Managed BYOD Program

A goal of Rosebud Secondary College is to provide a high quality learning environment that is safe, engaging and stimulating. We aim to provide access to high quality digital technology to enhance learning experiences of our students. The Managed BYOD Program makes this goal achievable.
1. General Overview

Introduction

Rosebud Secondary College is committed to providing a current, relevant and dynamic learning environment that challenges students to achieve their “best effort”. Along with the Department of Education and Early Childhood Development (DEECD), RSC aims to further enhance teaching and learning and improve outcomes in literacy, numeracy, sciences, languages as well as the use of ICT. They recognise that through the better use of technology, all students should be able to access programs in their own school and in partnership with others to assist with achieving these goals.

Following the success of the 1:1 Learning Initiative in Year 11-12, Rosebud Secondary College is proud to introduce the Managed BYOD (Bring Your Own Device) program to provide opportunity for year 7 & 10 students to access quality laptops in a 24/7 capacity. This will enable them to expand the learning environment beyond the walls of the classroom. Students will have the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible. This will be rolled out across the whole school over a three year period.

Building 21st Century Skills

The Managed BYOD Program provides every student access to their own laptop computer in a wireless environment at the College allowing teachers to integrate technology into their curriculum. This will foster personalised learning, allowing students to progress at their own pace and ability levels, and increase independence and self-initiated learning. The Managed BYOD Program aims to motivate students to learn by immersing them in the digital tools that they are familiar with in their everyday life and develop their 21st Century Skills to enable them to be better prepared for the ever-evolving world.

Students in today’s schools encounter a different world than that of their parents. 21st Century Skills are core skills that support students to master the multi-dimensional abilities required of them in a 21st century world.

The key skills required, and those that are strongly developed by the Managed BYOD Program are:

- **Critical Thinking**- students think effectively and test and question ideas, examining them from different angles.
- **Digital Literacy**- students understand and develop skills to use technology to research ideas, express their thoughts, design and create.
- **Collaboration**- students are able to help each other, share responsibility for their workload and exist in today’s team-orientated society.
RSC Managed BYOD Program

- **Communication**- students are able to communicate effectively through a range of digital and non-digital media.
- **Problem Solving**- students find solutions, complete tasks and design products with initiative.
- **Love of Learning**- students have an interest and capacity to continue learning throughout their entire life.

2. The Managed BYOD Program

A **Managed BYOD Program** is a brilliant new concept. It is designed to provide parents with the convenience of online ordering and secure payment for a Lenovo laptop from a range expertly selected by the RSC ICT Team. As outlined below, the Managed BYOD Program boasts multiple advantages over alternative arrangements.

- Parents receive professional service from the well-renowned ICT company, *Edunet (based locally in Dromana)*, who will provide a secure web-based ordering portal, as well as thorough customer service and help desk.
- A comprehensive 3 year warranty comes standard with all purchased laptops. An additional insurance package (iBroker) is available to purchase through *Edunet*. To ensure laptops are maintained in good working order and to maximise the time they are spent in the students hands (not the technicians), any required servicing or repair is completed at Edunet or onsite by a registered repair agent.
- A range of payment options are available including a payment option over one years which can be arranged online. Devices can be bought outright or through a finance option.
- The laptops will be configured to comply with the College’s network settings and will be loaded with the eduStar package which provides over 80 software applications including the Microsoft Office suite. Within the College, students will be able to connect to the internet and the intranet and will be under the governance of the DEECD’s Acceptable Use guidelines.
- The laptops can be utilised at home as a learning tool. For security purposes and to ensure a high level of reliability in performance, there will be limitations to the freedom of program installation and administrative rights.
- There is one recommended device for all students, however there will be a multimedia option available for senior students studying subjects in that area.
- The learning environment across the school will consist of the same digital platform, *allowing all devices to meet the learning requirements at RSC*.
- The purchased laptop will remain with the student as they progress through the year levels. A renewal offer will become available after three years to upgrade the device.
3. The Laptops

Rosebud Secondary College completed in-depth research to provide its students with what they consider the best range of devices to satisfy not only learning needs but also financial needs. The recommended device is a **Lenovo 11E Yoga Convertible Notebook**. There is option to purchase a device more orientated to multi-media work (larger screen size main feature but not multi touch) for students in senior school completing subject that require this type of machine. The Lenovo Yoga 11E Notebook gives students a notebook that can work in four different configurations including a touchscreen tablet mode.

