

Bring Your Own Device Handbook

The College
of **St. Paul's**



Introduction

BYOD (Bring Your Own Device) is a necessary shift in the way we deliver the curriculum to our students as we aim to nurture and accommodate the skills and practices significant for 21st Century learners.

Under the BYOD program, all students are required to bring their own device for use in all classes. If a student is temporarily unable to bring their device, there is a limited supply of loan devices available at the Student Hub

Evidence suggests that the benefits of integrating personal devices into learning include:

- Increased student collaboration
- Increased digital literacy
- Increased comprehension of technologies
- Building digital citizenship
- Independent learning
- Student driven learning
- Greater critical thinking skills
- Improved student engagement

Using their devices, students will be able to access Student Cafe & Microsoft Teams, which provide access to class resources and collaboration spaces, assignments and feedback on each of their subjects. Students will also have access to Office 365, Email, Clickview, Adobe Creative Cloud and various other applications.

We strongly recommend all student devices are purchased through the College purchase portal as warranty will be handled by onsite staff.

This handbook has been put together to explain how the program operates, sets out expectations of parents and students and provides information about device minimum specifications.

If you have any questions about the BYOD program, please contact the College.

About BYOD

Bring Your Own Device or BYOD is a technology choice option that recognises a person's device selection is very personal.

BYOD allows students and families the freedom to make technology choices that suit both the curriculum requirements as well as their own.

How does it work?

All students must bring their own device to use at school every day. These devices must meet our minimum device specifications. We provide a purchase portal to make device selection and daily support easier.

Accepting Use & BYOD Agreement

Students & Parents are required to accept the Acceptable Use & BYOD Agreement. This is done yearly via Parent Lounge as part of the Annual Permission Checklist.

The agreement can be found within this document on our website and on the Annual Permission Checklist page on the website.

How do I Purchase?

St Paul's has chosen Learning With Technologies as our BYOD partner. Three devices have been selected that meet our device requirements at various price points.

Purchasing one of the recommended devices will ensure your chosen device meets our minimum specifications and all warranty and accidental breakage claims will be handled by staff.

You may also wish to source your own device. This is also an option and we have provided a minimum requirements document to aid in your purchase. Please note that if you choose this path St Paul's will be unable to assist with any device issues.

Device Purchase

Choosing the right device is easy! We have partnered with Learning With Technologies and pre-selected devices that best suit students at a range of price points.

Order Portal

<https://spcww.orderportal.com.au>

Our BYOD Partner

Learning With Technologies has been selected to supply devices that meet the College BYOD requirements. LWT has been supplying St Paul's for some time and we trust that they provide you excellent service and pricing.

Selecting Your Device

We have selected three devices that meet the College requirements for BYOD. All devices will come standard with 3 years next business day onsite warranty and accidental damage protection insurance.

Taking Delivery



Each device in the portal has an estimated delivery date. Some devices have longer delivery dates than others. This can vary depending on the time of year.


You may choose where you want the device delivered (either to the College or to your primary residence).

Once delivered, follow the device readiness guide in this handbook. Support around purchasing your device can be directed to LWT. The portal provides a number of resources including contact information, answers to frequently asked questions and how to order.

Buying Guide

Use this guide when purchasing a device in store.

Hardware Specification

Form Factor	Laptop, tablet or convertible device with a physical keyboard.
Screen Size	Minimum of 12 inches with a maximum of 15 inches
Operating System	Microsoft Windows 11 MacOS 11 or later (Chrome, iOS, Linux based devices are not supported)
Wireless Compatibility	All devices purchased must be certified as Wi-Fi 5 or 6. Older devices not meeting this standard will not connect to the College Wi-Fi network.
	
Battery Life	Devices need to last a whole school day - look for a device with a battery life of at minimum 7 hours of continuous use.
Storage Capacity	A minimum of 256GB of storage is recommended.

Additional Considerations

Recommendations	+ Device weight under 3kg + Minimum RAM of 8GB RAM. More for heavy workloads + Pen\Stylus input for note taking.
Protect your device	Warranty, accidental loss and damage Insurance.
Software	All required software is provided by the College including + Office 365 + Adobe Creative Suite + Autodesk Suite

Acceptable Use & BYOD Agreement

Technology access is available to all students as part of the teaching and learning programs offered at SPC. This document sets out the student and parent\guardian responsibilities for acceptable technology use:

Please read this document to your student yearly. This document is acknowledged yearly via Parent Lounge as part of the Annual Permission Checklist.

