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# **BYOD PROGRAM**

## RECOMMENDATIONS AND GUIDELINES

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## Overview

The Perth Modern School 1-to-1 Notebook Program is currently in its 10th year of operation. We have recently transitioned from a school-owned leased program to a fully integrated parent-funded BYOD program. *BYOD refers to students bringing a personally owned device to school for the use of learning.* To ensure the continued success of the program, the school expects all students to have their machine at school each day for use in the teaching-learning process. Whilst students are able to bring in a device of their choice, there are specific device requirements that the school has outlined to ensure the best learning experience for our students.

## Device Recommendations

It is recommended that parents purchase a device with the [specifications](#) contained within this document. For best integration with Office 365 we recommend a Windows 10 device (please see [Appendix 1: Microsoft Surface for Learning](#)). Parents are able to select a device of their choosing, however students who opt to bring in alternative devices (eg., MacBook) will not be as well supported in the classroom.

We DO NOT support the use of iPad / iPad Pro in the classroom and as a general guide a device with higher specifications and the latest software will last longer in the school environment.

## Student and Family Responsibility

Students and Parents must:

- Ensure their device is safe and secure at all times - Perth Modern School is unable to accept responsibility for lost, damaged or stolen devices.
- Student must bring their device with them to school everyday
- Ensure device is fully charged every morning before school
- Students restart their device every day at school
- Students are to back up data at least once a week (use Cloud storage services available through Office 365 OneDrive)
- Teachers must be given access to the laptop upon request
- Social internet browsing and indiscriminate communication across the campus is prohibited
- Students should minimise printing by submitting their work online. (See 'Guidelines for submitting work' in the *eLearning@mod student guide on Connect*)

## Misuse of device during school

- Internet access on the device will be filtered through the school and the students will be prohibited from connecting to other networks while at school.
- Students will comply with the Department of Education (DOE) and School Policies concerning the use of BYODs at school and while connecting to the DOE network. Please refer to the Technology and Social Media Policy located on Connect.
- Department of Education Student online policy is located at [www.det.wa.edu.au/policies](http://www.det.wa.edu.au/policies)

## Student Accounts and Login details

Students will be provided with their log in details for the various applications (eg. Connect, Office 365, Clickview etc) when they commence school. Year 7 students will also undergo a Technology Induction early in the year where they will receive a copy of the *eLearning@Mod Student Guide* which will cover everything they need to know.

We recommend students install the Office software that comes free with their **Office 365 for Education** account, this can be done once school commences and they receive their log in details. *Instructions for this can be found in the eLearning@Mod Student Guide located on Connect.*



## Purchasing Options

### *School Approved Vendor*

- WINTHROP provide a cost-effective device, software and warranty package with parents making their own purchasing arrangements with the company. Included in the package will be drop off/pick up from Perth Modern School and drop off at Winthrop for repair.

Log onto PMS Website and click on the WINTHROP Parent Portal

<https://sales.winaust.com.au/shop/perthmod>

### *Retail Outlet*

- Parents may choose to purchase a suitable device from any retail outlet. Please be aware there may be limited technical support with this option should your device need repairs.

## Insurance

Students are responsible for the care of the device whilst at school as it is the student's property. We suggest parents check with their insurance company to confirm their level of cover. *Please note that some insurance packages automatically include devices when away from home, others may require additional cover.*

## Technical Support Services (IT HUB)

The ICT Technical Officers are located on the Ground Floor, Andrews Building. They are dedicated to helping our students with problems that may arise and will endeavour to resolve any issues, but are under no obligation to provide support for any problems with BYOD hardware (machine). If you are experiencing issues accessing the school network / WIFI / Connect / Office 365 please see the IT Hub for assistance.



## Device Specifications, Set up and Software

Device Specifications	
<b>Form Factor</b>	Laptop • Tablet / Convertible Device • Touch Screen / Keyboard / Stylus*
<b>Physical Dimension</b>	Minimum Screen Size 25cm (10 inch)
<b>Operating System</b>	<b>Windows 10</b> • Apple iOS 9 or newer
<b>Wireless Compatibility</b>	<b>5GHz802.11n</b> Support. <i>This may be advertised as 'Dual Band Wireless '802.11abgn' / '802.11agn'</i>
<b>Battery Life</b>	6hrs+
<b>Recommendations</b>	Minimum RAM 4GB • Disk configuration 128GB • Preferable SSD
Device Set up	
<b>Naming Device</b>	It is a requirement of the IT department that student devices are named as <i>firstname.lastname</i>
<b>Windows Security</b>	Windows security will require you to log in with your school credentials. <input checked="" type="checkbox"/> Tick remember my credential
<b>Wireless Networks</b>	<b>Wireless 5</b> preferred school network <b>Wireless 2.4</b> for older machines
	Login with your <b>school credentials:</b> <i>firstname.surname</i>   <i>Password</i>
<b>Web Browser</b>	<b>Windows:</b> Chrome • Firefox • Internet Explore
	<b>Apple:</b> Safari • Chrome • Firefox
<b>Security Software</b>	Virus Protection software of your choice
Software & Applications – Devices must meet the following functional requirements pertaining to software.	
<b>Please install these applications or similar <b>PRIOR</b> to commencing school.</b>	
<b>PDF reader</b>	<a href="#">Adobe Reader</a>
<b>Audio Editing Software</b>	<a href="#">Audacity</a>
<b>Video Software</b>	Windows: <a href="#">Movie Maker</a>
	Apple: <a href="#">iMovie</a>
<b>Photo Editing Software</b>	Windows: <a href="#">Photo Editor</a>
	Apple: <a href="#">iPhoto</a>
<b>Multimedia Package</b>	<a href="#">Adobe Creative Cloud</a> - look under the student/teacher download



