SCOTS ALL SAINTS COLLEGE

2027 Bring Your Own Device (BYOD) Information

Dear Parents

Scots All Saints College has a Bring Your Own Device (BYOD) information technology platform at the College for students in the Senior School (Years 7 to 12). Under the BYOD Program, students in Years 7-12 bring their own laptop for use in all classes as an aid to their learning. The BYOD Program allows students easy access to our core ICT products:

- Canvas Learning Management System - a place for students, teachers and parents to connect and collaborate, and a central 'portal' for assessment tasks, learning tools, discussions and lesson content.
- Microsoft Education tools that allow digital inking and the recent advancements of Microsoft in Education.

Students' use of technology and communication devices has become normalised to the extent that many are extremely comfortable using the multiple devices available to them at home and on the move. Our information technology offering builds on the natural affinity today's students enjoy with technology. Additionally, the College environment should replicate the post-secondary experience with technology and lead to a smoother transition to further study or the workplace.

We have been able to select suitable machines with JBHIFI Education. This site, unique to Scots All Saints, is live now https://byod.jbhifi.education/ and can be accessed using the school code **SASCBYOD**. There is a range of options here which all suit the school's minimum requirements. It is ***mandatory*** that all student devices are covered by Accidental Damage Protection Insurance and that some level of anti-virus software is installed on your child's device. Please contact your personal insurer for more information about Accidental Damage Protection.

To ensure your child's transition to Senior School is as smooth as possible, it is essential that their laptop is connected to our network and systems at commencement. With this in mind, we ask that parents hand their child's laptop to our IT Team from Tuesday 19th to Wednesday 27th January 2027. A booking link will be sent via email for you to complete prior to dropping off your child's device.

If you have any questions prior to purchasing, or if you are unable to leave your child's laptop with our IT Team, please feel free to contact the College IT Manager, Mr Matthew Jarrett on 02 6331 3911 or by email, it@scotsallsaints.nsw.edu.au

Yours sincerely



Mr Richard Ford
Head of College

Information Technology Program

The Scots All Saints College Information Technology Program provides students with the following at school and at home:

- Wireless connection while at the College with access to printers and the internet
- Industry-standard software for creating, editing, designing and presenting
- Digital textbooks for many subjects
- Subject outlines, assessment tasks, feedback and results
- Online discussion boards and collaborative learning tools

Canvas
Canvas is a Learning Management System that can be accessed from any web-enabled device. Canvas allows students access to learning materials, discussion boards and class announcements. Students may also view and submit assignments, access their marks, give and receive feedback and collaborate with their peers.

Office 365
The school subscribes to Office 365 which enables all students to download the Microsoft Office Suite (Word, Excel, PowerPoint etc.) at no additional cost to students.

Adobe Creative Cloud
Adobe Creative Cloud is a set of applications and services from Adobe Inc. that enables students to access to a collection of software used for graphic design, video editing, web development, photography, along with a set of mobile applications. Adobe Creative Cloud is now available to all students from Years 7 to 12.

BYOD setup
Year 7 students and new students in other year groups will have their devices connected to the school network, Wi-Fi and printers during the above-mentioned times or their first week of school.

QUESTIONS & ANSWERS ABOUT THE PROGRAM

Q: Why BYOD?
A: The BYOD Program not only provides students with access to expanded, global resources and content but also gives students the opportunity to take ownership of their learning and approach to creative problem-solving. BYOD allows teachers to utilise technology knowing that all students will have access to a similar device (laptop) with similar capabilities. BYOD also provides you with the opportunity to select the hardware platform and software that you want your child to use.

Q: Why Canvas LMS?
A: Canvas is a cloud-based learning management system. It provides the platform from which teachers, parents and students can communicate and share resources using the BYOD devices. Canvas will provide students and parents with real-time access to assignments, homework, resources, marks and teacher feedback. Canvas is accessible from any device with a web browser.

PURCHASING A DEVICE

Q: Which type of device should I buy?
A: A Windows 11 based Laptop is the device type the College is prescribing for the Program; all new students will need to purchase a Windows 11 based laptop. However, if your child wishes to use an Apple Mac, they are able to do so.

Q: Can my child use a tablet or iPad?
These will not be acceptable as student devices under this Program as the primary device. These can be used as secondary devices where appropriate and with permission from the teacher for teaching and learning purposes such as taking images or video. However, as applicable to all BYOD devices, these will not be covered by the College's insurance policies and the College will take no responsibility for stolen, lost, or damaged devices.

