



# BYOD Handbook

## 2022

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## Introduction

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Bring Your Own Device (BYOD) is a model where students bring a personally owned laptop to school to use as their primary device. All students in Years 7 to 12 are required to have their own device that they must bring to school every day to assist with their learning.

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## Why BYOD?

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Students using their own devices are more in control of their learning. They become familiar with using their own device and can personalise their homepage and bookmarks. This allows students to focus on the content of learning activities rather than the technology.

Personal devices can enhance and enrich learning opportunities both at home and at school by supporting student learning and assisting in the development of skills such as communication, collaboration and creativity. Using a personal device also helps students develop their information literacy and technology skills. In addition, students can use the built-in data collection features of mobile devices including camera, microphone, GPS, and voice to text capabilities to collect, combine, edit and share information with their peers.

Shelford Girls' Grammar is committed to allowing responsible, learning centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

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## Choosing a device

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BYOD gives you, as a family, the choice to decide which device works best to suit your daughter's learning style and your family circumstances. A few things to consider before making your final decision are:

- What devices are you, as a parent, familiar with? You may need to assist your daughter in setting up her device, connecting to the home WiFi, printer, installing/updating anti-virus software and running any system updates or dealing with minor problems.
- What kind of warranty will you need? Most computers come with a one year warranty. We recommend purchasing an extended warranty.
- Will you require additional insurance? Student devices are not covered by the school for damage, loss or theft so check your Home and Contents Insurance policy.
- Is your daughter in Year 10 – 12 and studying a design, graphics or technology subject? Please see the details regarding the [minimum device specifications](#) recommended for students in Years 10 - 12.
- **Devices not accepted at Shelford as part of the BYOD program**
  - Android devices
  - iPads
  - Linux such as Google Chromebooks
  - Laptops running Windows 10 S

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<b>Option 1</b>	Purchase a device from the Shelford Portal. A selection of devices will be available. These devices have been selected to ensure they meet the school's requirements and have extended warranties and service/repair options. The portal can be accessed at <a href="https://shop.trident.com.au/">https://shop.trident.com.au/</a> using the code <b>SGG2022</b>
<b>Option 2</b>	Purchase a device from another provider. You are welcome to purchase a device from any provider as long as it meets the <a href="#">minimum requirements</a> outlined below. Please be aware that most devices only come with a one-year warranty and may have to be sent away for repair. We encourage parents to consider purchasing an extended warranty.
<b>Option 3</b>	Bring a device you already own. Any device which meets the minimum requirements (see details below) can be brought to school. Please ensure the battery life meets the <a href="#">requirements</a> as many older devices have reduced battery life.

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## Minimum device specifications for students in Years 7–9

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### Specifications

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Device	Laptop (includes Microsoft Surface). The device must be able to connect to Wi-Fi. <a href="#">Please see the note on previous page regarding devices not accepted at Shelford.</a>
Screen size	Minimum 11 inches
Operating system	Microsoft Windows 10 – Version 20H2 plus latest updates Apple OS 10.15 + Catalina or newer
Battery life	Look for a device with a battery life of at least 6 hours of continuous use
Storage	128 Gigabyte Solid State Drive
RAM	8GB
Software	Ensure you install Antivirus software (corporate grade recommended)  <i>The School will provide a subscription to Microsoft Office 365, this also includes all the Microsoft Applications including Word, PowerPoint, Excel and 1 Terabyte (TB) of cloud storage which will be the backup mechanism for students. The School will also make available the Adobe Creative Cloud Suite that includes Photoshop, Premiere Pro, Illustrator and Acrobat DC and other Adobe products.</i>
Other considerations	<b>Corded headphones/earbuds to suit your device are required for use in language classes</b>  Length of warranty (three-years recommended)  Servicing arrangements  Insurance – Accidental damage/theft and loss (check your home and contents policies)  Carry bag/case for protection

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## Minimum device specifications for students in Years 10 - 12

