BRING YOUR OWN DEVICE PROGRAM

FOREST HILL COLLEGE

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WELCOME TO FOREST HILL COLLEGE'S 21sT CENTURY LEARNING ENVIRONMENT

We live in a world of rapid change, and at Forest Hill College we recognise the important role digital technology is playing in this change. It is essential that we provide a learning environment in which digital literacy and citizenship skills are developed, so our students can fully engage with their world both now and into the future. Our Bring Your Own Device (BYOD) Program is at the heart of this philosophy and, therefore, all students at the College are expected to bring a personal digital device with them to all classes.

In this century, the key to success lies in being able to adapt to change and innovate. It lies in being able to communicate effectively, solve problems and self-regulate, and being able to use technology to create new knowledge. The BYOD program provides our students with opportunities to develop these skills and the College has worked over a number of years to develop a whole-school shared approach aimed at embedding the teaching of these skills across all Learning Areas.

As well as providing access to learning "anytime and anywhere" and giving students opportunities to build their digital literacy, technology also brings with it the potential to significantly enhance learning outcomes for students across the curriculum. Easier and more immediate communication options, better ways of providing feedback, easier options for delivering tailored curriculum for individual students and enhanced methods for conveying knowledge and practicing skills all contribute to improving the learning environment.

The concept of a BYOD program, rather than a 1:1 device program, is that students have the opportunity to select a device, or continue using a device, that best suits their needs without imposing additional expenses on families. We believe this allows students to fully engage with the technology and develop their self-regulation skills.

Self-regulation is also of key importance when it comes to the responsible use and care of digital devices. In this document are outlined clear expectations related to students' digital citizenship and safe use of devices at school. These are also expanded upon in our digital citizenship curriculum at year 7 and 8.

I encourage you to spend time carefully reading this document, taking particular note of the minimum specifications for devices before you make any purchases.

Please feel free to contact the College if you would like any more information about this program.

Christopher Grant
Assistant Principal

WHY DO STUDENTS REQUIRE ACCESS TO A DIGITAL DEVICE?

The Forest Hill College vision is *"to inspire passionate, positive and curious learners".* Our focus is to developlifelong learners prepared for the challenges of the 21st Century.

Students at Forest Hill College harness the use of ICT to support:

- Self-regulation
- Collaboration
- Skilful communication
- Real world innovation and problem solving
- Knowledge construction through thinking and inquiry

The nature of learning for students in the 21st century has changed and will continue to evolve. In the past, student access to information, knowledge and understanding was restricted to the information and knowledge brought into the classroom by the teacher.

Metaphorically, the walls of the classroom have now been removed and students can seek and gather information they require from anywhere in the world through the Internet. This will occur not only in their timetabled class but also outside of school hours. We must also move beyond seeing computers as simply a tool for word processing and gathering information. The development of computer skills and competencies is important, but it is not enough. Students also require the skills to be able to effectively; process the information they gather, apply that information to develop understanding and solve complex problems.

The personal computer provides access to a range of applications that will assist them to process information, build key understanding of content and concepts along with the ability to design, create, share and solve problems.

Teachers at Forest Hill College design learning experiences and outcomes utilising a diverse range of learning strategies with the objective of developing passionate, positive and curious learners. Consequently, a student will not be using a computer in their learning all the time. However, your child will have immediate access to these devices when required, both within the College and at home.

THE RESPONSIBILITY AND EXPECTATIONS OF DIGITAL CITIZENSHIP

'Digital citizenship is being able to think critically and make ethical choices about the content and impact on oneself, others, and one's community of what one sees, says and produces with media, devices and technologies in online environments.'

It is the expectation that students will be responsible digital citizens when participating in the BYOD program, using the College ICT and their home or other mobile devices. Students will be supported in developing their digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies. Students will practise responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity.

As part of their digital citizenship, students are required to read and agree to a 'Responsible Use of ICT Agreement' which is located on the College website and on Compass.

The 'Digital Citizenship Policy' (also located on the Forest Hill College website) clearly outlines our expectations of students, staff and the community when using technology within the College and on all College related excursions and events.

Further resources to support students and families can be found at: https://esafety.gov.au/

SELECTING YOUR BYOD TECHNOLOGY

We recognize that many families have already invested in technology to support their children's education. If that technology is suitable for use in the school environment, we believe it is best to allow the students to make use of it rather than mandating a new device which would incur further expense. As long as the device meets the specifications listed on the following page, students will be able to bring it to school and connect to the College network. For families that need to purchase a device for the new school year, Forest Hill College provides the option of purchasing through the online JB HiFi BYOD portal that provides a range of devices that have been vetted to meet our minimum requirements.