<b>These applications / software to be installed / accessed <u>once school accounts have been activated</u> – Term 1 (Week 1 or 2)</b>	
<b>Office Software</b>	<b>Free download</b> available through your School O365 account. Students will require access to their O365 account to install the free download..
	<i>Student account log ins will be given at school therefore will not be able to download Office 365 until then. This download and install process must be done at home, not at school.</i>
<b>Office 365 (Online)</b>	When you first use these services you will be led through a setup process to configure the storage (OneDrive) and applications that come with this software.
	Sign in using department <b>student email and DoE username   password</b>
	<i>Students will be shown how to log in to their O365 account at school. Please don't sign into a 'personal/family' O365 account on your device, this can be problematic when using your device at school.</i>
<b>Cloud Storage (OneDrive)</b>	1TB cloud storage is available through your <b><u>Student O365 Account</u></b> .
	For all school-related work students are to use their education <b>OneDrive</b> for file storage. This enables them to share work easily and access their files for anywhere, anytime. <i>For details on how to use OneDrive refer to the eLearning@mod booklet on Connect</i>
<b>ClickView Online</b>	<a href="#">Login online</a> with your school credentials <i>firstname.surname   Password</i>
<b>Printing</b>	<a href="#">PaperCut</a> (WebPrint)- Students to save this to their browser

## Frequently Asked Questions

### **Why do the BYOD requirements specify an active pen?**

- An active pen (stylus) provides many functions. It operates as a mouse and can be used to navigate, select and access sensitive menus
- As a tablet device the stylus allows students to interact directly with the information on the screen, without the use of paper and pen
- Students can edit documents, make notes, correct and mark work, complete forms on the device that are electronic but not easily typed onto
- Notetaking performance is improved by students using a stylus rather than keyboard in class. See Oviatt research paper for more information or the study by Muller and Oppenheimer "The Pen is Mightier than the Keyboard".

### **What if my device does not have an active pen?**

Your device will need a mouse or touch screen to navigate

### **How will teachers alter their teaching to incorporate these devices?**

Teachers will spend time helping students familiarise themselves with working in an online environment. This will include using a core set of resources such as Connect, OneNote, Word, PowerPoint and other learning applications

### **Will students be catered for if they forget their device?**

The Parsons Resource Library has a small number of notebooks for borrowing through the day. These are a short-term backup as they do not have the same specifications as the BYOD.



## Appendix 1

### *Microsoft Surface for Learning*

Below is a summary of some relevant information as to why the Microsoft Surface device is the most powerful device for learning. Some of the following information is a summary of features and some is based on the academic research associated with having a stylus enabled, full functioning computer. See “Oviatt Paper – Pen Keyboard Voice Touch” for a summary of research associated with stylus enabled learning.

Surface features and functionality benefits:

- Surface allows full applications including the fully featured Microsoft Office suite.
- Surface also runs over 500,000 apps, many of which are made specifically for education.
- A fully powered computer and a tablet in one by disconnecting the keyboard. Windows 10 allows your device to function in tablet mode where touch is emphasised, or in full PC mode where mouse and keyboard are most prominent for productivity.
- Surface is powerful enough to run the full Adobe Creative Cloud suite enabling graphic design on the same device as that which runs lower level apps for learning.
- Inking allows students to be able to do subjects not based on linguistic notation to be performed on the device. Examples include mathematics, sciences such as physics, chemistry and engineering subjects. See research paper for information.
- Notetaking performance is improved by student using a stylus rather than keyboard in class. See Oviatt research paper for more information or the study by Muller and Oppenheimer “The Pen is Mightier than the Keyboard”.
- The device supports ‘no compromise learning’ meaning that all modalities of input such as voice, touch, pen and keyboard are supported as well as many peripherals including USB based sensors and probes in science and STEM tools like Arduino boards can be fully utilised. ‘No compromise’ also refers to the ability to use apps and applications simultaneously regardless of whether they are located in the cloud or on the device as is the case when running labour intensive software.
- Integrates best with Office 365 including seamless access to all resources from a student or teacher’s OneDrive for Business. Syncing cloud base files to a Surface is simple and effective.