



Sheldon College  
**Bring Your Own Device**  
Handbook  
2017



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## Background

Sheldon College is committed to providing innovative and flexible learning experiences that are driven by purposeful integration and use of technology. The College's Student Exit Outcomes are at the core of our advancement of technology integration. The College is focused on preparing students for success by providing them with the skills, knowledge and values necessary to step into the world that awaits them, to become life long learners and be prepared to participate responsibly and successfully in a global society.

With the rapid development of technology we are seeing a new generation of learners, along with exciting opportunities for innovative teaching and learning. Technology has had an impact on the way we think, acquire knowledge, collaborate and communicate globally. The integration of technology is changing the face of education with many schools moving towards a bring-your-own-device policy whereby students are not only allowed but encouraged to replace textbooks with their personal electronic learning tools. Sheldon College staff have been developing their 21st century teaching skills through personalised professional development to ensure learning experiences will be enhanced through the use of technology.

The College's approach to technology acknowledges that it is like any other tool – it is how it is used that determines its success. Technology is a modern tool with a place in the classroom and the College recognises its value. To date, Sheldon College has assisted students' ICT skills development by providing access to dedicated ICT curriculum programs and a range of ICT tools. These include dedicated computer labs, College provided desktops and laptops, sets of mobile devices for our Prep to Year 4 students for contextual based mobile learning, and well equipped Senior and Junior Learning Centers.

## Curriculum Driven

The Australian Curriculum explicitly addresses the need for students to meaningfully engage with technology to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at the College, and in their lives beyond Sheldon College.



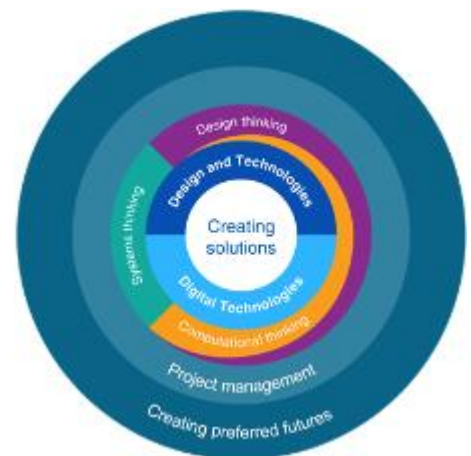
### ICT Capability

ICT capability supports and enhances student learning across all areas of the curriculum. Students develop and apply ICT knowledge, skills and appropriate social and ethical protocols and practices to *investigate, create and communicate*, as well as developing their ability to *manage and operate* ICT to meet their learning needs.

### Digital Technologies Curriculum

Digital Technologies more specifically aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, students:

- Design, create, manage and evaluate sustainable and innovative digital solutions,
- Use computational thinking and the key concepts of abstraction; data collection, representation and interpretation; specification, algorithms,
- Confidently use digital systems to efficiently and effectively automate the transformation of data into information and to creatively communicate ideas,
- Apply protocols and legal practices that support safe, ethical and respectful communications and collaboration,
- Apply systems thinking to monitor, analyse, predict and shape the interactions within and between information systems and the impact of these systems on individuals, societies, economies and environments.



## eLearning **Commitment**

As technology emerges, Sheldon College recognises the need to further prepare our teachers, students and the learning community. This involves providing opportunities for teachers, students and parents to develop the skills, knowledge and values necessary when working in a digital world.

Under the leadership of our curriculum leaders, the College is committed to conducting research, piloting and making data informed decisions for quality teaching and learning in the 21st century. As part of our ICT strategic intent relating to eLearning for 2016 the team aims to:



1. **Value technology as a teaching tool** - The College is aware that we must move away from what we once thought of as school, to a new paradigm where personalised and collaborative learning is the framework, enhanced through the adaptive use of ICT and facilitated in new learning spaces.
2. **Ensure the learning community is well informed** –The ICT team will keep the College community informed. To access past and current ICT communication, please refer to the College website address below.

*Sheldon College ICT and eLearning Information*

*<http://www.sheldoncollege.com/curriculum/ict-and-elearning/>*

3. **Develop confidence** - We aim to develop confidence in using a diverse range of technologies for all members of the College community – students, staff and parents. Sheldon College will offer professional development as part of our commitment to ensuring technology is effectively used.



## BYOD Introduction

BYOD or Bring Your Own Device (also known as BYOT or Bring Your Own Technology) is the educational approach allowing students to bring personally-owned technology devices to the College to enhance their learning experiences and educational use of technology.