PURCHASING A NEW DEVICE

The College supports both Windows and Apple MacBook devices.

As a guide to parents, the specifications to consider when purchasing a new computer to meet students' educational needs are:

- The latest operating system (Windows 10 (minimum) or MacOS Monterey or higher)
- Screen 11" or larger
- 4GB RAM or higher
- 128 GB storage or higher
- Keyboard
- Ability to connect wirelessly to the College network
- Sufficient battery life for the school day
- Lightweight, portable and compatible with school locker storage space
- Small protective bag for protection of the computer whilst in transit between classes and to and from school. The device cover should also be clearly labelled with the student's name and home group.

The following devices are **not** supported:

- Android devices
- Chromebooks
- iPads - see advice on following page

PURCHASING OPTIONS

When purchasing a computer, it is a good idea to show the minimum specifications above to the supplier so that they can provide guidance as to the suitability of different devices and also warranty/repair conditions.

We strongly advise against the purchase of highly priced devices for use at school.

JB HIFI PORTAL

The College has worked with JB HiFi to develop a BYOD purchasing portal to make your choices easier. The benefit of using this portal is that they provide accessories, insurance, and warranty options at the same time as your purchase, along with education discounts. The devices on offer are selected as being suitable for the school environment and JB HiFi offers financing options.

To access the JB HiFi portal, head to: https://www.jbeducation.com.au/byod

Enter the school code: FHC2023

Once you have entered the site, you can browse the range of suggested devices from Apple, Microsoft, Lenovo and HP by selecting the individual lists at the bottom of the screen.

PURCHASING YOUR OWN DEVICE

You can also purchase your own device from your preferred retailer. If you decide to take this option, you need to ensure you investigate the warranty and repair options provided by the retailer and manufacturer, as these can differ significantly. You also need to ensure the device meets the minimum requirements of the College and is robust enough for the school environment.

WARRANTY

We highly recommend that you research your consumer rights when it comes to warranties for devices, especially before purchasing any extended warranties offered by retailers. The Australian Competition and Consumer Commission has information and advice on their website at:
https://www.accc.gov.au/consumers/consumer-rights-guarantees/warranties

CURRENTLY OWNED BYOD DEVICES

If you wish to use a device you already own, you will need to ensure it meets the following requirements. We recommend you discuss your machine's specifications with your retailer prior to upgrading a device to the recommended specifications to ensure it is suitable.

- Any laptop, notebook, netbook or hybrid-tablet device equipped with **Windows 10(minimum)** or **macOS Monterey** (or higher)
- Screen 11" or larger
- 4GB RAM or higher
- 128 GB storage or higher
- Keyboard
- Ability to connect wirelessly to the College network
- Sufficient battery life for the school day
- Lightweight, portable and compatible with school locker storage space
- Small protective bag for protection of the computer whilst in transit between classes and to and from school. The device cover should also be clearly labelled with the student's name and home group.

The following devices are **not** supported:
- Any device over three years old
- Smart Phones
- Android devices
- Chromebook

APPLEIPAD

Forest Hill College does not recommend the purchase of a new iPad as a primary BYO device, as some software required for school cannot run on them. They are also not ideal for longer sessions of work.

However, if a student is already using an iPad as their primary device at their previous school, you may request approval from the student's Sub-School Leader to continue to use the device. Only devices newer than three years and with a keyboard attachment will be permitted.

INSURANCE & REPAIRS

The College does not have insurance to cover the loss or damage to BYO devices, so we strongly advise that you check your personal insurance coverage to ensure your insurance company covers this. If a computer is lost, damaged or not functioning it is the parents' responsibility for it to be replaced or repaired. The College does not have devices for borrowing in the case that repairs are needed for a BYO device, so you will need to find a replacement device if repairs will take a significant period of time.

STUDENT RESPONSIBILITIES

Student responsibilities for their device:

- Students will be responsible for the care and maintenance of their device. The College takes no responsibility for any damage or loss of a student's device. Parents are advised to ensure the device is covered under their home insurance.

- Students need to have their device password and/or security (e.g., fingerprint) protected so that no other student can access the computer. Passwords must not be shared and the device is never to be lent to another student.

- Students must regularly backup their data at home to another data storage device.

- Students are to ensure their device is fully charged prior to the start of each school day.

