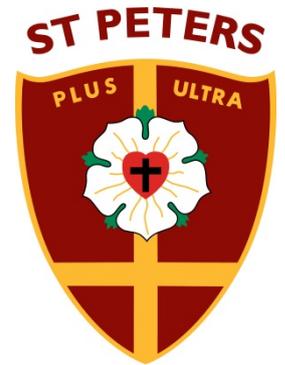


2020

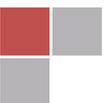
# Springfield BYOT Program Overview



Years 4-12

In 2020, all students in Years 4-12 are required to 'Bring Your Own Technology' to school each day to support their learning. This booklet provides information and support for parents and students with regards to this program.

2020	
Yrs 4-6	BYOT: iPad Program
Yrs 7-12	BYOT: Laptop Program (other devices optional)



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## Introduction

St Peters Lutheran College is a BYOT (Bring Your Own Technology) environment with different types of devices specified as appropriate to their age.

In 2020, all students in Years 4 to 6 are required to bring an iPad to school each day. If parents already have an iPad available that is **full sized 2018 or more recent model** this will suit the needs of the program. The iPad's compact design, portability, long battery life, ease of use and functionality make it an ideal choice for this age group to allow technology to be embedded in the everyday life of our students who are learning in an information-rich world. In some situations, technology access may be supplemented by the College.

In 2020, all students in Years 7-12 are required to **bring a laptop (Mac or Windows)** to school each day. A student's laptop is the primary device to be used for their learning; however, an additional device (such as an iPad or other portable device) may be used with teacher permission to supplement functionality. In some situations, technology access may be supplemented by the College. For example, where specialised technologies are used beyond the capabilities of a student owned BYOT device.

## Selecting a Device and Accessories

### Selecting a Device and Accessories – Years 4-6

It is intended that an iPad should provide a minimum 2-3 years of use. If possible, purchasing beyond the requirements is advised as this would allow for longer term use and ensure compatibility with updates to the Operating System. Students may continue to find the iPad a useful supplementary device for their Secondary schooling. For Years 4 to 6 in 2020, minimum specifications are below.

Minimum Specifications for 2020
<ul style="list-style-type: none"><li>• iPad 2018, iPad Air (2019), iPad Pro or more recent (minimum 9.7 inch screen size – <b>not an iPad Mini</b>)*</li><li>• Apple A10 processor or higher</li><li>• iOS12 or more recent</li><li>• 64Gb or more storage recommended (32Gb can be accommodated with use of cloud storage)</li></ul>

\*1<sup>st</sup> to 5<sup>th</sup> generation iPads no longer a suitable option due to limitations of Operating System and Processor compatibility. In our BYOT experience since 2014, we have found that an iPad Mini provides insufficient screen size for learning. In 2016 to 2019, students who brought a full-size iPad Pro found that a larger screen size and pen capabilities were very useful for their learning, but it is recognised that this product has a premium cost.

We also recommend purchasing the following **accessories** for your child:

- **iPad case** – a robust case with edge and impact protection and a screen cover
- **Bluetooth Keyboard**
- **Headphones** – volume-restricted over ear headphones are ideal as they limit the maximum volume to a safe level which can be used for an extended period.
- **Stylus/Apple Pencil/Logitech Crayon**
- **Apple Care Protection Plan** (optional)

Parents are sent a list of Apps at the beginning of Years 4-6 to suit their curriculum needs for that year.

## Selecting a Device and Accessories – Years 7-12

It is intended that devices should provide approximately 3 years of use. If possible, purchasing beyond the minimum requirements is advised as this would allow for longer term use. For Years 7-12 in 2020, a laptop or tablet computer is required, with either a Windows or Mac operating system, as the core device for use at school. The minimum specifications are below. Parents who choose to purchase below the specifications will need to replace the device more frequently.

Minimum Specifications for 2019
<ul style="list-style-type: none"><li>• Intel Core M (acceptable) but Core i5 Processor or higher is preferred;</li><li>• 8GB RAM;</li><li>• 256GB SSD Hard Drive with at least 20 GB of available space;</li><li>• Minimum screen size 11”;</li><li>• <b>Minimum 7 hour battery life;</b></li><li>• Operating system Windows 10 or Mac OS X 10.14 Mojave.</li><li>• Less than 2kg in weight; and</li><li>• Protective case and/or carry sleeve - This is a mandatory requirement. The College recommends choosing a durable and shock-absorbing case to minimise risk of damage.</li></ul>

\* **Please note:** An iPad Pro or Chromebook is not currently suitable as a core device for Years 7-12 without prior consultation.

