

# Bring Your Own Device (BYOD) Handbook



**St Columba**  
College

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<b>Policy Title</b>	Bring your Own Device Handbook
<b>Ratified by Leadership</b>	October 2023
<b>Date Due For Review</b>	Reviewed after 2 years or before if required

## Introduction from the Principal

Every child in Years 6 - 12 is required to have a personal device (Laptop, Notebook or Tablet) for their learning. Bring Your Own Device, or BYOD is designed for you, as students and families, the freedom to make choices that suit you and your circumstances.

Families have the following choices:

- Option 1: Use an existing device from home that meets the minimum BYOD requirements (see next page).
- Option 2: Use the purchasing portal made available by the College to assist families to purchase a device either upfront or through monthly payments. [columba.orderportal.com.au](http://columba.orderportal.com.au)
- Option 3: Purchase the device from an external supplier.

I encourage you to visit [stcolumba.sa.edu.au/learning/byod-program](http://stcolumba.sa.edu.au/learning/byod-program) to find all the information you need.

If you have any questions about the BYOD implementation, the application of the policy to your circumstances or about alternate device arrangements please contact the ICT Technology Support team by emailing [byod@stcolumba.sa.edu.au](mailto:byod@stcolumba.sa.edu.au).

Thank you for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Pitt', with a small dot above the 'i'.

Mr Darren Pitt | Principal

## 1. What is Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) refers to a model where students bring a personally owned Laptop/Notebook/Tablet to the College to use as their primary technological device. All students in Years 6 - 12 are required to bring their own device to school.

## 2. Value and Benefit of BYOD

The establishment of the BYOD program will allow students to be efficient and organised in their daily College life. It is envisaged that students will be more comfortable and responsible with a personal device of choice. The benefit to the student will include quick and easy access to personal files, customisation of resources and more articulation between home and school learning.

We are also under no illusion that technology has the opportunity to be a distraction for students. The BYOD program has the potential to act as a tool to engage students in a self-disciplined and focused manner.

The College expectation is that students always act responsibly with the use of technology and understand that this is a privilege that needs to be respected so they will have the opportunity to work in collaboration with their teachers and peers.

## 3. Minimum BYOD Requirements

The following will help you in selecting and purchasing a Laptop/Notebook/Tablet for your child to use while they are at school. While there are many options, there are minimum specifications required to support your child's learning at St Columba College.

**Device Type** – Windows device (A tablet must have a physical keyboard attachment)

**Operating System** – Windows 10 or 11 (avoid Windows S mode)

**Processor** – Intel Core i3, AMD Ryzen 3 or better (avoid Snapdragon (ARM) Processors)

**Memory** – 8 GB minimum

**Battery** – Minimum 7 hours

**Wireless** – 802.11ac or ax (must support 5 Ghz band)

**Weight** – No more than 2.5Kg

**Storage** – 128 GB Solid State minimum

**Screen Size** – 11.6 - 14 inches (Screen sizes under 13" would not be recommended for students undertaking CAD (Computer Aided Design), IPP (Information Processing and Publishing) or Digital Technologies).

### Additional Considerations:

The following are not requirements of the BYOD program, but should be strongly considered when purchasing a device:

- Hard cover protective case, sleeve, or bag
- Minimum 3-year warranty and insurance
- USB-C port that supports charging

Please note, Microsoft Office 365 is freely available to students using the college provided email address and password. You **do not** need to purchase it.

Devices that are **not suitable** for our environment.

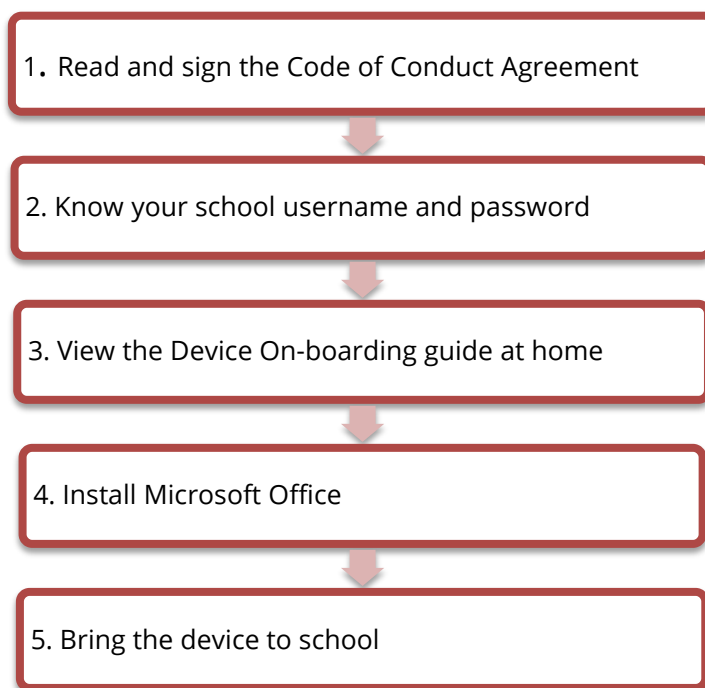
- iPads
- MacBook's
- Android tablets
- Chromebooks

## 4. Purchasing Portal Option

St Columba College has established a partnership with Learning with Technologies, should you wish to buy a device that meets all the above specifications. The link below will take you to an ordering portal where you will be able to purchase or finance a device for your child. [columba.orderportal.com.au](http://columba.orderportal.com.au)

## 5. Technical Support

The College will continue to provide assistance with connecting to the College Wi-Fi and associated services. As BYOD devices are not owned by the College, any technical support relating to the device operation and hardware repairs will need to be referred back to the supplier.