Q: What are the minimum requirements?
A: We have included a set of minimum requirements and functionality at the end of this document. We have also outlined recommended specifications to help parents choose the most suitable device. In most cases, if you purchase a new personal laptop computer it will meet these specifications.

Q: Should I buy insurance?
A: It is mandatory that you purchase **Accidental Damage Protection** insurance for your child's device. Insurance can be purchased through your personal insurer when purchasing the machine. The security of the device rests with the individual owner. Scots All Saints College takes no responsibility for stolen, lost or damaged devices. The College's insurance policies will not cover student devices under this Program. While College employees will help students to identify how to keep personal devices secure, students will have the final responsibility for this. Also, please check with your home and contents policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage away from the home.

Q: I have an old laptop at home; can I give this to my child to use?
A: We strongly recommend that the device your child brings to school is as new as possible so that it meets our minimum requirements and is as functional and reliable as possible. Devices already over three years old will probably not be suitable.

Q: My children all share a laptop; will this do for the BYOD Program?
A: Ownership of the device is important and students need '24/7/365' access to their technology. For this reason, it is essential that students have their own individual device.

Q: Who owns the device?
A: The school does not own the device in any way. It remains your property at all times.

Q: I have bought the device, now what do I do?
A: We will provide detailed advice regarding the school-appropriate set up of the device at the start of 2025. In the meantime, we recommend your child gets comfortable using the device and avoids installing too many programs or games, which take up valuable memory.

CONNECTIONS

Q: Will the school provide Wi-Fi?

A: Yes. Whilst the school is open, students will be able to connect to the internet through the College Wi-Fi service when on College premises. Students choosing to stay at school after normal hours for study or homework help will be able to remain online.

Q: Will there be web-filtering?
A: When students are on school premises and connected to the internet through the school's Wi-Fi network, web-filtering will be engaged. Inappropriate websites detected to contain age-restricted material, potentially harmful material or illegal content will not be accessible. In addition, social media (e.g. Facebook and Twitter) will be blocked whilst on site unless otherwise specified by the Head of College and / or Head of Campus. When your child is connected to the internet at home, web-filtering will be limited to whatever your internet provider supplies.

Q: Will my child be able to use 4G/5G connections instead of the school Wi-Fi network?
A: We strongly recommend that your child uses the school's Wi-Fi service to connect to the internet whilst on school premises and does not use 4G/5G for their primary device. 4G/5G connections can become very costly and are not subject to web-filtering.

Q: Will my child be able to download songs, movies and other media on their device?
A: Your child will have local administrator rights to their device and will therefore be able to download and install any program or files they choose. Please be aware that all students internet access is monitored whilst connected to the College Wi-Fi and excessive use of non-educational services may result in restrictions being imposed. Therefore, students should be browsing internet and downloading resources primarily for education purposes while on campus. All access to Internet resources, email, copyright, etc. on BYOD devices is governed by the College's ICT Acceptable Use policy.

TEACHING AND LEARNING

Q: How will the devices be used in class?
A: The over-arching objective for the Program is to give students access to a learning tool which provides students with the opportunity to collaborate, communicate and research on a global level in real time. Currently our teachers deliver various teaching styles which range from setting specific online tasks to giving open-ended tasks where students are expected to find the solution however they can. With the enhancement of our Information Technology Program this will become more fluid and prevalent.

Q: What effect will the program have on textbooks and exercise books?
A: The College will continue to support the use of e-Books across various subjects. The benefits of using an eBook include the ability to search and enlarge content easily, show links to additional content, interactivity and portability. Also, many students may wish to use their device in lieu of exercise books in many lessons – again, this will remain entirely up to students to decide upon but is fully supported by the College. Some subjects may require students to have hard-copy text and exercise books which will be notified via the book list.

Q: What are the requirements if my child studies specialist subjects?
If your child is studying a subject in Design and Technology or Visual Arts, students will have access to specialist software which will be made available to students in these subjects to support project work. If there are any concerns, please contact the Head of Department or class teacher for course specific requirements.

DAY TO DAY USE AND SUPPORT

While developing skills in the classroom, students will become familiar with a variety of trouble- shooting skills. There are a number of issues that students will face in general that require some immediate resolution. Our goal is to have students know their own device and to be mostly self- sufficient.

Students can bring their device to the IT Support Office for initial diagnosis in the event of malfunction. If the problem can be easily fixed within 15 minutes then the IT Support staff will do so. Issues that cannot be easily resolved by the IT Support staff, and all repairs, will be the responsibility of the student/family to arrange appropriate repair or replacement of the device. There will be loan devices for short-term loans (up to two weeks) to cover times while a device is being repaired.