The implementation of BYOD programs varies across the education landscape but they share a common purpose in working to:

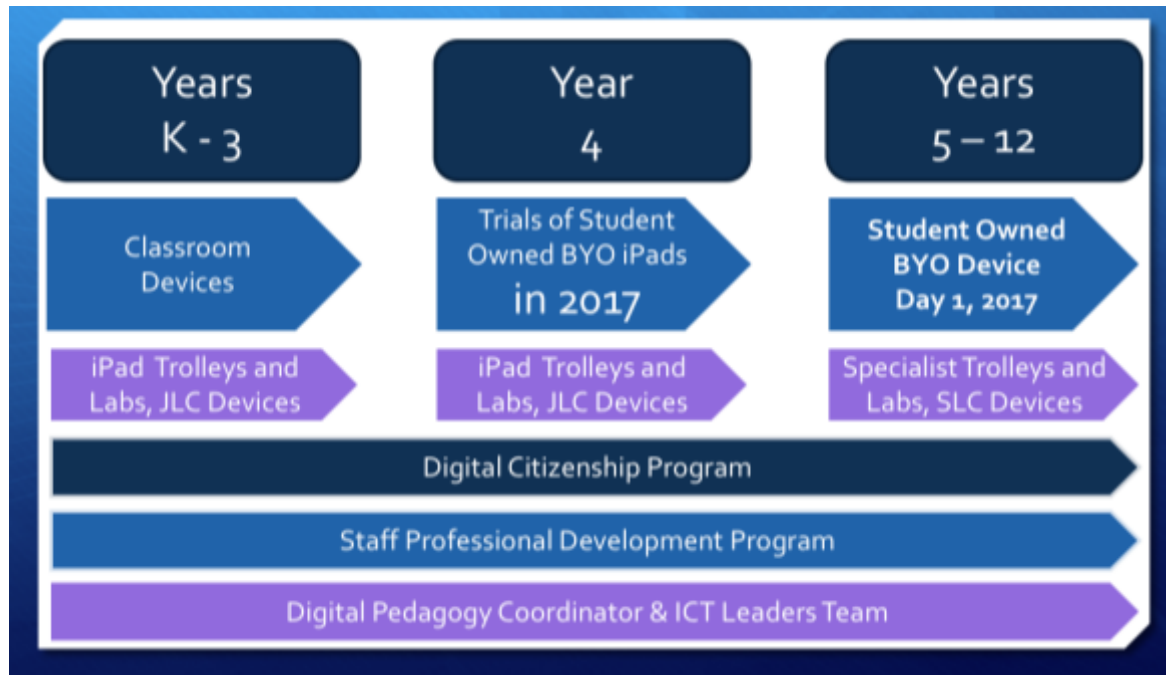
- improve student learning and academic achievement,
- facilitate a differentiated, problem-based learning environment demanding higher-order thinking skills,
- foster more collaborative, inquiry-based learning,
- provide timely, more equitable access to a broader range of digital educational resources,
- enable the development of computer literacy skills,
- prepare students to better compete in technology-rich workplaces.

At Sheldon College, we aim to meet these objectives, and to be effective research has shown that BYOD programs need to ensure that:

- each student has individual access to his or her own device that can be accessed anytime, anywhere,
- students are able to bring the learning tools they are comfortable and familiar with
- students are encouraged to be content creators, not just content consumers,
- there is access to the internet enabled through a reliable wireless network.

## BYOD Requirements 2017

The College's BYOD and ICT strategic intent for 2017 is as follow:



- Students in **Years P - 3** will have access to College managed devices,
- For 2017 students in **Year 4** will be able to bring their own iPads as part of specific project based units of work. It is expected that the iPad will:
  - 1) meet the recommended device requirements (below),
  - 2) have a rugged protective case and headphones (below),
  - 3) have a selector of core apps installed ready for use (below), and
  - 4) be fully charged and maintained to work properly during the school day.
- All students in **Years 5 - 12** are expected to bring their own laptop computing device to the College each day from Term 1, 2017. It is expected that these devices will:
  - 1) have an updated operating system and web browser from which students are able to access necessary tools,
  - 2) have current antivirus software,
  - 3) be fully charged and maintained to work properly during the school day,
  - 4) have a physical keyboard and touch pad for mouse control,
  - 5) adhere to our minimum specifications listed below.



Students in **Years 5 - 12** are expected to have a primary device meeting the minimum specifications, outlined below. Students are permitted to bring a secondary or ancillary device (such as iPad or Android tablet as examples) but these devices are not intended to be the **ONLY** device students use.

The College will provide access to dedicated PCs, Macs and Laptops in specific locations, whereby curriculum programs require the use of specific software and technology devices, this includes all dedicated ICT Classes.

## Adaptability in **Devices**

Sheldon College believes students need to develop skills around flexibility and adaptability when working in the digital age. A non-platform specific approach for Years 5 - 12 is more likely to develop the kinds of resourceful thinking that will enable them to remain agile in an ever-changing world.