<b>Specifications</b>	
<b>Device</b>	Laptop (includes Microsoft Surface). The device must be able to connect to Wi-Fi. <a href="#">Please see the note on previous page regarding devices not accepted at Shelford.</a>
<b>Screen size</b>	Minimum 11 inches
<b>Operating system</b>	Microsoft Windows 10 – Version 20H2 plus latest updates Apple OS 10.15 + Catalina or newer
<b>Battery life</b>	Look for a device with a battery life of at least 6 hours of continuous use
<b>Storage</b>	256 Gigabyte Solid State Drive
<b>RAM</b>	8GB
<b>CPU</b>	Intel Core i5
<b>Software</b>	Ensure you install Antivirus (corporate grade recommended) <i>The School will provide a subscription to Microsoft Office 365, this also includes all the Microsoft Applications including Word, PowerPoint, Excel and 1 Terabyte (TB) of cloud storage which will be the backup mechanism for students. The School will also make available the Adobe Creative Cloud Suite that includes Photoshop, Premiere Pro, Illustrator and Acrobat DC and other Adobe products.</i>
<b>Other considerations</b>	<b>Corded headphones/earbuds to suit your device are required for use in language classes</b> Length of warranty (three-years recommended) Servicing arrangements Insurance – Accidental damage/theft and loss (check your home and contents policies) Carry bag/case for protection

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## Before you bring your device to school

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This information is for students who are new to Shelford or who have purchased a new device to use at school this year.

On-boarding (or enrolling) your device allows it to connect to the school network. The device is **best enrolled at home**.

1. Read and sign the Shelford BYOD User Agreement on Operoo
2. Read and sign the Shelford ICT Acceptable Use Policy on Operoo
3. Know your school username and password.
4. Logon to Office 365 using your school email address and password at <https://www.office.com/>  
On the right hand side of the page, click on **Install Office** and follow the prompts. This will download the Microsoft Office products onto your computer.
5. Logon to [Shelly - Schoolbox](#) using your school username and password. Click on the **IT Support Page – BYOD** and open either the Windows 10 or Mac BYOD onboarding instructions.

Once enrolled, the devices will automatically connect to the school network when you are at school. If the device is not enrolled when brought to school, you will be unable to connect to the school's network.

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## At school – connecting to the network and printers

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Instructions for connecting your device to the school printers can be found in the Windows 10 or Mac BYOD onboarding instructions located on Schoolbox. Click on the **IT Support Page – BYOD** and open either the Windows 10 or Mac BYOD onboarding instructions.

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## BYOD frequently asked questions

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### **What happens if my device is lost or stolen?**

Any damage to a device that the student brings to school will be the student's responsibility. Families should consider purchasing insurance for the device.

### **Can I charge my computer at school?**

Students must charge their device overnight at home. Students must not charge their devices in class as the cables can cause a safety hazard.

### **What if I lose my data?**

Students are responsible for their own data. All students have 1TB of personal cloud storage in One Drive as part of Office 365. This is backed up by our IT department. Students are encouraged to store their work in One Drive rather than on their computer hard drive or desktop.

If students choose to store their data outside One Drive, the school will not be responsible for any loss of data.

### **Will there be an internet filter applied when the device is used?**

While at school students are to use the school network which will be restricted by our filtered internet service. All social media sites, and inappropriate sites are blocked while students are at school. Parents are reminded that the school cannot control or filter the content which students may access at home using their home internet connection.

### **Can students use their BYOD device computer at home?**

Your daughter may be required to use her BYOD device at home to complete homework and assessment tasks. However, it is your decision about when and how your daughter uses her BYOD device.

Shelford's position is the BYOD device is primarily a learning tool. Students can use it for other purposes at home provided that any content, software or apps installed on the device do not interfere with the performance of the device. Students are not to store any inappropriate or offensive content on their device or on One Drive.

