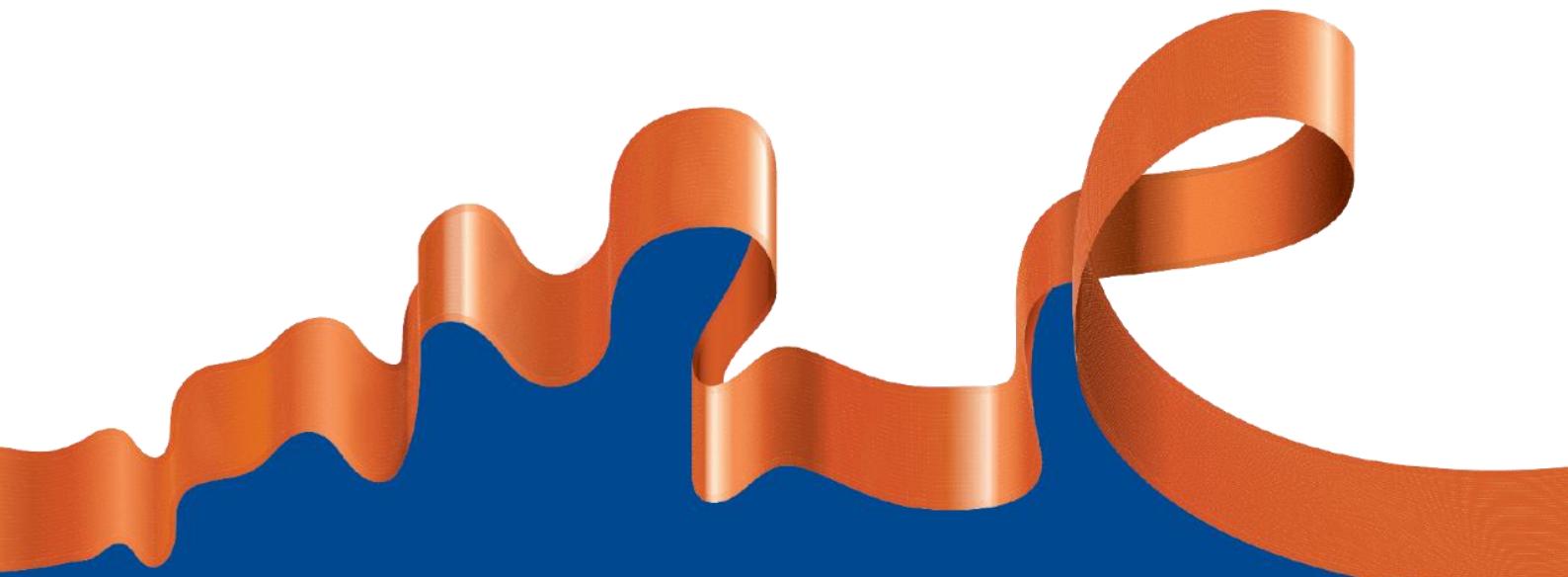




Saint Stephen's College

BYOL Program 2018 (Bring Your Own Laptop)

Information for Years 5 and 6



Developing character,
inspiring hope

BYOL (Bring Your Own Laptop) Program

All students in Years 5 and 6 in 2018 require a laptop computer. This booklet provides some important information regarding the BYOL Program at the College. This booklet is specifically for students in Years 5 and 6. There is a separate booklet for Years 7 to 12.

A Pen-Based Device is required

All students in Years 5 and 6 require a computer that has a modern digital pen. The educational and cognitive support for this is significant; over the past few years there has been much research into the way our brains work and the way we think and learn. More information about this is available in **Parent Lounge via School Links** in the document *Sharon Oviatt - Pen Based Computer Research*.



A Uniform operating environment

It is important to remember that Saint Stephen's College has a uniform laptop environment. We have standardised on the Windows 10 environment, thus, any new laptop computer must be a 'real' Windows 10 device. *Devices running Windows in a virtual machine (e.g. Parallels), via BootCamp etc. are not suitable.*

Other environments and computers are **not** appropriate. Unsuitable operating systems include Windows 7, Windows 8, Apple OSX, Linux and Chrome OS. Unsuitable devices include iPads, Android Tablets, NetBooks, ChromeBooks, WebBooks, and Apple laptops. *Unsuitable devices or devices running unsuitable operating systems will not be connected to the network and cannot be used at Saint Stephen's College.*

Hardware Specifications - What needs to be purchased?

Minimum laptop specifications need to be adhered to. These have been outlined to ensure that each student can use his/her laptop efficiently and effectively in order to maximise potential learning. When purchasing the new computer, it is important to get one that meets the minimum requirements.

CPU (Processor)	YEAR 6	YEAR 5
	<ul style="list-style-type: none">• i3 minimum• i5 preferred <p>NOTE: Pentium, Celeron, Core M and other lower speed processors are not suitable Year 6. This is because a slower processor is not suitable in Year 8, and we assume a laptop purchased for Year 6 would last through to Years 7 and 8. It will probably be due for replacement in Year 9.</p>	<ul style="list-style-type: none">• i3/Pentium/Celeron/Core M minimum• i5 preferred <p>NOTE: Pentium, Celeron and Core M processors are slower than an i3 processor. They are often cheaper, but may cause frustration due to slow speed in coming years. Ensure you are happy with the speed of the computer before purchasing. A computer with a Pentium, Celeron or Core M processor will not be suitable once a student reaches Year 8. (We assume a laptop purchased for Year 5 will last for Years 6 and 7, but will be due for replacement in Year 8.)</p>
Note: It is unlikely a student would require an i7 CPU for general schoolwork. (Note that these are Intel CPUs. The equivalent AMD CPU is also suitable).		
Hard Drive	128 Gb (<i>minimum</i>). Larger is optional.	
Memory (RAM)	4GB is the minimum recommended, and is adequate for the average student.	
Screen Size	Between 10.5 and 15 inch is suitable	
Pen	A functional high-resolution pen that allows writing to the computer screen is essential.	
Operating System	Windows 10 only	
Battery Life	4 hours of continuous use is a minimum . Longer is obviously better. Most modern computers have suitable battery life.	
USB Ports	At least one that is free for use is necessary. A student must be able to plug in a USB device quickly and easily, whenever necessary.	