As standard, the device comes with the following specifications:

<table>
<thead>
<tr>
<th><strong>Lenovo 11E Yoga Convertible Notebook</strong></th>
<th><strong>Multi media option: Lenovo L440</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>128 GB SSD (Solid State Drive)</td>
<td>128 GB SSD (Solid State Drive)</td>
</tr>
<tr>
<td>Intel quad core Celeron processor</td>
<td>Intel i3 processor</td>
</tr>
<tr>
<td>4 GB RAM</td>
<td>8GB RAM</td>
</tr>
<tr>
<td>Up to 6.5 hour battery life</td>
<td>Up to 6.5 hour battery life</td>
</tr>
<tr>
<td>Windows 8 Home Premium</td>
<td>Windows 8 Home Premium</td>
</tr>
<tr>
<td>11.6” HD Multitouch screen</td>
<td>14.0” HD screen</td>
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<tr>
<td>Wireless and Bluetooth capabilities</td>
<td>Wireless and Bluetooth capabilities</td>
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<tr>
<td>eduSTAR Software as approved by DEECD</td>
<td>eduSTAR Software as approved by DEECD</td>
</tr>
<tr>
<td>3 year onsite warranty</td>
<td>3 year onsite warranty</td>
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</table>

Details of the individual devices are as follows:

**Lenovo 11E Yoga Convertible Notebook**

**Multi media option: Lenovo L440**

**Belkin messenger bag**

**Laptop sleeve and clam shell bag options available**
4. Additions and Insurance

In addition to purchasing the Lenovo Laptop, RSC has arranged important features to protect and prolong the life of the device. These include:

- **Comprehensive Insurance**- iBroker laptop 3 year insurance to cover against accidental damage and loss or theft Australia wide ($100 excess).
- Protective case options will be available including a Belkin messenger bag, laptop sleeve or clam shell case

*These additional features are optional and are not included in the advertised price of the individual device. You are welcome to investigate insuring your laptop through your home and contents insurance, however RSC strongly recommends opting for insurance provided through the Managed BYOD Program.*

Benefits of the recommended insurance policy include-

- Onsite repairs or local repair
- Rapid turnaround
- Management of relevant paperwork completed by the College
- Support outside of school hours (i.e. on school holidays)

*Any laptops NOT insured through iBroker will NOT be covered even on the Rosebud Secondary College grounds.*

*For any laptop not insured through the iBroker policies, families are responsible for their own management of any damages and any associated costs. They will need to deal directly with their insurance company (if the laptop is insured) and/or repairer and not via the College. If a fault found by RSC ICT Technicians is not covered by the warranty, the laptop will be returned to the student to manage their own repair.*

5. Acceptable Use

RSC and DEECD regard safe and responsible use of ICT to be of utmost importance. Every measure will be taken to ensure that RSC upholds a safe ICT environment where all users comply with the guidelines set out in the *RSC Acceptable Use Agreement for BYODs, the Internet and Digital Technologies*. This agreement **must** be read and accepted prior to the deployment of any device to any student (this is done when ordering the device).

Please refer to the *RSC Acceptable Use Agreement for BYODs, the Internet and Digital Technologies* at the rear of this handbook. This will be available in electronic format and must be agreed to as part of the online ordering process.
6. Using the Laptop at RSC

Students will be expected to bring their laptop to school every day for use in their classes. It is their responsibility to ensure that the device has been fully charged before bringing it to the College. Students need to take their laptop home for charging each day. There are limited power points in the classrooms and they are generally not accessible from the classroom tables. There are also OHS issues associated with charger leads crossing thoroughfares in the classroom. The College will NOT be providing spare power adaptors at school. Battery life should be adequate particularly as it is not expected that the laptops will be used during every minute of the school day.

These laptops will be able to access the College’s wireless network and internet whilst students are at school. They will also be capable of accessing any home internet and network (at the responsibility of the parent/student).