As a general rule, either a Mac or Windows platform is suitable from a teaching perspective. The selection of a particular brand and functionality may depend on student preferences and how they intend to use the device. Parents may also choose to install software such as Parallels or Bootcamp on an Apple Laptop so that Windows programs can be installed if required. Some students find a tablet/touch interface useful for tasks such as annotating or creating diagrams. If a tablet style is a student’s preference then a touch-enabled Windows device may best suit this need.

If you are unsure as to whether a laptop you already have is suitable, please email [byot@stpeters.qld.edu.au](mailto:byot@stpeters.qld.edu.au) for advice.

We also recommend labelling (engraving preferred) your child’s device, and purchasing the following **accessories** for your child:

- **Headphones** - volume restricted over-ear headphones are ideal as they limit the maximum volume to a safe level which can be used for an extended period;
- **Additional Power Supply** (optional) – to be stored in student lockers for use in exceptional circumstances only;
- **Mouse** - scroll function either wireless or USB; and
- **Stylus/ Pen** - for touch enabled devices or secondary devices such as iPads.

## Purchasing a Device

Parents may source a device from a vendor of their own choice or bring a device they already own as long as it **meets the minimum specifications**.

## Student Expectations

Students are expected to be ready to learn with their device by:

- Bringing their device charged and ready to use each day;
- Taking care of the device and keeping it in its case/protective sleeve throughout the day to avoid physical damage;
- Using their device as directed by teachers and within the appropriate areas and times specified by their sub-school;
- Managing their time, use and battery life of their laptop so that at school it can be used productively for educational purposes;
- Locking the device in their locker (or classroom) when at sport or during other activities not requiring the device, including at morning tea and lunch as specified for their sub-school;
- Using the device responsibly, appropriately and respectfully in accordance with Acceptable Use of Technology policy;
- Keeping passwords private and protecting their device so it requires a login when not in use;
- Using school WiFi only, not 3G or 4G;
- Seeking permission before photographing, videoing or sharing online;
- At all times being mindful of both their own digital reputation and that of the College;
- Maintaining the currency of the software and apps to ensure the tools for their learning are ready; and
- Backing up important work and files regularly.

Consequences of misuse will be applied as deemed relevant to the behaviour and in accordance with sub-school behaviour management practices. These may include loss of Internet privileges, restricted device use or other disciplinary action.

## Recommendations for Parents / Guardians

Parents are encouraged to consider the following to ensure the smart, safe, responsible use of the device at home:

- At home, the device should be used in an open area, where it can be visually monitored;
- Invite your child to regularly show you what they have been doing and the tools they have been using;
- Respond with consequences if the device is not being used in an appropriate manner – some examples of consequences could be monitored use, restricted access, meeting with a teacher, or banning the use of the device at home for a period of time;
- Implement content filtering at home if you would like to control the content that can be accessed through the device;
- Ensure a balance of screen time and off-screen time as appropriate for your child's age; and
- Consider age appropriate use of parental control tools or restrictions. Such as:
  - o time limiting or disabling access to particular programs, websites or functionality; and
  - o parent management of associated Apple ID or Microsoft account and installation of software or apps as is age appropriate.

## Insurance

Parents are advised to make their own arrangements regarding insurance and cover for accidental damage. The College will not take responsibility for accidental damage to, or loss of student property, nor do our insurance policies cover it. Parents may wish to nominate portable electronic devices such as tablets and laptops on their home and contents policies, which allows for specific cover to be given to these devices. All students must have a case for their device to minimise the risk of damage.

