart and Digital Citizenship Policy (located on the GWSC website with an abridged version in the Student Organiser) clearly outlines our expectations of students, staff and the community when using technology within the College and on all College related excursions and events.
http://www.cybersmart.gov.au
1:1 BYOD Technology

An important strategic priority of Glen Waverley Secondary College is to continue to embed 1:1 technology across the College in 2017.

Although the iPad has proved to be an excellent companion device for students in the Middle School, it may not meet the demands of VCE. Students may require something more versatile, more essay-writing friendly and with the capacity to accommodate software commonly used in VCE classes (e.g. QuickBooks in Accounting). However, students can continue using their iPad in Year 10 if it is in perfect working order, it meets the iPad criteria, the student has the ability to effectively utilise the iPad in each of their chosen subject areas and it has sufficient capacity to cater for all their school work. If students want to continue using their iPads in Year 10 it is highly recommended that a compatible keyboard is purchased for their device to cater for the increased amount of word processing which may be required. **Students are not permitted to use an iPad mini as their mobile device in Middle or Senior School.**

**NB:** Students studying VCE Accounting require a computer (windows based) to utilise QuickBooks and Excel.

We recognise that many families have already invested in technology to support their children’s education. If that technology is suitable for use in the school environment, we believe it is best to allow the students to make use of it rather than mandating a particular device which would incur further parental expense. As long as the mobile device meets the specifications listed below, 2017 Senior School students will be able to bring it to school and connect to the College network.

**GWSC Recommendation for a BYOD:**

Any notebook, ultrabook, netbook or tablet device, equipped with the Windows 8.1 or Windows 10 as the base operating system, will be suitable. This excludes Windows RT and MAC OS X. If you wish to upgrade an existing device you own, we recommend you discuss your machine’s specifications with the retailer prior to purchasing the Windows upgrade.

**As a guide to parents:**

The specifications to consider when purchasing a computer to meet students’ educational needs are:

- 9.7 to 15.6 inch screen size
- Windows 8.1/Windows 10 (not Windows RT, MAC OS X or Chromebook) / iPad. Refer to FAQs for further details.
- Ability to connect wirelessly to the College network
- Sufficient battery life for the school day
- Lightweight, portable and compatible with school locker storage space and usable classroom desk space
- Cost of approximately $600
- Adequate storage space on hard disk for school use
- Small protective bag for protection of the computer whilst in transit between classes and to and from school. The device cover should also be clearly labelled with the student name, ID and form group. Engraving the student ID onto the machine provides extra security.

When purchasing a computer it is a good idea to show the minimum specifications to the supplier so that they can provide guidance as to the suitability of different devices and also warranty/repair conditions.

**NB:** We strongly advise against the purchase of expensive technology for use at school.
The College does not have insurance to cover the loss or damage to mobile devices so we strongly advise that you check your personal insurance coverage and ensure your insurance company covers this. If a computer is lost or damaged it is the parents’ responsibility for it to be replaced or repaired.

When using their computers, students must at all times abide by GWSC eSmart and Digital Citizenship Policy and Information and Communication Technology (ICT) Responsible Use Policy. (See sub school Student Planner for details) For further details about the Senior School BYOD Program, parents and students can login in to the Glen Waverley Secondary College website (www.gwsc.vic.edu.au) navigate to Learning and Teaching/ICT/BYOD Program, where this information booklet and a response to frequently asked questions can be accessed.

Any parents or guardians seeking further clarification or advice should direct their queries to BYOD@gwsc.vic.edu.au. Your query will be directed to the appropriate person who will be able to assist you.

**Timeline and important dates**

All Senior School students will need to possess a suitable device by the commencement of Term One (2017)

Student devices will be connected during class time by the school technicians during the first week of term.

Please do not hesitate to contact the College for further information or advice in relation to the Bring Your Own Device program.

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**Student responsibilities for their personal mobile device:**

- Students will be responsible for the care and maintenance of their device. The College takes no responsibility for any damage or loss of a student’s device. Parents are advised to ensure the device is covered under their home insurance.
• Students need to have their device password protected so that no other student can access the computer. Passwords must not be shared and the device is never to be lent to another student.
• Students must regularly backup their data at home to another data storage device.
• Students are to ensure their device is fully charged prior to the start of each school day.
• The device must be carried in a protective cover at all times and stored safely in the student locker when not in class use. The cover/bag should also be clearly labelled with the student name, ID and form group. Engraving the student ID onto the device provides extra security.
• At no time are students to use their computer outside of buildings unless under the direct supervision of a teacher
• Travelling to and from school, the device must be transported safely in an appropriate protective cover in their school bag
• The personal device and school network and internet is to only be used for educational purposes while at school.
• Students are not permitted to play games at any time while at school. Sanctions will apply if a student is found to be using their device inappropriately at school.
• Students are to ensure that non-educational material (eg. music, movies, games) stored on their device does not limit the capacity of their device to store school-related material.
• Individual students are responsible for their own devices and should ensure that they take care of it at all times. Personal devices should not be left unsecured where other students can gain access to them.
• Students must be respectful of other students’ property and privacy at all times. They must not share user names or passwords with anyone or interfere with another student’s device.
• When using their computers, students must at all times abide by the GWSC eSmart and Digital Citizenship Policy and Information and Communication Technology (ICT) Responsible Use Policy Any breaches of these policies will incur disciplinary action.
• On days of sporting competition or excursions students should leave their devices at home.
Frequently Asked Questions:

What type of machine can I use?
What version of Windows do I need?
What will the school support?
Who do I see about warranty, insurance and software problems?
How do I get windows 8.1?
Can I use a Mac?
Can I charge my notebook at school?
What software do I need to purchase?
Do I need an Anti-virus and Anti-malware program?
Will connecting my notebook to the Glen Waverley Secondary College effect my home network connection?
Who is responsible for backing up my notebook data and where do I backup to?
What do I do in class if my notebook is being repaired?
How many devices can I have connected to the school?
Will students be able to access the Intranet and Internet using their computer and will they be able to print at school?
How does the school support students to use their computers appropriately while at school?
What are the limitations on personal use?
How do I get my device connected to the school?
If my device is already connected to the network from the previous year do I need to reconnect?
Any device that is running Windows 8.1 or Windows 10 as the base operating system, and is no smaller than 9.7 inch (screen) and no larger than 15.6 inch, will be suitable. It is recommended that the device has a keyboard and it must have sufficient battery life for the school day. The iPad will integrate with the system but may not be the most suitable device for VCE. iPads must be an iPad 3 or above (this excludes iPad mini’s). Please refer to Middle School iPad information booklet for further details.

What version of Windows do I need and how do I get it?

All BYOD machines in 2017 must be running Windows 8.1/Windows 10 or iOS (not Beta) as the base operating system. It does not matter which edition it is as long as it is not Windows RT.

What will the school support?

Glen Waverley Secondary College will be responsible for connecting your device to the network, Internet, school printers and storage areas. This can only be done if your machine is fully functioning and has Windows 8.1/Windows 10 as the base operating system or iOS 9.

Who do I see about warranty, insurance and software problems?

Warranty – you should contact the retail outlet you purchased the machine from. Insurance – it is recommended that you contact your house / contents insurer to add it on. Software – Any software including the operating system is the responsibility of the owner and should be referred to a computer specialist outside of the school.

Can I use a Mac?

Yes, as long as the MAC is running Windows 8.1/Windows 10 on Boot Camp. The school cannot connect or support the OS X or Windows running on Parallels, VirtualBox, etc.

Can I charge my notebook at school?

No, there are no facilities to charge your device at school. This should be done prior to coming to school.

What software do I need to purchase?

You are required to have Microsoft Office 2013 or higher. The Department of Education and Early Childhood Development provides licencing that allows students to install it on their devices running Windows, used in our BYOD program for the duration of their school attendance. After this it will cease to work. Students may also be required to purchase some subject specific software dependent upon subject selection. Parents will be notified where this is the case.

Do I need an Anti-virus and Anti-malware program?

Yes, Windows comes with Windows Defender which is an anti-virus and anti-malware program. You may choose to install a free or purchased anti-virus or anti-malware program, however these may interfere with the GWSC connection. These program must be kept up to date and regular scans of the device should be carried out.
Will connecting my device to the Glen Waverley Secondary College impact upon my home network connection?

The connection process to the GWSC network will not impact your home network connection. We will install a Home and School shortcut on the machine to switch between your home and the school network.

Who is responsible for backing up my data and where do I backup to?

It is the students / families responsibility to keep current backups of your device. This should be done at home.

How many devices can I have connected to the school?

Only one device per student can be connected to the School. This device cannot be a smart phone or a iPad mini. Should you need to replace this device the new one can be connected however the old one will no longer function in the school. It is recommended that the old device is taken to the Communications Office to have the GWSC files removed.

Will students be able to access the Intranet and Internet using their device and will they be able to print at school?

Students will be able to access the College intranet and internet via wireless on their device at school. The internet connection is filtered (at school only), logged and limited and it is for educational purposes only. Updates should be undertaken at home. Printing will be available from student devices in the same fashion as all other computers in the College. The same charges will apply as for printing from a College owned computer.

How does the school support students to use their devices appropriately while at school?

The BYOD is covered by the GWSC eSmart and Digital Citizenship Policy and it is expected that as good digital citizens the students will use the device appropriately not only while in class, but at other times as well. The College sees the importance of working with families to ensure students have appropriate skills and strategies for participating responsibly in the global digital world. ‘Information and Communication Technology (ICT) Responsible Use Policy’ provides clear guidelines regarding appropriate computer usage within the school.

What are the limitations on personal use?

The device is owned by the child’s family, and they are thus able to use the device for any personal uses within the constraints of the College’s Digital Citizenship and Responsible Usage policies. These uses should not interfere with the use of the device at school. This would include ensuring adequate storage space was maintained, that no inappropriate material or software is put on the device, and the device is fully charged for daily use in the classroom.

How do I get my device connected to the school?

The arrangements for the connection of any new BYOD devices will be distributed to students early Term 1, 2017. Your device must be set to English Language for this connection and support to take place.

If my device is already connected to the network from the previous year do I need to reconnect?

No, your device will remain connected to the network unless you change or reimage your device or leave the school.