### 1. Read and Sign the Code of Conduct Agreement

The Code of Conduct Agreement outlines the rights and responsibilities of students and parent/caregivers in the BYOD program. The College will send it electronically at the commencement of each school year for students and parents/caregivers to acknowledge and sign.

### 2. Know your school Username and Password

Students are given a St Columba username and password soon after starting school. Existing students will be familiar with their login details. New students will be issued with a username and password by the ICT Department shortly after commencing.

### 3. View the Device On-boarding Guide at home

The Device On-boarding Guide is available from the College website from the BYOD section under Learning. This guide gives instruction on how to access the College network and internet and install required software.

### 4. Install MS Office

- Navigate to [www.office.com/signin](http://www.office.com/signin) and enter your school email address and password
- Click Install Office
- When prompted click run to commence installation
- **\*\*\*Please be patient, the installation can take up to 30 minutes to complete\*\*\***

Once a device is ready to be brought to school, it is simply a matter of following the steps in the Device On-boarding Guide. Students who run into difficulties should visit the ICT Department where assistance can be provided.

## 6. Frequently Asked Questions

### Is BYOD compulsory?

For students in years 6 - 12, it is compulsory to bring to school each day their own device that meets the above minimum specifications. It is in the best interest of each student to have their own device to support their personal learning at school and at home.

### What if I don't want to buy a new laptop for my child, but instead use one I have at home?

While a new device is preferred, a device that is in good working order and most importantly meets the College's minimum specified requirements is acceptable.

### How will my child's device be used at St Columba?

Information Communication Technology (ICT) is being across the majority of subject areas at St Columba College. The new Australian Curriculum also has a Digital Learning Curriculum learning area which students are required to undertake through their various lessons. Whilst it is unlikely that the device will be used in every lesson of every day, it is expected that students where applicable will use the technology collectively to enhance and strengthen their education here at the College.

### Who is responsible for the device at school?

Students are responsible for their device at all times. Devices should not be left in lockers at the College overnight, over the weekend or during school holidays.

### Do I need to take out my own insurance? What happens if my device is damaged accidentally during College hours?

Accidents do happen and it is important to minimise this as best as possible. St Columba College strongly recommends parents contact their household contents insurance provider to determine appropriate insurance cover. BYOD devices are not covered by College insurance and any damage, loss or theft is the responsibility of the owner.

### What happens if a device is lost or stolen?

Stolen devices must be reported to the College and the Police. If the device cannot be located, then those with insurance will be able to claim under their policy.

### Can students charge their device at the College?

Students are required to prepare their device at home for the school day as they would prepare their books and other equipment for learning. For circumstances outside of the students' control, devices may be charged in class at the discretion of the teacher and only if the charging device has been tested and tagged by the St Columba ICT department.

### Can the College look at my device?

The College will provide support for connecting the device to the College Wi-Fi. It will be up to the parent/student to contact your supplier to repair your device. The College reserves the right to collect and check any student device if it suspects to contain inappropriate content.

### What does the College provide?

For all devices, the College provides a subscription to Microsoft Office 365 and high speed, filtered Internet access. Students will be able to print via the College's managed print service.

### Is an iPad suitable for BYOD?

No. An iPad does not meet the required minimum specifications for a BYOD device.

### Should students be backing up their device?

Students are expected to back up their work on a regular basis. All students in years 6-12 have access to Microsoft OneDrive cloud storage at no cost and are encouraged to save all schoolwork to it.

#### What software will my child's device require?

All devices must have Windows 10 or 11 installed. Other required software such as a web browser, and audio/video playing tools are generally already installed. The College will provide access to Microsoft Office 365 and the Adobe suite to students who require it.

#### What about Antivirus software?

Student devices should have Antivirus software installed. Microsoft Windows 10 and 11 comes with Microsoft's own Antivirus software called Windows Defender.

#### 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 if my question is not answered here?

Please ask. If you have any further questions or concerns about the program, please contact [byod@stcolumba.sa.edu.au](mailto:byod@stcolumba.sa.edu.au)

## 7. BYOD Care – Important Information for Students

1. LCD Screens are delicate – they do not like being poked, prodded, pushed or slammed. This is usually the most expensive part of the device to repair and the most commonly damaged part. Never pick up your laptop by its screen. Do not slam the screen closed and always be gentle when putting your laptop down. Remove any items like headphones, pens and USB sticks before shutting the lid closed, as these will damage the screen.
2. Device charging is to be completed at home each night.
3. Mobile phone hot spotting is strictly forbidden.
4. Loss of data or hardware malfunction is no excuse for not completing work.
5. Ensure you save your schoolwork regularly to Microsoft OneDrive.
6. Do not disclose your password to anyone.
7. Do not leave your laptop unattended.
8. Avoid putting anything heavy on the device and make sure it is switched off for travel to and from the College.
9. Software that is added to BYOD devices should be legally owned and should not be offensive, malicious or breach copyright laws.