- The device must be carried in a protective cover at all times and stored safely in the student locker when not in class use. Both the device and the cover/bag should be clearly labelled with the student name, ID and
  form group

- Students are not to use their device outside of buildings unless under the supervision of a teacher.

  Travelling to and from school, the device must be transported safely in an appropriate protective cover in

  their school bag.

- The personal device and school network and internet is to be used only for educational purposes while at school.

- Students are not permitted to play games unless instructed to do so by a teacher for educational purposes.
  These games must be rated PG or lower.

- Students are to ensure that non-educational material (e.g. music, movies, games) stored on their device does not limit the capacity of their device to store school-related material.

- Students must not access streaming music or video sites or apps (such as YouTube) unless instructed to do so by a teacher for educational purposes.

- Individual students are responsible for their own devices and should ensure that they take care of it at all times. Personal devices should not be left unsecured where other students can gain access to them.

- Students must be respectful of other students' property and privacy at all times. They must not share user names or passwords with anyone or interfere with another student's device.

- When using their computers, students must at all times abide by the College Digital Citizenship Policy and ICT Responsible Use Policy. Any breaches of these policies will incur disciplinary action.

- On days of sporting competition or excursions, students should leave their devices at home.

- Students are responsible for ensuring all software has been legally acquired and licensed for use, including the operating system. Any jailbroken device or devices found with illegally acquired software will not be permitted.

- Students must not use malicious, external or 3rd party internet routing services at school, use of such services results in a breach of the Internet and content control guidelines set by the Department of Education and Training.

- It is preferred by the college that parental controls/ restrictions are not set on the device as this will prevent the college from adding printers and software onto the device that may be required for classes the student is undertaking.

FREQUENTLY ASKED QUESTIONS

WHAT TYPE OF MACHINE CAN I USE?

Any device that is running at least Windows 10, MacOS Big Sur (or higher) as the base operating system and hasa screen that is no smaller than 11 inches will be suitable. If the device is a hybrid-tablet, it must have a keyboard and it must have sufficient battery life for the school day.

WHAT WILL THE SCHOOL SUPPORT?

Forest **Hill** College will support you to connect your device to the network, internet and cloud storage. The College will also provide access to Office 365. This can only be done if your machine is fully functioning and meets the minimum specifications.

WHO DO I SEE ABOUT WARRANTY, INSURANCE AND SOFTWARE PROBLEMS?

- Warranty - you should contact the retail outlet you purchased the machine from
- Insurance - it is recommended that you contact your house/ contents insurer to ensure the device iscovered
- Software and Operating System - software (other than that directly provided by the College) and the device's Operating System is the responsibility of the owner and should be referred to a computer specialist outside of the school

CAN I CHARGE MY DEVICE AT SCHOOL?

It is expected that all devices come to school fully charged each day as there is very limited access to power and only devices that have been tested and tagged are permitted to be plugged in at school.

WHAT SOFTWARE DO I NEED TO INSTALL?

The College provides a licence for Office 365 (Word, PowerPoint, etc.) for the period you are enrolled, and students will be shown how to install it during the first few weeks of school.

Students may also be expected to purchase subscriptions to software in lieu of some texts. Parents will be notified early in the year about the procedure for this.

All other software required is free, shareware or provided through the Department of Education and Training, except in a small number of senior subjects that require specific software. Parents will be notified where this is the case.

DO I NEED AN ANTI-VIRUS AND ANTI-MALWARE PROGRAM?

Yes, it is requirement to have such software installed before you connect to the College network. Windows has a built-in anti-virus/malware application called Windows Defender. There are also a number of free anti-virus and anti-malware programs available for macOS. These programs must be kept up to date and regular scans of the device should be carried out.

WILL CONNECTING MY DEVICE TO THE COLLEGE NETWORK IMPACT ON MY HOME NETWORK CONNECTION?

The connection process to the College network will not impact your home network connection.

WHO IS RESPONSIBLE FOR BACKING UP MY DATA AND WHERE DO I BACK UP TO?

It is the student's responsibility to keep regular backups, and this is reflected in the College's Effective Learning Behaviours. We recommend students are using the OneDrive account provided by the College to back-up any work completed for school in addition to using external hard-drives or flash drives.

HOW MANY DEVICES CAN I HAVE CONNECTED TO THE NETWORK?

Only one device per student can be connected to the College network. This device cannot be a smart phone, and additional devices are not supported. Should you need to replace this device, the new one can be connected, however the old one will no longer function in the school.