



Maffra Secondary College

BYOD Parent Information Booklet

Year 7, 8 and 9 New Enrolment



What is Bring Your Own Device (BYOD)?

At Maffra Secondary College, BYOD means a student brings their own laptop or netbook to school. The device may or may not be purchased through the school (see information below). For equity reasons, we have attempted to allow flexibility in the choice of device and operating system. However, the device must meet the College minimum specifications relating to hardware, software, networking capabilities, and battery life.

Why BYOD?

The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognises that "in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use." Also, the Australian Curriculum highlights that ICT should support and enhance student learning across all areas of the curriculum.

The integration of ICT tools across the curriculum at Maffra Secondary College allows for an enhanced learning experience through greater flexibility, differentiation and a focus on learning rather than on the device used in class. Maffra Secondary College has successfully integrated ICT into its curriculum over a number of years, while we believe the BYOD Program will continue to enhance the learning outcomes of students.

Technology used by students with their BYOD

Compass

The schools online Learning Environment, where students (and parents) can access work, upload completed documents and check attendance.

Microsoft Office 365

All students and staff have access to a Microsoft Office 365 account including the use of Teams for online learning.

Online Applications

Many classes now utilise online tools as an essential part of the curriculum. The school has purchased licences to support student use of these tools.

BYOD Options

Option 1 - Purchase a device via Maffra Secondary College through LWT Order Portal

Cost*

DEVICES (including 3 yr. warranty)	DEVICE COST	INSURANCE	TOTAL COST (Inc. GST)
Lenovo 100w Gen 4 – 11.6" Non-Touch Intel N100 8 GB 128 GB 	\$641.92 inc. GST	\$116.00 for 3 years	\$757.92
Lenovo 500w Yoga Gen 3 – 11.6" Pentium, 8 GB 256GB Dark Blue (While stocks last) 	\$812.91 inc. GST	\$116.00 for 3 years	\$928.91
Lenovo 500w Yoga Gen 4 – 12.2" N100 8GB 256GB 	\$892.91 inc. GST	\$116.00 for 3 years	\$1008.91
Lenovo 500w Yoga Gen 4 – 12.2" N200 8GB 256GB 	\$938.92 inc. GST	\$116.00	\$1054.92

Picking up Option 1 devices

1. Families purchase device from LWT order at: <https://msc.orderportal.com.au/>
2. Device is delivered to MSC who will put the school software on it
3. Depending on when the device is purchased students can collect the device at the start of Term 1, or they can organise to collect it earlier by contacting the ICT office.

*Cost and specifications correct as of most recent update.

Option 2 - Purchase netbook/laptop at a retailer

Bring your own netbook/laptop that has been purchased independently of the College. To be granted access to the College network, the netbook/laptop must meet the **Minimum Technical Specifications** outlined by the College.

Families are responsible for ensuring these specifications are met in any purchase they make. The College technicians **will not** be able to provide on-site servicing and repairs for these netbooks/laptops as this may void warranty.

Setting up Option 2 Devices

Students bring the device to the IT technicians in the library who will put the device on the college wireless network and allow for internet access and printing. No other changes to the device will be made.

Minimum Technical Specifications for Option 2

CPU	Intel Celeron N4120 (Quad Core, up to 2.60GHz)
DISPLAY	11.6" Non-Touch (1366x768)
RAM	4GB DDR4
STORAGE	128GB SSD
WIRELESS	Wireless-AC
KEYBOARD	Integrated Keyboard
BATTERY	Minimum 6 hour battery
OPERATING SYSTEM	Windows 10
WARRANTY	3 Year Warranty

Option 1 vs Option 2 Technical Support	Option 1	Option 2
Access to School Wi-Fi/Internet	YES	YES
School based technical support*	YES	LIMITED
Access to Printers	YES	YES
Access to School personal drives **	YES	NO
Access to school purchased software	YES	YES
Software Support	YES	NO
Hardware Support	YES	NO
Onsite Warranty Support	YES	NO
Insurance Options	YES	NO

* School based technical support for BYOD machines will only include the following:

- Installation of school approved antivirus/antispysware software.
- Installing AB Tutor
- Installing SCCM client for school approved software installation
- Connecting the device to school Wi-Fi system and internet.

** School onsite personal drives for Option 2 will not be available, but they will be able to connect to OneDrive to save/backup any data via their Office 365 account.