### **What about Antivirus software?**

Student devices should have Antivirus software installed. Recent versions of Microsoft Windows come with Microsoft's own Antivirus software called Windows Defender. If you have a family subscription to antivirus software, you may wish to add your daughter's device to the subscription.

### **What if a student forgets their device?**

As with any tool or textbook, if a student forgets their device at home they are responsible for getting the work completed as if they had their laptop present.



**What kind of technical support is available at school?**

Because the device is not owned by the school, the IT department can only provide general advice. It is the responsibility of the student (and their parent/guardian) to ensure repairs are carried out correctly.

**Repairs and Maintenance**

If you purchased a device via the school portal which included the additional warranty, service and repair options, log a claim with the supplier and take your device to our IT Department. Make sure you have backed up all your work either onto your One Drive in Office 365 or a storage device.

If your device needs to be repaired, a loan device will be provided.

**What software will the school provide?**

The School will provide a subscription to Microsoft Office 365, this also includes all the Microsoft Applications including Word, PowerPoint, Excel and 1 Terabyte (TB) of cloud storage which will be the backup mechanism for students.

As part of the Office 365 subscription, students can download the Microsoft Office applications onto a maximum 5 devices.

The School will also make available the Adobe Creative Cloud Suite that includes Photoshop, Premiere Pro, Illustrator and Acrobat DC and other Adobe products.

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# Shelford BYOD User Agreement 7 to 12

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Personal devices can enhance and enrich learning opportunities both at home and at school. Shelford Girls' Grammar is committed to allowing responsible, learning centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

## General Information

Students using their own devices will be able to access the Shelford wireless network. Students must use the Shelford network when using their own devices at school for example to access Schoolbox, Office 365 and Shelford email in compliance with the Shelford Girls' Grammar Acceptable Use and Cyber Safety policies.

Students using the Shelford network will have direct access to any documents that reside on the school network from their personal devices. Students must bring a device which meets the specifications outlined in the Shelford BYOD Handbook. **Students will not be given network access for mobile phones.**

Access to the Shelford Girls' Grammar network, portal and email is a privilege, not a right. Any use of technology and devices [owned by either the school or personal] entails personal responsibility and compliance with all school rules and the Shelford Girls' Grammar Student ICT Acceptable Use Policy. In using a personal device at Shelford you willingly grant IT staff permission to conduct any necessary investigations regarding inappropriate Internet, email or text use at any time.

## Guidelines for use

Use of personal laptop during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher.

- The primary purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. The use of personal devices must not disrupt class in any way.
- The use of personal devices is covered by the Shelford Girls' Grammar Student ICT Acceptable Use Policy found in the student diary and on the School's website
- Students are responsible for the storage and back up of personal digital data on their device/s. Recovering loss of data on a personal device will not be the responsibility of Shelford IT staff.
- Students are responsible for the care, security and maintenance of their own technology.
- Students are responsible for upgrading and/or expanding their use of personal technology when they wish.
- Students are in control of their own telecommunications network connection and usage.
- While at school, students must connect their device to the designated wireless data network supplied by Shelford Girls' Grammar using their own, individual account credentials only.
- Students must not connect to any other network, wired, wireless or cellular.

- Students are expected to abide by this policy and the ICT Acceptable User Agreement when using a BYOD device.
- Electronic submission of work produced on a personal device must be accessible and visible to the classroom teacher. It is the student's responsibility to ensure all documents are formatted into a version compatible across different platforms and operating systems. Shelford IT staff are not responsible for managing and converting student work.
- Students must not rely on Shelford Teaching or IT staff to assist in the maintenance of their device.
- Students must bring their device to school fully charged and are not permitted to charge their device at school.
- Students agree not to attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not record or distribute pictures, audio or video of students or staff without their express permission.
- Illegal copies of software, games, music files etc are not to be stored on the device.
- Disruptive or inappropriate use of a device by a student will be determined by the classroom teacher and reported to the relevant Year Level Coordinator. The device will be confiscated and the parent/guardian contacted to discuss consequences with the student.