Although we do not mandate or require a specific device we have listed some recommendations that we believe will work effectively in the College's network infrastructure. It is not expected that you purchase a new device however we do require each device to meet the following minimum specifications.

In terms of mobile devices used by senior students, tablets like the iPad, lack the raw computing power and flexibility that a laptop style device has. Such devices are considered secondary or complementary devices and should not to be used as the students **PRIMARY** educational device.



## BYOD Information Years K – 3, 2017

Students from Years K - 3 will have access to class-sets of iPads and an array of educational apps to use while at the College. Parents are not to provide iPads for student use at the College but if you are wishing to have a suitable device available at home you should refer to following recommendations.

Minimum Specifications	Already Owned Device	If you are looking to purchase a new device for 2017 for at home use.
Device	<p><b>At Home ONLY</b></p> <p>iPad Mini, 2, 3 or 4 iPad Air, Air 2, Pro</p> 	<p><b>At Home ONLY</b></p> <p>Any current <b>iPad Air 2, Pro</b></p> 
Storage	32gb	Minimum 32gb
Screen	Mini or standard display	Full size display
Wi-Fi	Wi-Fi Only	Wi-Fi Only

**Do not hesitate to contact the College for consultation about the purchase of an iPad for home.**

See the Page 11 of this Handbook for Information regarding the College BYOD Purchasing Portal.

## BYOD Information Year 4, 2017

As communicated and displayed throughout 2016, Sheldon College has been trailing the use of iPads to support the academic programs at Sheldon College. The College is committed to providing ICT environments that enable students to develop skills in line with our Student Exit Outcomes.

### Timelines

Students in **Year 4 for 2017**, will be able to bring their iPad to the College as part of specific units of work, this will be communicate to families throughout 2017. Below is a list of recommendations for suitable devices for 2017. Parents are not to purchase new iPads for student use at the College for 2017.

Minimum Specifications	Already Owned Device Suitable for 2017 (No New Purchase Required)
Device	<p style="text-align: center;"><b>Suitable devices for Year 4 in 2017 – 2018</b></p> <p style="text-align: center;">iPad 3, 4 iPad Air 1, 2 iPad Pro</p> 
Storage	Minimum 32gb
Screen	Full size display
Wi-Fi	Wi-Fi Capable

**NAPLAN Online 2017 minimum device specifications specify a 9.7” diagonal screen size.**

**iPad Mini will not be supported at the College after 2016.**

See the next page of this Handbook for Information regarding the College BYOD Purchasing Portal.

## BYOD Information Year 4, 2017 BYOD Portal

In partnering with Datacom the College has a dedicated BYOD on-line ordering portal whereby parents can purchase suitable BYOD iPads and accessories. The Datacom BYOD Portal and will allow you to place an order at any time and support for the devices will be provided by Datacom onsite at the College. Further details about this service are listed below.

### Datacom BYOD Purchasing Portal for Sheldon College

The devices that we have included have been tested to perform to the required level for the needs of our students. We have only included devices that are of a suitable high standard and all devices come with come with corporate grade warranty (next business day Onsite) and Accidental Damage protection, (HP laptops) and apple care plus 3 Year warranty for apple devices.

The devices on the portal offer educational pricing providing considerable savings on the devices selected versus retail pricing. We have kept the portal to a small number of recommended devices to keep it simple and easy for parents but there is no obligation to purchase from this portal.

### Logging into the BYOD Portal

<https://myschoolshop-qld.datacom.com.au/sheldoncollege>

**Username:** sheldon

**Password:** sheldon



#### Additional Information:

Additional information about the [Datacom BYOD Portal can be found here.](#)



## Frequently asked Questions about BYOD - YEAR 4 PARENTS -

### ***My child already has access to an iPad, do I need to purchase a new iPad?***

No we recommend parents don't purchase a new iPad for a student in Year 4 in 2017. The College will continue to provide iPads in Years 4 for the foreseeable future.

### ***What device / apps does my child need?***

See Table on **Page 10** for Device **Minimum Specifications for 2017**.

Parents are not to purchase new iPads for student use at the College for 2017.