The student and parent/legal guardian/caregiver understand:

That St Paul's College monitors and records all network traffic and will restrict access to websites that are inappropriate in a 7-12 educational context or are distracting.

If I accidentally access inappropriate material, I will:

1. Not show others.
2. Turn off the screen or minimise the window.
3. Report the incident to a teacher immediately.

Student Responsibilities

As a student i will:

- Use my device as instructed by my teacher.
- Bring my device fully charged for use at school each day.
- Keep my password private and not use my account on other student owned devices. – all activity on my account is my responsibility.
- Only use SPCWIFI to access the internet while at school.
- Use email, text message and other chat forums appropriately.
- Always portray SPC values when communicating in any forum.
- Be honest about your online activities at school and home.
- Not conceal my computer activity from my parents or teachers.
- Only capture images and video footage when all parties agree to being filmed/captured (including those seen and heard).
- Represent myself, my peers, my teachers and SPC appropriately when accessing social networking. Be cautious not to defame another person's character, as I will be held responsible for your online communications.
- Be cybersafe by never revealing my full name, address, telephone number, banking details to anyone online. Be aware of the photos, videos, and audio files I display online. Understand that once information is uploaded, I cannot control its use.
- Report all forms of cyber bullying to a teacher or parent.
- Save work on OneDrive to ensure that my files are always accessible and as secure as possible.
- Always use my own work and adhere to copyright laws and regulations.
- Not store, reproduce, or share copyright images, music or video files.
- Always use my device and school devices in a lawful manner.

Student & Parent/Guardian Cargiver Responsibilities

Device Maintenance & Setup

- Ensure the device meets the College recommendations in the BYOD guide.
- Maintain the device by keeping the system up to date and working effectively, performing back-ups, anti-virus updates and regular power cycling to maintain system performance.
- Report any technical issues to staff/parents.
- Always be responsible for the security of the device. When not in use keep it in a locked locker or in a school bag.

St Paul's College will:

- Do its best to keep the students cyber-safe, through education and encouraging the appropriate use of technology and good digital citizenship. Will attempt to restrict access to inappropriate content.
- Respond appropriately to any breaches of the use agreements.
- Provide members of the College community with cyber safety education designed to complement and support the positive use of technology.
- Welcome enquiries from students or parents/carers/guardians about cyber safety issues.
- Provide temporary access to a loan device in the event a student's device is not working.

Common Questions

How do I know what device is best?

We have pre-selected a number of devices through our BYOD partner that will meet both the College technical requirements and student needs.

For most students the recommended device will meet all student device requirements. Should the student have higher device demands the advanced level device may be an option.

Will the device be secured?

The College does not warrant against the device. All students are provided with a secured locker in times where the device is not required.

If you are concerned about damage or loss we recommend that insurance or accidental damage protection be purchased with your device.

Device Affordability

We recognise that the purchase of a device is a significant expense. We would expect a quality device to last three years or more.

Our BYOD partner provides both outright, laybuy and finance options on devices if required.

Getting Help

If you have any questions about the BYOD program not answered in this book they can be directed to admin@stpaulscollege.nsw.edu.au or by calling the College.

Device Readiness

1 Home Setup

When you receive your device we ask that you perform the initial setup. This includes:

- Unbox your device and charge it.
- Get yourself familiar with your new device.
- Turn it on and run through operating system setup.
- Configure your device to your personal preferences.

2 School Setup

After initially setting up your device our technology support staff are available for getting your device ready for school. Dates are available in the fortnight prior to school commencing.

Please book a time that suits to get your device ready on our website.

<https://www.stpaulscollege.nsw.edu.au/our-curriculum/digital-learning-byod>

Students with devices not setup prior to school commencement will be assisted on the first day of school.

3 Support Procedures

We understand that sometimes things don't go to plan. We can assist with issues relating to College WiFi access, College internet access, printing and installation of College required software.

St Paul's College technology staff will assist all devices purchased through the LWT portal for any warranty or ADP claim.

Students can email **contact@stpaulscollege.deskpro.com** to request assistance or ask a staff member to send a request on their behalf.

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