BYOD Options Summary

	Option 1 - Purchase via LWT	Option 2 - Retailer
Devices	A. Lenovo 100w Gen 4 – 11.6” Non-Touch Intel N100 8 GB 128 GB B. Lenovo 500w Yoga Gen 3 – 11.6” Pentium, 8 GB 256GB Dark Blue (While stocks last) C. Lenovo 500w Yoga Gen 4 – 12.2” N100 8GB 256GB D. Lenovo 500w Yoga Gen 4 – 12.2” N200 8GB 256GB	Must meet Minimum Specifications outlined by the College
Purchasing	LWT Order Portal	Retailer of choice/already owned
Cost	As per LWT portal	As per retailer
Software	eduSTAR, provided by the school	Some eduSTAR software available for download
Warranty	3 Years	As per retailer
Repairs	On-Site	As per retailer
Insurance	As per LWT portal	As per retailer
Insurance Excess	As per LWT portal	As per retailer
Uninsured Non - Warranty Repairs	Dependant on damage	As per retailer

Software

Microsoft Office 365 (Word, PowerPoint, Excel, etc.) is available for free to all students via download from the Microsoft website, using the student's school email address.

Instructions to install the Office software will be provided to students, along with other eduSTAR required software.

All systems will require the installation of AB Tutor and School Wi-Fi, privately purchased devices will need to be submitted to the ICT Office for this to be installed.

Key Issues and Questions

Equity of access

- Option 1 means buying a strong, highly functional device at a lower cost than at a retail store. Pay up front, or Payment Plan is available. Warranties and repairs organised by the ICT staff through the LWT portal to be completed onsite.
- Option 2 allows families to bring a device they already own or to enter their own agreements with providers/companies. This will not be the school's recommended option but clearly some families will find this option more manageable/equitable.
- All students should have a device to help them access their school work, however, students will be able to access the curriculum by other means also.

Teaching and Learning

- Technology will continue to be used to support learning.
- Staff will be provided with appropriate professional learning related to ICT in the curriculum.
- Students to access curriculum documents through Compass student portal.
- Students will be expected to bring a fully charged device to school each day.

Should I buy a MacBook or a PC?

It's advisable for all students in years 7 to 9 to purchase Windows PC's over MacBook's. MSC's ICT does support Apple MacBook's, but there are a number of reasons why MacBook's are not preferred:

- Applications that do not come with an OSX version
- Most staff use Windows, which makes it hard for them to support your child if they are using a different operating system
- If a class requires the use of a MacBook then one can be provided for example during Graphic Design or Photography classes

Are tablet (iPad, Galaxy Tab, etc.) devices allowed?

No, tablets do not possess the functionality required to be an effective learning tool in the classroom.

Are Android or Chromebook devices allowed?

No, Android or Chromebook devices do not possess the functionality required to be an effective learning tool in the classroom.

Insurance

It is very important to note that families will be responsible for insuring the device. Perhaps ring your Home Insurance Company because it could be covered under your home policy. If it isn't, sign up for insurance with LWT.

What technical support can students expect from the school?

The following support will be provided:

- Connecting to the school network
- Connecting to the school printers
- Software issues with eduSTAR applications
- Connecting to the internet at school
- Software issues with Microsoft Office 365
- Configuration of email accounts

APPENDIX A



Digital Learning (Internet, social media and digital devices) Policy

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school (including our BYOD netbook program)
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Maffra Secondary College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cyber safety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Maffra Secondary College's Child safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (education support staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Maffra Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely

and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Classes at Maffra Secondary College are delivered with the use of notebook computers. Students must bring a fully charged device to school each day to be used during class time for different learning activities.

Our school operates a netbook program, which means students must bring a device with them to school each day. Maffra Secondary College has special arrangements with LWT that offers discounted prices for the purchase of devices for Maffra Secondary College students.

Students are required to have a device that can operate the following programs:

- Compass
- Windows 10
- Microsoft Office 365
- Online Applications as required

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Maffra Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents/ carers who would like more information or assistance regarding our netbook program are encouraged to contact the ICT Coordinator.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Maffra Secondary College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Maffra Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents/ carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify a member of the year level team immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications, including text and images, may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent/ carer notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Maffra Secondary College's [Statement of Values](#), [Student Wellbeing and Engagement policy](#), and [Bullying Prevention policy](#).

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Maffra Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's [Student Wellbeing and Engagement](#) and [Bullying Prevention](#) policies

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September, 2021
Approved by	Principal

Next scheduled review date	September, 2023
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EXPECTED BEHAVIOURS



Student and Parent/Guardian Agreement:

Student Agreement

I have read the Digital Learning (Internet, social media and digital devices) Policy and the Expected Behaviours regarding the use of Student Netbook Computers for Maffra Secondary College and agree to abide by the terms and conditions.

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically in relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher.
- I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time.

(Student's name) _____

(Student's signature) _____ (Date) _____

Parent/Guardian Agreement

I have read the Digital Learning (Internet, social media and digital devices) Policy and the Expected Behaviours regarding the use of Student Netbook Computers for Maffra Secondary College and agree to abide by the terms and conditions.

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network.
- I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

(Parent/Guardian's name) _____

(Parent/Guardian's signature) _____ (Date) _____