*The College recommends the WiFi only models to assist with reduced costs to parents and to ensure student access to the Internet at the College is filtered.*

*Parents and caregivers will need to source their own iPad from a reputable retailer. Most large retailers will stock iPads with some offering finance options.*

*Astute buyers may want to monitor [OzBargain.com.au](http://OzBargain.com.au), a community curated website that aggregates deals from retailers or visit the [Datacom BYOD Portal](#).*

*iPad Air 2: <https://www.ozbargain.com.au/product/ipad-air-2>*

### **Other Requirements**

- **Apps:** a core list of apps is required. (Keynote, Pages, iMovie, Bookcreator)
- The College recommends not adding your credit card details to the device and purchase apps via an iTunes Gift Card.
- The following website will provide details on which retailers have discounted iTunes Cards currently available. <https://www.giftcardsonsale.com.au/>
- The College will provide unit specific Apps to students throughout the year at no cost to families. The College will manage the installation of these apps and will notify parents of when these apps will be installed.
- **Headphones:** The College recommends students use over-the-ear, volume restricted headphones.
- **Apple Care:** Apple Care is not compulsory and should be evaluated by parents. It



can be purchased as an optional extra from most retailers or from Apple direct. It provides additional support and accidental damage protection. Coverage for up to two incidents of accidental damage from handling your iPad, each subject to a \$65 service fee.

Please note that all iPads purchased in Australia are covered by statutory warranty and parents should evaluate the benefits of any retail provided extended warranty options.

More info can be found at: <http://www.apple.com/au/legal/statutory-warranty/>

- **Device Protection:** The College strongly recommends a robust case to minimise potential damage. Recommended cases include:
  - o **Otterbox Defender** - <http://www.otterbox.com/en-us/ipad-air-2/defender-series-case/apl2-ipad-air-2.html>
  - o **STM Dux** - <http://www.stmbags.com.au/catalog/new-laptop-bags/dux-for-iPad-Air-2-case/>
  - o **Griffin Survivor** - <https://griffintechnology.com/us/survivor-all-terrain-for-ipad-air-2>

*This list is not exhaustive. Any rugged case that provides a high level of protection to your child's device is acceptable.*

*Some cases include keyboards. The safety of the device should be the most important consideration. Ensure the case still has a high level of protection for the device.*

### **Why are iPad mini's not supported from 2017?**

NAPLAN Online has released the minimum device specifications for tests in 2017. The specifications exclude iPad Mini's due to their diagonal screen measurements. Therefore, the school cannot support iPad minis.

*If you have concerns, please contact the College.*



***Would my child have to share their iPad?***

**No** - Children will not be expected to, or allowed to, share their device with anyone else. The College will continue to provide iPads in Years 4 throughout, 2017.

***What about desktop computers?***

The school will continue to provide some desktop computers for student use as part of the College ICT Curriculum program.

***Will my child still learn handwriting?***

Yes. iPads will not replace handwriting. The mode of communication used will depend on the learning opportunity.

***Will iPads promote poor posture?***

Poor posture and associated strain are generally the product of fixed body position for an extended period of time. Desktop computers and laptops are more likely to cause strain because they control posture. iPads are more mobile and light, which means they can be used with a wider variety of postures. It is easier to shift positions while remaining engaged. We will constantly raise awareness of the importance of good posture.

***What do you advise about volume levels for headphones?***

As a general rule, the volume levels of headphones should be low enough to hear a person speaking at normal levels when standing one metre away. The volume for music can be limited on the iPad via Settings > Music > Volume Limit.

***Should I insure my child's iPad?***

We strongly recommend you consider insuring all non-consumable property that is brought to the College.

***What apps are being used and what research is available on these apps supporting their use?***

All Apps selected to use within the iPad program have been carefully selected with guidance from our eLearning Coordinator, classroom teachers and Apple Educators. This is why we are



only focusing on a few Apps to begin with. Features associated with iPads such as audio recording, speech to text, camera, voice over (narrating text), airdrop (transferring files via bluetooth) and video are all excellent tools to use in the classroom. These tools can be used across all areas of curriculum and offer opportunities not readily available up to this point.

***What data will be extracted from the apps to show parents their child's understanding of the concepts applied?***

The only information that will be extracted from the Apps will be what teachers require for formal assessment. Children may create work samples with the aid of an App which will be subsequently assessed with reference to learning criteria.

***Where will work samples or documents be stored?***

In the first instance, work will be stored on the iPad itself. As storage capability is limited on the iPad (as with other devices), Sheldon College has provided a secure cloud based storage solution which will allow the teacher to access and assess samples of work from your child without having to physically handle the individual iPad. Note: All student's data and information will be stored in accordance of the legislated Privacy Act.

***How will my child know which iPad belongs to them?***

Parents are asked to clearly name their child's iPad case and keyboard separately. There may be times when the keyboard will be separated from the case to reduce the weight. This may be the case when used in the in various learning environments around the College.

***Who will install and manage the Apps?***

We are currently working with vendors to ensure the right approach to Mobile Device Management is chosen. At the time of producing this document, required apps will be 'silently' pushed to devices with no interaction from students.

More information will be provided after final due diligence testing concludes this term.