Warranty

Please check the conditions of the warranty to ensure the service provided is acceptable. When purchasing a new computer, some questions you should be asking yourself and the retailer, include:

- Does the computer warranty conversation happen with the store I purchased it from, or do I phone a state/national phone number?
- What is the normal turnaround time for repairs? (Days? weeks?)
- Is the computer repaired locally or does it have to be sent away?
- If the computer is sent away, who arranges the courier? Do I have to wait at home for the courier to collect the device?
- What happens if what was thought to be a warranty repair isn't? (i.e. It was a software problem or it appears that the device was dropped, which caused the problem.) Is there a cost?

Many laptops come with a standard 12-month warranty. Some come with a standard two year warranty. It is worth checking. **An extended warranty is recommended**, as a laptop should last two to three years in a school environment (depending on the physical treatment of the device). It is safer to have the warranty cover this full period of use.

Insurance

A large percentage of the hardware problems that we see are due to physical damage, which is not covered by warranty. Accidental damage insurance is highly recommended. This can sometimes be arranged at the time of purchase and it can prove to be very handy. Some forms of home contents insurance may have an optional cover for laptops; it may be worth checking with your insurance company. *College insurance does not cover student computers that are lost or damaged while on campus.*

Essential Extras

Laptop case: The hybrid laptop/tablet devices (e.g. Surface Pro) should be encased in custom made protective cases in order to minimise the chance of damage. These are available from companies, such as STM, UAG and Targus.

Laptop bag: Each student should have a padded case for his/her laptop. This reduces the risk of damage when travelling around the College or to and from home. The College is happy for each student to choose his/her own laptop case, *as long as it is appropriate*. A general guide for students regarding appropriateness is, 'Would the student be happy to show his/her laptop case at assembly when all staff and students are present'?

Individualised laptop cases will also reduce confusion amongst students. We do not want students accidentally picking up the incorrect laptop because their case looks the same as everyone else's.

Recommended Extra

Computer Mouse: For ease of use and ergonomic reasons, it is recommended that students have a mouse to use with their laptops. This can be wired or cordless. A cordless mouse offers greater flexibility. A Bluetooth cordless mouse does not use a USB port, which is useful for some devices with a limited number of USB ports.

For further information or guidance with regards to purchasing laptops, please contact Peter West, Director of eLearning on (07)5573 8600 or via elearning@ssc.qld.edu.au.

BYOL (Bring Your Own Laptop) Program – Important Information

‘Hand me down’ Computers

We have had situations in the past where an old computer has been handed down to a student. This has caused problems where the computer is:

- slow and not really up to specification;
- at the point where hardware is beginning to fail.

Because laptops are used extensively at school, it is important that they meet the *minimum* specifications, as previously discussed. Older laptops may also have batteries that are losing charging capacity: Typically, laptop batteries last for a couple of years. A laptop **must** be able to operate for most of the school day without the need for recharging. The *minimum* working period should be four hours.

Security

Each student is able to store his/her laptop in a pigeon hole in the classroom during breaks. Laptops should not be left unattended before, after or during school.

Software

The College provides all software needed by students. This includes the latest version of Microsoft Office, which is the standard software used across all subject areas. **Please do not purchase Microsoft Office when purchasing a computer.** Each student will be shown how to download and install a legal copy of Microsoft Office at no cost.

Updating Laptops

Students are expected to keep software (the operating system, Office, anti-virus software, plug-ins, etc.) updated. Windows should be updated when required; however, updates should be done at home as they can take some time to complete and often require a reboot, which makes the computer inoperable and this may impact class time.

Charging Laptops at the College

Students are expected to bring their laptops to school fully charged each day. Some power points are available in classrooms; however, these are limited. Workplace Health and Safety does not permit power leads to be draped around the room.

“Loaner” Laptops

The College has a small number of ‘loaners’. These are available for short-terms loans (up to two weeks) in the event that a student has a computer under repair. They are not available for excessive loan periods or if students simply forget to bring their laptops to school. The application form for a ‘loaner’ laptop is available in Student Cafe, Parent Lounge, our student OLE (Online Learning Environment) and from the IT Department. The agreement must be signed by a parent or guardian before a laptop can be provided.

Anti-Virus, Spyware and Malware

Students are expected to have viable and current anti-virus software operating on their laptops. **For uniformity**, we recommend the default product that is provided with Windows 10 (Defender) rather than any other free or commercial anti-virus product. These other products all operate in their own way and have caused support problems in the past. This results in time spent with the IT Department rather than in class. It is important that students update Defender regularly (preferably with automatic rather than manual updates).

Malware Bytes is also recommended. It can be downloaded for free. <https://www.malwarebytes.com>. It should be run regularly as it can detect and remove a large range of problems.

Setting up computers at the start of the year/use throughout the year

Training and support will be provided in class time at the start of the year. During this time the College will guide students through setup, maintenance and effective use of their computers. You do not have to set up a laptop at home during the holidays

Guidance on the effective use of laptops, both from a technical and an educational perspective, will be ongoing throughout the academic year.