

# BYOD Program Recommendations and Guidelines



PERTH MODERN SCHOOL  
Exceptional schooling. Exceptional students.



## Overview

Perth Modern School uses technology in all Learning Areas to enhance the learning experience of our students. When used appropriately, technology can increase curriculum engagement and relevance, and empowers students to be more creative and connected. Using technology enables versatile anywhere/anytime learning and is an essential skill for all students to possess as they move from school to further education or employment. The development of student ICT capabilities and 21st Century Skills is very much at the forefront of our teaching and learning programs.

BYOD refers to students bringing a personally owned device to school for the use of learning. 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 outlined below. We do not support the use of tablets such as 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.

### Mandatory

-  5GHz Wi-Fi capability
-  Operating System: For best integration with Office 365 we recommend a Windows 10 device
-  8GB RAM 4 and 128 should be sufficient
-  256GB Storage
-  Battery life: 6 hours+
-  A corporate Antivirus (paid)
-  Minimum screen size of 11.6" (13 or 14" recommended)

### Recommended

-  Touchscreen/Stylus (Active Pen)
-  External mouse
-  External storage for backup



The following devices are examples of suitable devices with many students owning them. Of course you may want to choose your own. More information on these devices can be found through the school supplier, Winthrop Australia.

- Microsoft Surface Pro 8
- MacBook Air M1 or MacBook Pro M1.

## Term 1 Commencement

Student accounts are activated as current students on their first day of school.

**Please install these applications or similar prior to attending the Week 2 IT induction sessions.**

PDF Reader	Adobe Reader
Audio Editing Software	Audacity
Video Software	Mac: iMovie Windows: Movie Maker
Photo Editing Software	Mac: iPhoto Windows: Photo Editor
Multimedia Package	Adobe Creative Cloud – Look under the student/teacher download.

**These applications/software are to be installed once school accounts have been activated – Term 1.**

Office Software	<b>Free download</b> available through your School O365 account. Students will require access to their O365 account to install the free download. Student account logins will be given at school, therefore students will not be able to download Office 365 until then. This download and install process must be done at home, not at school.
Office 365 (Online)	Sign in using department student email and DoE username   password. 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.
Cloud Storage (OneDrive)	1TB cloud storage is available through your Student O365 Account. For all school-related work students are to use their education OneDrive for file storage. This enables them to share work easily and access their files from anywhere, anytime. For details on how to use OneDrive refer to the eLearning@mod booklet on Connect.
ClickView Online	ClickView Login online with your school credentials firstname.surname   Password
Printing	PaperCut Students to save this to their browser. <b>(This link will be invalid until students commence at school).</b>

## Student Device Use

The school places a Teen Safe device contract for parents as a guide to discuss with their children in the Connect Library to access in Term One. We strongly suggest that you set guidelines of school work versus social interaction on the device.

As this may be the first year where the large group cohort all get a new computer and phone device for the first time, it is an ideal time to discuss appropriate use and communication.

## Student and Family Responsibility

Students and Parents must ensure:

- The device is safe and secure at all times—Perth Modern School is unable to accept responsibility for lost, damaged or stolen devices.
- Students bring their device with them to school every day.
- The device is fully charged every morning before school.
- Students restart their device every day at school.
- Students have access to Wi-Fi at school to sync data at least once a week (use Cloud storage services available through Office 365 OneDrive).
- Teachers be given access to check student work upon request.
- Social internet browsing and indiscriminate communication across the campus should be limited if not avoided.
- Students 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.
- 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 Student 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 login 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.

## Purchasing Options

### School Approved Vendor

Winthrop Australia 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.

Visit the PMS website and click on the WINTHROP Parent Portal <https://sales.winaust.com.au/shop/perthmod>

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, while 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, Wi-Fi, Connect or Office 365 please see the IT Hub for assistance.



## 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.