***Can we as a family install additional apps?***

Yes. Parents at their own discretion may install apps for the family to use. While we support this, the College still requires sufficient amount of space be available for student use. As we have recommended the 32GB iPad, photos, video and music can quickly fill the iPad leaving insufficient space for student's data.

***Our family is not familiar with Apple products. Where can we access support?***

There are a number of options available. When purchasing through Apple and taking advantage of AppleCare+, which is an optional extra recommended by the College, this gives access to technical advice through telephone support. Our eLearning Coordinator and ICT Support Staff can assist you with most issues on Tuesdays and Thursdays at the College.

***Will parents be able to access student learning examples and assessment more regularly?***

***Can we see what our students have been learning or their results on the iPad?***

The College is investigating and trialling Apps that connect parents with classroom learning. The iPads will also come home each night so parents can sit with their child as often as they wish and talk through the learning items on the iPads. Just as parents can now come into classrooms and look through children's books, parents can "look through" the iPad.

***What if my child's iPad is lost or damaged?***

It is recommended that you take out insurance for your child's iPad as it is a student owned device and the College is not liable and will not take responsibility for damage or loss.

***Are the students able to use their iPad at recess and lunch times?***

No. For security and safety, devices will only be used whilst under the supervision of a teacher. iPads will be stored in locked filing cabinets. An exception to this is lunchtime clubs that may require the use of the iPad.

***Do students have unrestricted access to the internet?***

No. There are restrictions in place whilst at the College. Sheldon College uses enterprise grade web filtering to limit access to inappropriate content. Safe and responsible internet use





is explicitly taught and consequences will be imposed to those children who seek out inappropriate material online whilst at the College. We ask all parents to ensure iPads are used responsibly at home and in common areas (not in bedrooms).

***Is it necessary for the students to have wireless internet at home?***

Students can use iPads without having access to the internet. However, wireless internet would be required at home if you would like the device connected to the internet.

***Do you have advice about online safety?***

We recommend parents look at this site.

- online safety - <http://www.cybersmart.gov.au/>

Each class will have access to cybersafety information as part of their ICT education. The College is committed to providing education to parents to help them work with their child to create a safe and engaging online experience.

***Do I need to create an iTunes account and which email address should I use?***

While not compulsory we strongly recommend parents create an Apple ID for their child.

Parents are advised not to link their credit card to their child's account.

Family Sharing offers the ability for parents to have some control over their child's apps and content.

***Should I add a credit card to my child's Apple ID?***

The College has strongly recommended that parents not associate credit card details to their child's iPad, through the parent's Apple ID account. Why? This is to minimise the risk of your child accidentally making a purchase from your credit card account. There are many games and apps available that automatically deduct from your credit card account unbeknown to you at the time. For this reason, we ask that you do not give your Apple ID password to your child. If you wish to have credit available to your family for personal use, we recommend you purchase an iTunes card.



**Who would be responsible for charging the device?**

Your child's device would need to be charged at home each night and brought to the College every day ready for use.

**Who would be responsible for the security and safety of my child's device at the College / to and from the College?**

Children would be required to store their device in a lockable cupboard in the classroom- before College, at breaks and at lunchtime, and whenever the class leaves the room. Your child would be responsible for the looking after their device on the way to and from the College. We would suggest the iPad is placed in an appropriate protective case and student bag for transportation.

**My child has media content (photos, video and audio) stored on the device.**

**Can they use the device at the College?**

Yes, the media content (photos, video, and audio) stored on the device should be appropriate in nature and shouldn't be accessed within the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at the College.

**Does the College have answers to all the issues that may arise?**

We have attempted to anticipate most scenarios but we will continue to refine, review and reformulate our policies and practices as we move into this next chapter of learning at the College. We welcome your constructive feedback in regard to any matter outlined in this document

Additional iPad Support Information is below:

- Apple iPad Support - <http://www.apple.com/au/support/ipad/>
- About Restrictions (parental controls) - <https://support.apple.com/en-au/HT201304>
- Redeem Gift Cards (iPad) - <https://support.apple.com/en-au/HT201209#iOS>

## BYOD Information Years (5 - 12), 2017

In 2017 the College will be continuing the implementation of a compulsory BYOD Program in 2017 for all students in Years 5 – 12, from day 1 Term 1, 2017.

In partnering with Datacom the College has a dedicated BYOD on-line ordering portal whereby parents can purchase suitable BYOD Laptops and accessories. The Datacom BYOD Portal and will allow you to place an order at any time and support for the devices will be provided by Datacom onsite at the College. Further details about this service are listed below.

### Datacom BYOD Purchasing Portal for Sheldon College

The devices that we have included have been tested to perform to the required level for the needs of our students. We have only included devices that are of a suitable high standard and all devices come with come with corporate grade warranty (next business day Onsite) and Accidental Damage protection, (HP laptops) and apple care plus 3 Year warranty for apple devices.

