Saint Stephen's College

BYOL 2021

Bring Your Own Laptop Program

(Guidelines for Years 5 to 12)

Developing character,
inspiring hope

BYOL (Bring Your Own Laptop) Program

All students in Years 5 to 12 require a laptop computer. This booklet provides essential BYOL information for College students in **Year 5 to 12 in 2021**.

Safe Online Behaviours

Saint Stephen's College continues to work closely with parents to support students in developing safe online behaviours. We encourage students to build a positive digital image and ensure they are a responsible digital citizen. Students need to develop these skills in a 21st century society.

Within the College, we ask students to THINK before they post online. They need to THINK; is it thoughtful, helpful, inspiring, necessary or kind? If it is, then post it. If not, do not post!

Additionally, we want students to think about the spaces they are working in. Dr Stephen Heppel talks about the Me, We and See spaces. 'Me' spaces are space that only you will see, spaces such as your own desktop or OneDrive. 'We' spaces are spaces that only a closed group of people will see, e.g. emails or text messages. 'See' spaces are spaces the whole world sees, like Instagram, Facebook or Twitter.

We want our students to THINK about the spaces they are working in, and consider if this space is a We, Me, or See space before they share.

In the Home

Use of devices at home should always be supervised. The i3 process is a great support tool for parents and one we recommend implementing in your own home. It has three key things parents should consider, these are;

- be informed about the sites your child is visiting;
- your children should use devices in a visible area, in-view; and
- be interested in the types of sites your child is using.

Research has shown that children feel more comfortable talking with a parent that has shown interest in their child's use of technology and online spaces. They are more willing to discuss with parents when things go wrong and more willing to ask for assistance.

Device Requirements

A Pen-Based Device is Superior

All students in Year 5-10 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 the Pen-Based computing document on the Saint Stephen's College Website (Our College / Technology and Learning).

Students in Years 11 and 12 in 2020 are encouraged to also purchase a touch screen and pen device.

Front and Rear Camera

Saint Stephen's College uses the devices for a range of filming projects within the curriculum. Students create stop motion animation movies, green screen productions and short films in different projects. To ensure a student's device can film in all situations, a front and rear camera on all BYOL devices is mandatory.

Windows 10 Operating System

Saint Stephen's College has a Windows 10 laptop environment. **Any new laptop computer must be a 'real' Windows 10 device.** Other environments and computers are **not** appropriate**.** Unsuitable operating systems include Windows 7, Windows 8, Apple OSX and Chrome OS. Inappropriate devices include iPads, Android Tablets, NetBooks, Chromebooks and Apple Mac 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. Devices running BootCamp and other non-Windows operating systems are not suitable.

Avoid 'Hand me down' Computers

Ideally, students will begin the BYOL program with a new laptop. The device your child uses at Saint Stephen's College must have long battery life, no damage and the processing power to run all necessary software.

Setting up computers at the start of the year

New students will be guided through the setup of a new laptop when they start at the College. Try to avoid setting up a new laptop at home.

Hardware Specifications

Minimum laptop specifications ensure that each student can use his/her laptop efficiently and effectively to maximise potential learning. When purchasing the new computer, it is vital to get one that meets the minimum requirements.

CPU (Processor)	Intel i5 or i7 recommended AMD equivalent acceptable
Hard Drive	128 GB minimum
Memory (RAM)	8 GB minimum
Screen	11 inch minimum Touch Screen with battery-powered pen compulsory Touch screens must be detachable or allow 360-degree rotation for flat surface writing
Operating System	Windows 10 on a Windows 10 device (not Apple or Chromebook)
Front/Rear Camera	Devices must have both a front and rear camera
Battery Life	6 hours of continuous use minimum
USB Ports	1 minimum

Warranty and Insurance

When purchasing a new computer, some questions you should be asking 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 standard turnaround time for repairs?
- Is the computer repaired locally, or is it sent away?
- What is and isn't covered?

Many laptops come with a standard 12-month warranty. Some come with a standard two-year warranty. **We recommend an extended warranty,** as a laptop should last three years in a school environment.

A large percentage of hardware problems are due to physical damage, which is not covered by warranty. **Accidental damage protection (ADP) insurance is essential**. You can add this during the purchase of the laptop. College insurance does **not** cover student computers that are lost or damaged while on campus.

All devices purchased through the College JB HiFi portal have a **3-year warranty** and **Accidental damage protection (ADP).** The ADP varies from each supplier; some incur a $100 excess on each claim; some are no cost for claims.

Security

Year 5 and 6 students store their laptops in their classroom. Years 7 to 12 students must store their laptops in their locker during breaks. Laptops should **not** be left unattended before, during or after school.

Software and Updates

Please do not purchase Microsoft Office when purchasing a computer. The College has educational licensing for Microsoft Office, which is free for all students. The download and installation of this software is done at the College under the supervision of the eLearning Department and classroom teachers. Students are expected to update their device when prompted. Future updates of the Windows 10 OS should be done at home; these often take some time to complete and often require a reboot.

Charging Laptops at the College

Students must bring their laptops to school fully charged each day. Charging in the classroom is not encouraged as chords can pose a tripping hazard.

"Loaner" Laptops

Some laptops are available for short-term loans (up to two weeks) if a student has a computer under repair. They are not available if a student forgets to bring their laptop to school. The *Laptop Loan Request Form* is available at the bottom of the front page of the Saint Stephen's College Online D2L Brightspace portal.

Anti-Virus, Spyware and Malware

We recommend the default product provided with Windows 10 (Defender) rather than any other free or commercial anti-virus products. **Do not install or purchase anti-virus software.** We recommend Malware Bytes which can be downloaded for free (malwarebytes.com). Run this program regularly as it can detect and remove an extensive range of problems.

Essentials

Laptop Case

The hybrid laptop/tablet devices (e.g. Surface Pro) should be encased in a custom-made protective case 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.

Mouse

For ease of operation, it is recommended that students use a wired or Bluetooth mouse in class.

Headphones or Earbuds

These are necessary as online learning sessions often involve video tutorials.

Parents are encouraged to show this document to salespeople if buying an over the counter device.

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

The College has a purchasing portal relationship with JB Hifi Solutions for Education. Visit jbeducation.com.au/byod and enter **sscqld2021** to choose from a selection of devices that all meet the BYOL specifications criteria. (Delivery time is currently 8 - 10 weeks)