## Please Note

**Students bring their own personal devices and technology to use at Shelford Girls' Grammar at their own risk.** It is their duty to be responsible in the upkeep and protection (anti-virus software / security settings) of their devices and the security systems limiting access to their technology.

## Shelford Girls' Grammar will NOT be responsible for:

- Personal devices that are broken/damaged while at school or during school-related activities
- Personal devices that are lost or stolen at school or during school-related activities
- Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues). School licenced software will not be installed on student personal devices.

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# Shelford Student ICT Acceptable Use Agreement

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Please discuss with your child the information below. Both students and parents/ guardians are expected to sign the acknowledgment, otherwise your child may have access to the School's network restricted.

At Shelford Girls' Grammar, we support the rights of all members of the school community to be provided with, and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools, social media and other online communities, and the use of personal mobile devices, and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

This Student ICT Acceptable Use Agreement provides clear guidelines to all students on the expected student behaviours when using digital technologies and the internet. The Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Student owned devices as per the BYOD Policy
- Personal mobile phones, or other personal portable smart devices (iPods, iPads, smart watches, or similar)
- Email and instant messaging
- School's Learning Management System and any other licensed software
- Internet and intranet use
- Social networking sites (e.g. Facebook, Twitter)
- Video and photo sharing websites (e.g. Instagram, YouTube)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

The Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home when digital technologies are being used for school related purposes, or being used in a way by a current Student, that identifies the School or may put the School's reputation, or a current Student of the School's reputation at risk.

## Student Declaration - Use of Digital Technologies

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me;

- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult;
- Handling ICT devices with care and notifying a teacher of any damage or required attention;
- Using ICT devices and the internet to support my research and learning, for school related purposes during class time;
- Only accessing, downloading, saving and distributing age-appropriate and relevant material;
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary;
- Respecting the privacy of others; only taking photos or recording sound or video when others are aware and appropriate consent has been provided;
- Not downloading or storing unauthorised programs, inappropriate content, applications, or games. This includes material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children, or incompatible with a school environment;
- Not disrupting other's use of the network, nor interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student;
- Not using applications on external hard drives, USB memory sticks or like devices on school devices without prior approval from the Systems Administrator; and
- Not using the network for commercial activities.

## **Student Declaration – Use of Mobile Phones and Other Personal Portable Smart Devices**

If I am using my personal mobile phone, or other personal portable smart device, I agree to be a safe, responsible and ethical user at all times, by:

- Leaving my mobile phone in a locked locker (Senior School), or with my class teacher (Junior School), during the day, (except as directed by a teacher);
- Turning off my mobile phone and leaving my phone in my School bag, locker, or with my teacher, during any other educational or extra-curricular activity (such as assemblies or sporting events), so as not to disrupt the learning environment;
- Turning off notifications on my smart watch, during any other educational or extra-curricular activity (such as assemblies or sporting events), so as not to disrupt the learning environment;
- Not lending my mobile phone to another student to use as a phone, for text messaging, for internet searches, or for use as a camera or video recording device as the student who owns the phone will be held responsible for its use;
- Understanding that social calls or messaging during School hours is not allowed, and that calls or messages must be made after school hours;
- Respecting the privacy of others; only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on

messages;

- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces;
- Using passwords or pin numbers to ensure that unauthorised use cannot occur from my mobile phone;
- Not divulging my password or pin numbers to others;
- Understanding that I bring my own mobile phone, or personal portable smart device, to school at my own risk – the school and school staff will not accept any responsibility for any loss or damage to mobile phones or for investigating loss or damage of such devices;
- Understanding that there are consequences for improper use of my phone or smart watch, such as my phone or smart watch being removed by Staff for up to one week; and
- Understanding that while in the care of Shelford, in cases of injury, illness or emergencies that the first contact should be with my teacher or other staff member, rather than my parent's directly. The school will then contact my parents as required using the appropriate channel