The devices on the portal offer educational pricing providing considerable savings on the devices selected versus retail pricing. We have kept the portal to a small number of recommended devices to keep it simple and easy for parents but there is no obligation to purchase from this portal.

### Logging into the BYOD Portal

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**Username:** sheldon

**Password:** sheldon







#### Additional Information:

Additional information about the [Datacom BYOD Portal can be found here.](#)



## BYOD Information Years (5 - 12), 2017 Minimum Specifications

Should you wish to purchase a device from a different supplier we recommend that you select a device that meets the minimum requirements listed in the table below.

Device Type	Windows Laptop	Windows Tablet	Mac Laptop Mac Air	Mac Laptop MacBook Pro
Device		 <i>See Page 19</i>		
Operating System	Windows 8.1,10 <i>Windows 10 is Free for students personal BYOD Laptop. &lt; Information coming soon &gt;</i>		macOS 10.12 or higher	
Wireless 5GHz	<b>Minimum - 802.11n Preferred - 802.11ac</b>		Any Mac device compatible with macOS 10.12 meets the College WiFi requirements.	
Min Screen Size	11" to 15"	10"	13.3"	13.3" or 15"
HDD Storage	128GB SSD or higher	128GB or higher	128GB SSD or higher	
RAM	4GB	4GB	4GB or higher	
Processor	i5 Intel	i5 Intel	i5 Intel or higher	
Min Battery Life	Advertised battery life of 6 - 8 hours			
Suggested Accessories	Protective case/cover and Headphones. Sleeves and soft cases are more cosmetic than practical solutions.			
Suggested Upgrades	Upgrade <b>RAM &amp; Processor to i7</b> for students in <b>Years 9 - 12</b> who study Media, Music and CAD.		<b>Extended Apple Care Warranty.</b> Upgrade <b>RAM, HDD</b> for students in <b>Years 9 - 12</b> who study Media and CAD.	






## Tablet Hardware **Suggestions Years (5 - 8), 2017**

Throughout 2014 and 2015, Sheldon College has trialed a number of tablet / touchscreen devices with staff and students in Years 5 - 8, below is a list of recommended Windows Tablet devices if you would like to purchase these devices for 2017.

Tablet Device Suggestions for 2017	
<p><b>Microsoft Surface Pro</b></p> <p><b>Suitable for Years 5 - 12</b></p>	<p><b>Microsoft Surface Pro 3 128GB i5, i7 - 4GB</b> <b>Microsoft Surface Pro 4 128GB i5, i7 - 4GB</b></p>  <p><i>Microsoft Surface Pro 2 (Windows RT) is not a suitable BYOD device.</i></p>
<p><b>HP Elite X2 Tablet</b></p> <p><b>Suitable for Years 5 - 12</b></p>	<p><b>HP 1012 - m5/8GB/256GB</b> <b>(Recommendations include purchasing docking station, and protective cover)</b></p>  <p>Available from Datacom BYOD Portal – <a href="#">Download additional details</a> <a href="https://myschoolshop-qlldatacom.com.au/sheldoncollege">https://myschoolshop-qlldatacom.com.au/sheldoncollege</a></p> <p><b>Username:</b> sheldon <b>Password:</b> sheldon</p>



## Software Specifications Years (5 - 12), 2017

Specifications	Description	Cost
<b>Browser Software</b>	<p>Web browser Internet Explorer 10 or newer, Google Chrome, Safari 7 or newer.</p> 	Free
<b>Windows Security Software</b>	<p>Windows laptops should run Microsoft Security Essentials - <a href="http://windows.microsoft.com/en-AU/windows/security-essentials-download">http://windows.microsoft.com/en-AU/windows/security-essentials-download</a></p> 	Free
<b>Apple Security Software</b>	<p>MacOS X laptops should run ClamXav available via the website below <a href="https://sites.fastspring.com/clamxav/product/clamxav2edu">https://sites.fastspring.com/clamxav/product/clamxav2edu</a>  <i>Education Discount for Sheldon College</i></p> 	Education Discount Option
<b>Microsoft Applications</b>	<p>Sign in to Office 365 using your school account credentials and install Office on your devices <b>(Details Provided in College Website and iLINQ)</b></p> 	Free College provided
<b>Adobe Creative Cloud</b>	<p>Sign in to iLINQ using your school account credentials and install Adobe Creative Cloud on your PC or Mac Laptop  <b>(Details Provided in 2017)</b></p>  <p>Adobe® Creative Cloud™</p>	Free College provided



## BYOD Policy Years (5 - 12), 2017

Students who bring a device to the College as part of the BYOD Program, must use the device with the following expectations and policies.