The laptops will be configured for specific educational purposes and will be loaded with the eduSTAR program. The eduSTAR program is a standard operating environment which provides an effective mix of educational software and tools. There are currently over 80 software applications on the eduSTAR. The broad range of applications cover animation, concept and mind mapping, digital video and image creation, drawing and painting, interactive curricular resources, logic and problem solving, 3D modelling, sound and music making, presentation and multimedia tools, thinking skills, typing tutors, web authoring tools, and writing tools.

A content management system will be used across the year level to assist teachers to deliver curriculum and students to effectively manage their learning. The content management system will allow students to securely access learning tasks via the internet as well as submit work, collaborate with other students on tasks and obtain feedback.

All classes will be engaging with the technology in various ways, however it is not a given that they will be used in every class every day. Particularly in preparation for some SAC tasks and tests, hand written tasks will be completed.

As the Managed BYOD program is a new initiative to RSC, there will be a need for teachers to establish new rules and procedures to smoothly facilitate the use of the laptop in their class. Teachers are expected to discuss with students their expectations and responsibilities that go with having their own mobile computer. It is vital that students understand that a laptop is a tool that is central to their learning at school and at home.
7. Security of the Laptop

To preserve the integrity of Rosebud Secondary College’s ICT network and to maintain the device in good working order, all student devices are set with specific security measures which prevent some administrational actions. Due to this, software can only be installed by the RSC technicians once confirmation has been received that it has been legally purchased and is owned by the family.

At the beginning of the year, all devices will need to be serviced by the technicians to provide access to the College network. Additional software purchased by the parent that they would like loaded onto the student’s device must be provided to the technicians, along with a completed request form and licensing for the software, for this to be done. There is a limit to 3 programs per request that will be installed at this given time. The school maintains the right to not allow certain software to be installed. Software deemed to have no educational relevance; games of any sort or software of inappropriate nature will not be installed and will be returned to the parent. It is important that details of any installed software are retained by the parent as if a device needs to be re-imaged for any reason, the device will be returned to factory settings and the parents will need to repeat the software request process.

Students and parents are reminded that although these devices are privately owned, their key purpose is for educational use and the installation and use of games and recreational activities is strongly discouraged. Schools have found there is less likelihood of the device being unserviceable due to such things as viruses, illegal software installation or hard drive capacity being compromised through excessive data storage of movies etc.

Students are encouraged to practice basic security measures when using the laptop at school and at home. Laptops should not be left unattended and should not be lent to any other person.

The physical security of the laptop is the student’s responsibility. When not in use, the laptop must be stored securely. Students are recommended to purchase a new keyed padlock ($35.00) for their locker through the Administration Office at the school. This lock can be retained for the duration of the student’s attendance at RSC. These locks are individually keyed and details stored for security purposes. For convenience, Year Level Managers and other relevant staff will have access to a master key so students can still enter their locker if they forget their key. There is a simple process for students to follow to arrange purchase of a new key or lock if they happen to lose/damage it.

8. Using the Laptop at Home

One of the biggest advantages of a Managed BYOD Program is that students can complete school work outside of the College. Students are to take their laptop home each night whether they have a need for it at home or not. It is important that charging of the laptop occurs at home as RSC will not be responsible for providing charging facilities for student’s laptops during classes.
Tasks not requiring the internet can be performed anywhere and anytime using the laptops. If a home internet connection is available, students will be able to utilise their laptop at home as they would at school, whereby they will be able to browse the internet plus have access to the College network. Internet on the laptop will NOT be restricted at home as it would at school (i.e. access only appropriate internet sites). It is the responsibility of the parent to ensure that their child is using the laptop in accordance with the RSC Acceptable Use Agreement for BYODs, the Internet and Digital Technologies.

Parents can play a central role in student’s learning using the laptop. It is advised to establish ground rules for use of the device at home and encourage students to show parents how they are using the device. The RSC ICT Technician Team can provide technical support for issues relating to both school and home (i.e. advice for installing a printer at home). The following tips may also assist the safe and efficient use of the student laptop whilst at home:

1. The laptop should be used in a central and communal place in the house rather than in the privacy of a bedroom.
2. Parents should spend time with their child asking them to show how they have been using the laptop, including the online places they are visiting.
3. Parents should discuss strategies their child could use if an issue arises due to an online event. These strategies may include the child telling the parent, not becoming involved in the online issue and leaving the site straight away.
4. Time limits should be set for laptop usage.
5. Private information should not be shared online.
6. Children should be encouraged to think before they post any information online. Information is often difficult to retrieve once it has been posted.
7. Parents should reinforce stranger-danger warnings and encourage their child to be cautious about who they trust online.
8. All passwords should be kept private. The sharing of passwords is not an excuse for inappropriate use of a student account.
9. Any online profiles should be set to private to ensure their personal information is kept safe.
10. Parents should try not to use the removal of the learning device as a punishment.

