BRING YOUR OWN DEVICE (BYOD)

We live in a world that is technologically rich and the 21st century learning environment in our schools is developing so that we can actively prepare our students to be global citizens. The digital demands of our classrooms means that there is a need for our students to have 1-1 access to their own devices in order to support their learning at school and at home.

All students must bring their own personal laptop device to all of their classes. Students will be able to connect their devices to the school wireless and students will be provided filtered internet access whilst at school. The College will grant access to the school's wireless network, internet, Office 365 and printing. Any use of the wireless network entails personal responsibility as well as compliance with the Carrum Downs Secondary College Acceptable Use Policies.

Some benefits of students having their own devices
- Students can transport their learning everywhere – from school to home and anywhere else they are studying and learning
- We need our students to keep up with technological developments and be prepared for a technology rich workplace
- 21st Learning is personalised learning where students can access digital learning resources on demand
- Students can manage their own learning and use Compass to communicate with teachers and submit assessment
- Students can collaborate with others using tools such as Google Docs
- Access to online/digital resources (eg. Edrolo, Kahoot, textbooks etc)
- Reduce loss of class time caused by set up and collection of laptop trolleys
- Devices are owned by students and can be used to meet personal needs as well as learning needs

BYOD OPTIONS
Option 1
Students bring an existing device from home that meets our specifications (as listed below)

Option 2
Parent purchase or finance a new device from a supplier

Our Department of Education approved supplier Edunet (outlined below), handle the supply of devices for many schools and can provide advice about suitable laptops for school use. The College has no formal relationship with this vendor and receives no financial benefit if you choose to purchase from this vendor.
To access the Edunet portal go to: https://cdsc.technologyportal.com.au/
(Access Code: CDSC)

Option 3 (Financial Assistance)
The college will provide assistance to families who may not have the capacity to purchase or lease their own computer. If you are having difficulty in acquiring a device please contact the front office and arrange an appointment with the Business Manager.

DEVICE REQUIREMENTS

We accept a broad range of devices so that families have the flexibility to use their existing devices. We are aware that there are several cheap options available through large retailer, however our recommendation is to spend a little more to get a device that is hardy and will last through the stresses of school life.

Requirements
- The device must be a laptop computer with a keyboard
- Screen Size must be above 10 inches and no more than 16 inch.
- Laptop must be able to hold charge for the entire day (we will not support charging during school).
- Tablets are not considered suitable devices as they are limited in terms of their functionality
- Must have Antivirus software installed and up to date, software can be provided by the college or downloaded from the eduSTAR software catalogue
- **PC** must have Windows 8.1 or newer installed
- **MAC** Must have OSX/macOS version 10.12 or above installed

Further Recommendations
- Protective cover and or carry case
- Covered by a warranty
- Accidental Damage Insurance - Laptop screens are the most commonly damaged component and are often more expensive to replace than the cost of the insurance
- Ensure lockers remain locked and devices are labelled or engraved with the students' name and details

HOW TO ACCESS BYOD AND OFFICE 365
Connecting to the college network and Office 365 can be done in a few simple steps:

To connect to the college network
- Whilst at school students should click on the wireless network icon at the bottom of their screen
- They should connect to the EDUSTAR network
- Their username will be carrum-downs-sc\compass username
  - Note that their compass username is their actual compass username – eg. ABC0001
- Their password will just be their normal password they use for Compass

To connect download Office 365
- Students must be at school and on the school network
- They should login to Compass and use the STAR menu to select Bring Your Own Device setup
- They should be able to follow the instructions from there

Note that due to the varied way different computers are setup there are sometimes technical issues with the Office 365 install. If students have any difficulty with this they can see our IT staff in the Library building who will be glad to assist them.

GUIDELINES FOR USE
Specific BYOD Guidelines
- It is expected that the student brings their device to every class with the exception of Physical Education
- Use of all devices as a learning tool is at the discretion of the teacher

- Devices are to be used for education purposes only not be disruptive to others
- Charging of any devices is not permitted at school
- Students shall not distribute any information, pictures or video of students or staff without their written permission

Consequences for misuse of BYOD
- The device may be removed from the student and kept at the House Office until collected by a Parent/Guardian and disciplinary action may be undertaken

Carrum Downs Secondary College will
- Provide limited IT support and advice on student devices
- Provide access to digital technologies when they are experiencing technical issues with their devices
- Actively supervise locker areas and lock the locker bays to maintain security

Carrum Downs Secondary College will not be responsible for
- Devices that are lost, broken, damaged or stolen whilst at school or during school – related activities
- Maintenance or upkeep of devices including charging, installing updates, upgrades or hardware issues

FORGOTTEN COMPUTERS OR COMPUTERS BEING REPAIRED
Student devices are compulsory in classes and students must bring them to every class, much the same way they would their textbooks and writing materials. If a student forgets their computer, or their computer is unavailable due to technical issues, then students will need to borrow a computer from the Resource Centre to use when the need arises in their classes. If a student repeatedly forgets their device then this will become a disciplinary issue that will be managed similarly to situations when students forget to bring other essential learning materials.

TEXTBOOKS
The college will still booklist hard copy text books as there are many benefits to having the hard copy version rather than solely relying on the digital versions of textbooks. In many cases there is very little cost difference between the hard copy textbook and online only books, and some of the benefits of hard copy books include:
- Handing down or resale opportunities
- Students can share, bookmark, tab, annotate textbooks more easily than online books
- Textbooks don't have technical difficulties
- Nearly all hard copy books come with digital versions allowing students access any time they are connected online

It is an expectation that students have access to their textbooks in all of their classes and the college encourages students to purchase the hard copy textbooks given the benefits of these over online versions. **Students are however be permitted to use online versions of textbooks in their classes, and families do have the option to purchase the online only versions of the textbooks if they feel this option better suits their needs.**

SAFE USE OF DIGITAL TECHNOLOGIES
Carrum Downs Secondary College takes our responsibility seriously of educating our students how to use digital technology safely and without causing harm to others. We run whole year level programs that encourage pro-social behaviour and these include cyber safety education. Our Student Engagement and

Anti-Bullying and Harassment policies also outline expectations for appropriate conduct in digital spaces, and there are processes in place to help manage issues of misbehaviour when they arise.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Carrum Downs Secondary College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age. At Carrum Downs Secondary College we:

- Use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including Click Against Hate and Cyber Safety
- Educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- Use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- Provide a filtered internet service to block access to inappropriate content
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation

QUESTIONS

If you have any questions about BYOD or access to digital technologies, please direct these to the school via our phone number, 9788 9100.