### Responsible Computer Use Policy for Students

The College's Responsible Computer Use Policy for Students has recently been updated in readiness for the BYOD Program for 2017. Please refer to this document for a list of student responsibilities.

### College Expectations

Students who bring a device must comply with the following College expectations:

- The device is only used when directed by the teacher.
- The device is to come to school fully charged. Charging on College grounds is not permitted without staff permission.
- The device is to be used while supervised by a teacher in a classroom or at or at the Senior Learning Centre (Years 7-12) and Junior Learning Centre (Years 5 and 6).
- Devices are not to be used before or after school or during lunch times in the playground.
- The device is to be used for curriculum purposes only. Students who do not follow the guidelines will lose the privilege of using a personal device at school.
- The media content (photos, video, and audio) stored on the device should be appropriate in nature and shouldn't be accessed within the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at school.

### BYOD Monitoring

- The College will monitor student accounts and student use of ICT resources and services to maintain a secure ICT environment using our existing monitoring systems.
- The College reserves the right to investigate any and all aspects of its ICT resources and services including BYOD devices.
- The College will block or filter any network traffic that potentially breaches this policy or is potentially illegal.



## BYOD Support

Where possible, Sheldon College will provide guidance and support on how to solve a variety of issues in the BYOD program. To cater for support request, the College will be provided an online BYOD portal, which will house troubleshooting and support files. Additionally, ICT support will be available at the Senior Learning Centre during breaks. A dedicated support team will communicate how to utilise this service.

### **BYOD Warranty**

We strongly recommend that families purchase an extended warranty for your device at the time of purchase. All maintenance for the hardware device, operating system, software and/or apps purchased by the family/student is the responsibility of the family/student.

### **BYOD Backup**

Students are required to backup and manage their own digital content using a hard drive or cloud-based technology. As services become available such as Office 365 and the College's Learning Management System, students will be provided tutorials on how to manage and backup digital content using these services.

The College's Assessment policy applies to digital submission and management of work. Students must refer to individual task sheets to determine the submission requirements.





## Frequently asked Questions about BYOD - YEARS 5 - 12 PARENTS -

### **BYOD Rationale**

**Other schools have mandated a device rather than encourage a multi-platform school.**

#### **Why has this decision been made?**

We live in an ever-changing world and it is difficult to stay abreast of all the technological advancements. To prepare students for this world, we believe it is important that families are part of the decision making process with support and advice provided from the College.

#### ***What are the classroom rules for using student-owned devices?***

Teachers make the final decision on any equipment used in the classroom; student-owned / BYOD devices would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers for their expectations. When not in use during a lesson, the device will be placed face-up or lid closed on their desk.

#### ***What will happen to existing devices that are available for students to use in common spaces such as the Learning Centres and specialist laboratories?***

Sheldon College is committed to continuing specialised learning areas with dedicated ICT resources. Some of the trolleys of computers in the Learning Centres and other traditional computer resource areas will be removed/relocated, while other speciality areas such as multimedia and graphics intensive subjects will be renewed with up-to-date powerful machines.

#### ***Are students expected to use the devices at both school and home?***

Yes. One of the goals of BYOD is continuous access as a way to build information literacy. This means access to the learning tools on a device at home and school. Some homework assignments will require students to use a digital device.

#### ***Where can I find more information about the BYOD Program as it develops?***

Communication with parents, friends and the wider community in relation to BYOD matters will be made readily available via the College Website, College Newsletter and Parent Information Evenings.



## Device costing

### ***As a parent, am I required to purchase a new device and add additional software (virus protection and filter) to my child's technology device?***

Students do not need a new device as long as the device meets the minimum requirements. All devices must have an antivirus software program installed and frequently updated where appropriate. There is no need for additional Internet filtering software.

College funded software will be distributed to students during 2016 for students in Years 5 - 12. This includes Office365, Inspiration, Adobe Creative Cloud and Autodesk Software. This is at no additional costs to families.

### **Are there any additional costs associated with the BYOD program?**

We encourage the use of protective cases such as laptop cases and bags. Students will be required to own device accessories such as headphones.

### **Are there any recommended and required accessories?**

- An extended warranty is strongly recommended.
- We recommend theft insurance
- (Warranties do not cover abuse, theft, or accidental damage).
- At home access to an external hard drive for backing up files is recommended.
- A protective case/sleeve is strongly recommended. It is also a good idea to use a backpack that has an internal, padded sleeve for protecting the device.
- A headset or earbuds (for private listening).



## Device Management

### **How will my child know how to use the BYOD device?**

While we realise that many students have knowledge of the BYOD device, some won't. At the beginning of the College year we will implement a program supporting students in developing their skills in the safe and effective use of the BYOD device.