## Compulsory and Recommended Software

Information regarding the initial set up of a student's laptop will be provided through the College Learning Management System and during induction sessions held throughout the year. New parents and students will be sent details with links to resources for set up before the School year. Prior to this access, parents and students can install the following on student laptops:

<b>Operating system</b> (Windows or Mac OS operating systems should come with your device)	Students are eligible for a free version of Windows <a href="#">via On The Hub</a> (requires school login). These may also be used for installing Windows on a Mac via <a href="#">Bootcamp</a> or <a href="#">Parallels</a> .
<b>Web browser(s)</b> (students are advised to have more than one browser available in case of compatibility issues)	Options include: <b>Chrome is the preferred browser for St Peters. Students will be assisted to log in with their St Peters google account to manage their identity.</b> <a href="#">FireFox</a> , <a href="#">Internet Explorer/Microsoft Edge</a> (included in Windows), <a href="#">Safari</a> (included in Mac OS)
<b>Antivirus and Anti-Malware</b>	Parents may select their own antivirus and malware packages. A home web filtering tool is also recommended.
<b>Microsoft Office</b>	If not already on a student device, <b>DO NOT PURCHASE</b> as this software is provided to students under the College's Microsoft Licensing Agreement. Instructions for set up will be provided on the <b>BYOT Information Page</b> .
<b>Common plugins and media players</b>	<a href="#">Flash Player</a> , <a href="#">QuickTime</a> , <a href="#">Java</a> , <a href="#">VLC</a>
<b>PDF viewer and annotation tools</b>	<a href="#">Adobe reader</a> or Preview (included in Mac OS)
<b>Video Editor*</b>	For example, <a href="#">Microsoft Photos</a> (Windows) or <a href="#">iMovie</a> (Mac) Or alternative video editing packages such as <a href="#">DaVinci Resolve</a> (Windows & Mac)
<b>Audio Recorder and Editor*</b>	<a href="#">Sound Editor</a> (Windows), <a href="#">GarageBand</a> (Mac), <a href="#">Audacity</a> (Windows & Mac) or alternative sound editing packages

\*These products may attract a cost in the App store or require a purchase to access functionality. Check for educational pricing options before purchase.

## Cyber Safety

The College is implementing the [eSmart schools](#) framework to ensure students, teachers and the wider school community are equipped to embrace the potential that technologies have for learning, contribute as responsible digital citizens and recognise and respond to online risks. St Peters students will engage with a range of learning activities designed to raise their cyber-safety awareness so they can stay smart, safe and responsible online.

The College filters access to the internet reducing the likelihood of students accidentally accessing undesirable sites. Inappropriate content is blocked by a regularly updated list of categories and sites. Use of the internet via the College's wireless network is logged whilst students are at school. Parents are encouraged to monitor their child's use of their device whilst at home and to filter their home internet access.

The following Australian websites provide information and resources to assist in this endeavour:

- Federal Government Office of the eSafety Commissioner website <https://www.esafety.gov.au/>
- Common Sense Media advice for parents [www.common Sense Media.org/advice-for-parents](http://www.common Sense Media.org/advice-for-parents)
- ThinkUKnow organisation [www.thinkuknow.org.au](http://www.thinkuknow.org.au)
- The Alannah & Madeline Foundation [www.amf.org.au](http://www.amf.org.au)
- eSmart Schools <https://www.esmartschools.org.au/>
- Cyber Safety page for Parents (Firefly) <https://stpeters.fireflycloud.net.au/cyber-safety/for-parents>
- Cyber Safety Page for Springfield Students (Firefly) - <https://stpeters.fireflycloud.net.au/cyber-safety/springfield-students>

## Health and Safety When Using a Device

Evidence from schools with long experience of using technology in the classroom is that a combination of good ergonomic practice and young people's natural habit of changing posture frequently, successfully addresses the issue of physically safe use. For good ergonomic practice, students are advised to consider the following when using their device:

- Take regular rest breaks within the confines of the classroom and as directed by your teacher;
- Avoid using the device for more than an hour without a rest break;
- Use the device on a desk rather than on the lap or floor whenever possible;
- Angle the screen to minimise the need to bend the neck. Use of a case/device with a stand and an external keyboard for tablets and iPads is recommended;
- Work in an environment free from glare and adjust the tilt of your screen to avoid reflections from lights or windows;
- Maintain good posture and avoid sitting for long periods of time;
- Increase font size for comfortable viewing;
- When using headphones keep your volume low or use volume restricted (to 89dB) over-ear headphones. See the Australian National Acoustic Laboratory for publications on the use of volume restricted devices; and
- Adjust your device settings for brightness depending on your location and the lighting where you are working.

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