Q: What do we do about printing?
A: Students will be able to print to multifunctional printing devices. Also, students may use the College computers to print. Instructions regarding printing will be provided at the time of setup. However, the College is taking steps towards becoming a paperless environment and we encourage students to avoid printing unless absolutely necessary.

Q: Will there be a means of charging the device at school?
A: Personal devices must be fully charged before school each day and run on battery power while at school. Due to Work Health and Safety issues, charging of devices cannot be provided by the College. We strongly recommend you purchase a device that has a substantial battery life so that it lasts the full school day.

Q: What happens if my child's device malfunctions or is broken?
A: The College IT staff will provide technical support related to the connection to the College wireless network and Internet as well as printing. For software issues, we recommend using the 'help' menu or support feature of the website for the software itself. For hardware issues, you will need to contact a computer Technical Support service or the company where you bought the device. Unfortunately, the College IT staff cannot attempt to repair personal devices, as this will invalidate warranties and insurance policies. The device is owned by the student, not the College. As a consequence, the responsibility for the maintenance and updating of apps belongs to the students and parents. The College IT department can offer advice and guidance regarding this.

Q: Will the school provide spare devices while my child's is being repaired?
A: There will be loan devices available for students should their device be unavailable due to repairs. These devices will be clearly labelled as College property and the loan time will be restricted to a maximum of two weeks. There will be no charge for this loan. Should you anticipate a repair taking more than two weeks, we recommend you arrange an alternative spare device for your child.

Q: Where is the device stored each day?
A: The student device is to be stored in the student locker when not being used in class. The locker should remain locked with appropriate padlock at all times and the device should not remain on College grounds after the conclusion of the school day.

Information Technology Program Requirements

To assist parents' purchasing decisions, the specifications below meet the College minimum

requirements. If you would like further information prior to purchasing, please contact us at it@scotsallsaints.nsw.edu.au

HARDWARE:

Minimum System Requirements:

- Operating System: Windows 11 Home (or higher) or Apple Mac OS Ventura (or higher)
- Processor: Windows - Core i5 Processor (or higher) / Apple Mac - M1 (or higher)
  Note: Please do not purchase devices with a Snapdragon processor as it doesn't support certain products we use. For example, Adobe Illustrator
- Memory: Windows - 16GB RAM / Apple Mac – 8GB RAM
- Storage: 256GB solid state drive (SSD)
- Wireless Connectivity: 802.11 N or higher – No 3G/4G enabled devices
- Audio/Video: Headphone and Microphone Ports, an Integrated Webcam
- Battery Life: A minimum of 8 hours battery life
- Robust carry-case
- Warranty: 3-year warranty (optional – at the parent's discretion) Note: If your student is a Boarder, it is recommended you purchase onsite warranty for your students' device.
- Accidental Damage Protection Insurance ** Mandatory

General Minimum Requirements for All Devices:

We also recommend that all students have access to their own set of Headphones / Earphones to use in class for listening to audio and / or watching videos.

SOFTWARE:

The College provides access for each student to the following applications:

- Canvas Learning Management System
- Microsoft Office 365 (includes access to Word, Excel, PowerPoint, Outlook)
- Adobe Creative Cloud (includes access to Adobe Acrobat Pro, Adobe Photoshop, etc.)
- A variety of other online, collaborative learning tools as required.

Device Access:

Students must have full administrative access to the device so that they can install programs and change settings.

Internet Browser:

Devices must have the latest version of any of the Internet Browsers listed below installed so that students can access the Internet and other related sites as required.

- Google Chrome (latest version) *** This is the recommended browser of choice
- Microsoft Edge (latest version)

PDF Reader:

A program that can open and view PDF files is essential. Adobe Acrobat Reader is an excellent free option. Alternatively, the college provides access to the Adobe Creative Cloud suite which includes Adobe Acrobat Professional.

Productivity Software:

Much of the students' work is undertaken using their devices, which will include word processing, data analysis, presentation design and viewing and desktop publishing. This can be performed using the software provided with Microsoft Office 365.

Audio/Video Software:

A suitable audio and video application will be required. Due to the wide range of video types that exist, we recommend that the free program VLC Player is installed (in addition to those already installed, such as Microsoft Media Player etc.) as it can open and view many different forms of video.
https://www.videolan.org/vlc/index.html

Anti-Virus Software:

Up-to-date Anti-Virus Software is a must have to keep your child's own and other files safe. We recommend the use of Trend Micro or McAfee Antivirus. Various free Anti-Virus programs exist which are available for Windows. Some of the free versions you may wish to consider are https://www.avast.com/index#pc or https://www.avg.com/en-au/free-antivirus-download#pc .