### **Who is responsible for backing up the device including all school-work and assessment tasks?**

Students are required to backup and manage their own digital content using a hard drive or cloud-based technology. As services become available such as Office 365 and the College's Learning Management System, students will be inducted on how to manage and back up digital content using these services.

### **Will my child complete assessment tasks using their device?**

In some cases, yes. The College's Assessment Policy applies to digital submission and management of work. Students must refer to individual task sheets to determine the submission requirements.

### **What if I forget to charge the battery and it goes flat at School? Do students have access to power outlets throughout the day?**

Students are expected to charge their laptop each night and bring it fully charged to school the following day. There will be limited provisions for students to recharge during the course of a school day. Parents/Students are strongly advised to purchase devices with the latest chipsets that extend battery life.

### **What controls should parents implement?**

The use of the device outside of the College is at the discretion of the parent/family. We strongly encourage you to work as a family to set ground rules for the care, maintenance, and usage of the devices. We also strongly encourage families to set ground rules about the use of games, chat programs or other social networking programs while students are working on their device at home.

The College will work in partnership with families to promote and enhance ethical, safe and responsible use of technology. Building digital citizenship is the responsibility of both the College and family.



### **How much does my child need to use their BYOD device at home?**

Some homework, set activities and assessment tasks will require your child to use their BYOD device at home. Outside these things however, it is your decision about when and how your child uses their BYOD device. If you have any doubts about the nature of set work, please contact your child's teacher.

Our position is:

- BYOD devices provide an environment or tool for learning; that is its main purpose.
- Students can use it for other purposes but these must be appropriate to the context – College or home – and subject to permission.
- We support parent decisions about the setting of boundaries at home as long as College work can be completed.
- Students do not need games and entertainment apps on their BYOD devices for College. Whether parents allow games and entertainment apps on their child's BYOD device is a family decision.

### **Won't my child be writing anymore?**

Please be assured the use of an BYOD device does not mean your child will not be writing. The BYOD device is intended to be an adjunct to their instructional habits, not a replacement for them. While not diminishing our emphasis on traditional skills Sheldon College also promotes 21st century digital skills, without which, students would find it very difficult to gain employment.

### **How long it will be before the BYOD device needs to be updated or replaced?**

It is the intention of Sheldon College that the BYOD devices purchased by parents will be kept in service for as long as technically and practically possible. 3 years would be the normal lifetime for an item of technology in a College environment. Warranty and insurance options in the purchasing portals reflect this.



## **Device and student security**

### ***Where will the device be kept when not in use?***

All devices should be kept in classrooms, school bags and /or lockable charging units to store device when not in use.

### ***Will other students use my child's device?***

The device is not to be used by other students. We encourage students to treat their device as their toothbrush, which would never be shared.

### ***Will my child have access to Hotmail, Gmail, Facebook, Twitter, Kik, Instagram and Tumblr etc. while on the BYOD WI-FI network?***

No, student Internet filtering is a requirement of all schools. The Sheldon College BYOD Wi-Fi network is filtered in accordance with the URL content filtering policy of our Internet security provider.

### ***My child has media content (photos, video and audio) stored on the device.***

#### ***Can they use the device at the College?***

Yes, the media content (photos, video, and audio) stored on the device should be appropriate in nature and shouldn't be accessed within the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at school.

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

Sheldon College is not responsible for any loss, damage or theft of student-owned devices. Keeping track of the device's serial number, model and type at home is suggested. As with any incident of theft or vandalism it should be reported immediately to a staff member. A loan machine may be provided during lessons conducted in the Senior Learning Centre to ensure the student has minimal interruption to learning.

### ***Will the device impact on the weight of my child's bag when they are travelling to and from school?***

As we welcome electronic textbooks and learning management systems, we anticipate the College bag will weigh less.



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***How do I keep my children safe online?***

We recommend parents look at this site.

- Cybersmart Online Safety - <http://www.cybersmart.gov.au/>

Each class will have access to cybersafety information as part of their ICT and Health Education Lessons. The College is committed to providing education to parents to help them work with their child to create a safe and engaging online experience.

The website above also has comprehensive advice about reporting eSafety issues.

**Links for students:**

<http://www.cybersmart.gov.au/>

<https://esafety.gov.au/esafety-information/get-help>

Kids Helpline on 1800 55 1800.

**Links for Parents/carers:**

<https://esafety.gov.au/esafety-information/get-help>

Parentline 132289

***Does the College have answers to all the issues that may arise?***

We have attempted to anticipate most scenarios but we will continue to refine, review and reformulate our policies and practices as we move into this next chapter of learning at the College. We welcome your constructive feedback in regard to any matter outlined in this document.