Other useful information and guidance for parents can be found on the Department of Education and Early Childhood Development website at http://www.education.vic.gov.au/about/department/vlc/Pages/digital.aspx
9. Transportation of the Laptop

It is an expectation that students will safely transport their laptop to and from school daily. It is recommended that a protective carry case (such as the Belkin case or similar) is used to protect the laptop from knocks. The case and laptop will easily fit into most school backpacks for ease of transport.

10. Equipment Breakdown or Loss of Data

Although the Lenovo laptop is robust and reliable, the reality is that sometimes things go wrong. All laptops are covered by a 3 year warranty to assist with issues if they arise. The RSC ICT Technician Team are very skilled, and along with the onsite service provided by Lenovo’s distributors, most issues can be dealt with in a timely manner. In very few cases, the student’s laptop may be out of action for an extended period of time. In this instance, RSC will maintain a small bank of laptops available for students to borrow so that their learning is not interrupted.

Keeping student work safe on their laptop is the responsibility of the student. They are strongly encouraged to back their work up regularly and to multiple storage locations.

RSC offers digital storage for students, which means that students have easily accessible and safe storage available (on the U drive) to back up their work and data to. Additionally, a USB Pocket Flash Drive is currently on the booklist and this can assist with the backing up of important files. Students may also wish to back up to an external portable hard drive which would allow for greater storage capacity.

Students must be aware that if a major malfunction was to occur with their laptop, the technicians will re-image the device causing all data to be lost. Ultimately when this occurs the laptop is returned in the condition it was on the first day that the student received it, and without any work or programs the student had stored on it.

11. Safe Usage Guidelines

Rosebud Secondary College takes cybersafety and cyberbullying very seriously. In 2012, RSC introduced the eSmart program. eSmart is a cybersafety and cyberbullying initiative developed by The Alannah and Madeline Foundation to assist school communities to manage cybersafety and deal with cyberbullying. It is essential that all members of the College community are aware of, and adhere to, the RSC Bullying and Harassment Policy within the Student Engagement Guidelines. This can be found at the College website www.rsc.vic.edu.au. Expectations are also clearly outlined in the Student Planner.

Similar to safe online use of the laptop, physical use of the laptop should be monitored by the student, parent and teacher. The following points can guide students to safe use of their laptop, to avoid any potential health issues.
• **Posture**

Students should maintain good posture whilst using the laptop, and particularly focus on a straight back, neck and shoulders, and arms and hands in a relaxed, effective position.

• **Awkward Positions**

Use of the laptop in an awkward position is not recommended. The following positions should be avoided—sitting on the bed, kneeling, sitting cross legged, lying on their side, slouching whilst seated, sitting with the laptop on their knees.

• **Rest Breaks**

It is recommended that when using the laptop in a sustained manner, a rest break of 5 minutes is taken approximately every 30 minutes. During these rest breaks, students should stretch their body and conduct simple eye exercise to prevent eye strain.

• **Lighting**

Sufficient lighting should be available at all times when using the laptop. Additional lighting may be needed in some home environments. Glare on the screen should be avoided, particularly glare from sunlight.

The diagram indicates the recommended correct posture for safe laptop use.

**12. Sustainability**

Most laptops maintain optimum performance for 3-4 years. As a plan for sustainability of the Managed BYOD Program, Rosebud Secondary College intends to offer opportunity for parents to purchase a new laptop as their student enters Year 10.
13. eduSTAR

The eduSTAR software is a specifically designed package that has been created to meet the digital needs of students and enhance the learning across the curriculum. Amongst the area covered is software for maths, science, thinking, ICT, art and graphics and audio and visual. Video tutorials can also be accessed which provide tips, how-to guides and links to additional resources. The software on eduSTAR is available to schools through the Department’s School Technology Architecture and Resources (eduSTAR) standard platform. There are currently over 80 software applications available on the eduSTAR software list and 24 video tutorials. The broad range of applications cover:

- animation, digital video, image creation, drawing and painting
- thinking skills, concept and Mind Mapping
- interactive curricular resources
- logic and problem-solving, 3D modelling and game-making
- presentation, multimedia tools, writing tools, web authoring tools and typing tutors
- sound and music making.
14. Ordering, FAQs & Additional Resources

Ordering

All purchasing details are handled by Edunet. A secure online portal has been set up where information can be accessed and orders can be placed. The ordering portal is easy and convenient to access and use. Payment options (including credit card, direct debit) are available via the website including a 12 month payment option.

Frequently Asked Questions

Q. What happens if I cannot take up the Managed BYOD offer immediately?
A. It is an expectation that all year 7 & 10 students will be a part of the Managed BYOD Program. Purchases can be made at any stage through the year and is not restricted to the beginning of the year. There will be measures in place for those in extenuating circumstances; however this will limit access only to during school hours.

Q. After the initial purchase, are there any other costs that I will have to pay?
A. If the device is maintained in good working order there are no additional cost to parents / students. The following outlines possible payments associated with this program:
  - Insurance Claim $100 additional claims
  - Replacement key (for lock) $5
  - Replacement lock $35
  - Replacement Charger $50 (estimated)

Q. What if we don’t have access to the internet at home?
A. Your child will be able to access the internet at the College and there are many programs available on the laptop that do not require the internet.

Q. What should I do if the laptop is damaged or stops working?
A. The ICT Technician Team at the College is the first place the students should attend if there is a problem with the laptop. Most repairs are usually done onsite. For major issues, an insurance claim may be needed in which relevant processes will be followed.

Q. What should I do if the laptop is lost or stolen?
A. Action will depend on the type of insurance. If covered by iBroker, RSC will proceed with the claim after the relevant excess is paid. If private insurance is in place, the owner of the device is responsible for the process.

Q. Will a student be able to do anything they want with their laptop (especially be able to load programs, and access inappropriate websites)?
A. The laptop will be set up so that the student will have limited administrational privileges. Students will be able to access an unrestricted internet service at home (if the home has one). Legally purchased and licensed software can be requested to be installed by the RSC ICT Technicians during the year.
Q. What if I lose my work from the laptop?
A. RSC accepts no responsibility for lost data from the laptops. Students are strongly encouraged to back up their work regularly.

Q. What should I do if I am being cyberbullied when using my laptop?
A. Any incidents of cyberbullying must be reported to a teacher at the College immediately. The College will act in accordance to the Bullying and Harassment Policy within the Student Engagement Guidelines. Students and parents can gain further information and tips on dealing with cyberbullying from the DEECD website.

Q. What happens if my child finishes or leaves Rosebud Secondary College?
A. As you are the owner of the device, the laptop and any associated additions go with the student when they leave the College. If not transferring to a government school the software will not be available.

Q. I am not confident with computers. What can I do to help my child?
A. Students will be taught required skills at school to ensure they are best equipped to work efficiently with their laptop. It is unnecessary for them to require support from their parents. Any issues should be reported to the RSC ICT Technician Team.

Q. Will the laptops replace textbooks?
A. The College has already made reductions to the booklists and has implemented alternatives to hard-copy textbooks. eBooks are becoming more readily available and may be a suitable and beneficial substitute in future years.

Q. Will students in the Managed BYOD Program be located in a separate part of the College?
A. As all students in Year 7 & 10 students are included in the Managed BYOD Program they will remain in their standard classrooms and will not be located in any specific area of the College.

Q. What impact will the Managed BYOD Program have on handwriting and writing skills?
A. Even though students will have laptops, they will still be required to handwrite at times in class. Specific tasks (particularly in English) must be hand written.

Q. What impact will the Managed BYOD Program have on the environment?
A. The Managed BYOD Program should have a positive impact on the environment. A key benefit is the reduced need on photocopying and printing of resources.
Additional Resources

Rosebud Secondary College Website
http://www.rsc.vic.edu.au/

Department of Education and Early Childhood Development Website

Edunet website

Edunet ordering portal

Australian Government Cybersmart Website

The Alannah and Madeline Foundation eSmart Website
http://www.amf.org.au/eSmart